

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

For
Coram Campus
41 Brunswick Square
London
WC1N 1AZ



Rev	Author	Date	Description of Modifications
00	Charles Cheriton	27/06/16	Final Draft for review

Table of Contents

Amendment List

1. Description of the Project

1.1 Project description and programme details including key dates.

1.2 Description of Building Construction.

1.3 Details of Location, Client, Principle Designer, Principle Contractor, CDM Advisor, Sub-Contractors and other consultants.

1.4 Extent and location of existing records and plans that are relevant to health & safety on site, including information about existing structures.

2. Management of the Work

2.1 Management Structure.

2.2 Staffing And Responsibilities

2.3 Health & safety goals for the project and arrangements for monitoring and reviewing health & safety performance.

2.4 Arrangements for:

2.4.1 Regular liaison between the parties.

2.4.2 Consultation with the workforce.

2.4.3 The exchange of design information between the client, Principle designers, CDM Advisor and contractors on site.

2.4.4 Handling design changes during the project.

2.4.5 The exchange of health & safety information between contractors.

2.4.6 The selection and control of sub contractors.

2.4.7 Site security.

2.4.8 Site induction.

2.4.9 On site training.

2.4.10 Welfare facilities.

2.4.11 First Aid Arrangements

2.4.12 The reporting and investigation of accidents, incidents and near misses.

2.4.13 The production and approval of risk assessment and written systems of work.

2.4.14 Site Rules.

2.4.15 Fire and Emergency Procedures.

2.4.16 Noise Monitoring Procedures

2.4.17 Site Traffic management Plan

2.4.18 Site Waste Management Plan

2.4.19 Emergency Contacts

3. Arrangements for controlling significant risks

- 3.1 Safety risks.
- 3.2 Health Risks.

4. The health & safety file.

- Layout & format.
- Arrangements for collecting and gathering information.
- Storage of information.

Appendix

1. List of Risk Assessments and Method Statements.
2. F10
3. Project contact information
4. Site Rules
5. Site Induction Form
6. Fire Plan
7. Emergency Preparedness Plan
8. Site Traffic Management Plan
9. Site Waste Management Plan
10. Welfare Arrangements

Amendment List

Issue	Date	Details of changes and amendments
Initial Draft	27.06.16	Initial Issue for review

1. Description of the Project

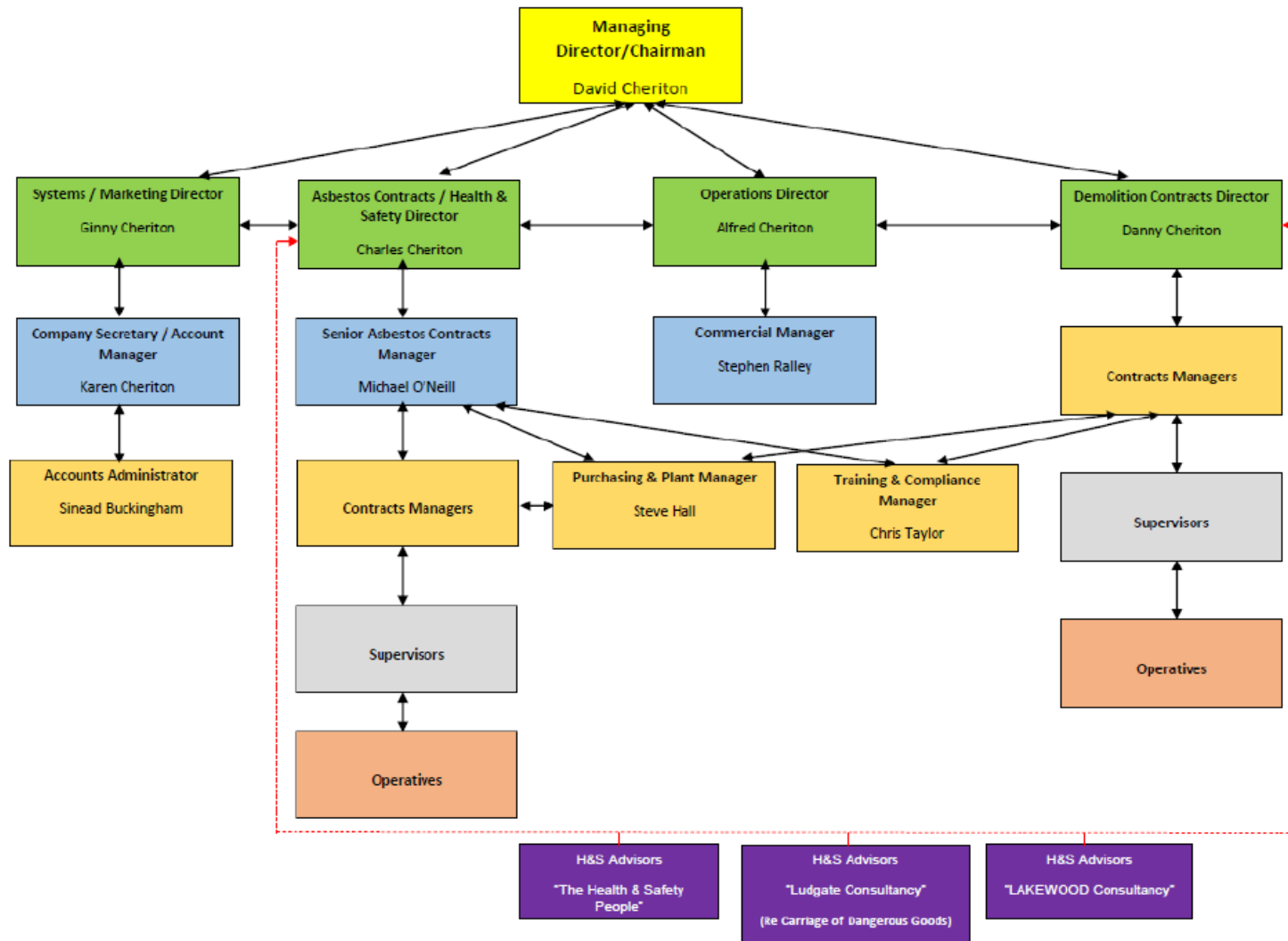
<p>1.1 Project description.</p> <p>Programme details: Agreed mobilisation period Start date Expected Duration</p>	<p>The works comprises as follows:</p> <ul style="list-style-type: none"> i) Installation of hoarding and welfare ii) Asbestos survey iii) Isolation and re diversion of services iv) Asbestos Removal works v) Scaffolding installation and protection vi) Strip out all internal wall, floor and ceiling finishes back to bare building structure. vii) Demolition of Mortuary and Boiler house viii) Demolition of swimming pool building ix) Removal of slabs and foundations x) Removal of Masonry and concrete xi) Crushing of masonry and concrete off site xii) Backfilling of voids <p>Approximately 15 Weeks (Allowing for weather) 5 Working days per week 04/07/2016 – For Purposes of programme</p>
<p>1.2 Description of Building Construction</p>	<p>Mortuary and Boiler house are brick built construction with concrete roofs. Boiler house has brick built chimney stack approximately 18 meters in height.</p> <p>Swimming pool building is brick built with timber roof trusses and timber roof with slates.</p>

<p>1.3 Details of:</p>	
<p>Location</p>	<p>Name: Coram Campus Address: 41 brunswick square London WC1N 1AZ</p>
<p>Client</p>	<p>Name: Coram Community Campus Address: 41 brunswick square London WC1N 1AZ</p> <p>Telephone: 0207 5200300</p> <p>Contact:</p>

CDM Advisor	<p>Name: Gleeds UK</p> <p>Address: Burlington House Grange Drive Hedge End Southampton SO30 2AF</p> <p>Telephone: 01489 779 000</p> <p>Contact: Mr Andrew Laidler andrew.laidler@gleeds.co.uk</p>
Principle Designer/Principal Contractor	<p>Name: Econ Construction Ltd</p> <p>Address: Econ House Old Maidstone Road Ruxley Sidcup Kent DA14 5AZ</p> <p>Telephone: 0208 300 2916</p> <p>Contact : Mr Charles Cheriton charlie@econconstruction.co.uk</p>
Sub-Contractor	<p>Name: PA Analysis – Asbestos Surveyors</p> <p>Address: The Granary Pinden Farm Dartford Kent DA2 8EA</p> <p>Contact : Chris Miller-Hannah cmh@pagroup.com</p>
Quantity Surveyor	<p>Name: Gleeds UK</p> <p>Address: Trinity House Church Road Tunbridge Wells Kent TN1 1AG</p> <p>Telephone: 01892 501300</p> <p>Contact : Mr Mathew Barker mathew.barker@gleeds.co.uk</p>

2. Management of the work

2.1 Management Structure



2.2 Employees & Responsibilities

Job Title	Responsibility
Managing Director Mr David Cheriton 07831 697 711	<ul style="list-style-type: none"> • Responsible for the implementation of the company occupational health & safety policy and ensuring all personnel are aware of their responsibilities and requirements of the policy. Overall Responsibility for Health & Safety. • It is the responsibility of the Directors of Econ Construction, Mr. David Cheriton & Mr. Alfred Cheriton to ensure all company personnel are aware of the policy, and undertake their duties in accordance with all aspects of the policy. • Employees at every level of Econ Construction will attend regular training programmes and courses as the Directors consider necessary and will ensure all their obligations regardless of their level are put into effect. • The Company Directors will ensure that the Health & Safety Policy is kept up to date with regards to new legislation, codes of practice etc. and that the policy is reviewed either when new legislation is released or every 12 month period, and that all employees are aware of this. • The Company Directors will ensure that all tenders priced are based on the assumption that they allow for all works to be undertaken in a safe and reliable working method, safe selection of Sub-Contractors, and that they allow for all necessary safety equipment, welfare facilities etc. • The Company Directors will ensure that all the correct tender procedures are adopted and that the Pre-Tender Health & Safety Plan is thoroughly read and all Risks, types of construction and site conditions are considered before making any bid. • The Company Directors will ensure that in the case of any accidents or dangerous occurrences that all investigation, reporting etc is undertaken in accordance with the policy. • In the event of absence, Alfred will deputize for David and <i>vice versa</i>.
Operations Director Mr Alfred "Dan" Cheriton 07766 661 901	<ul style="list-style-type: none"> • Responsible for the implementation of the company occupational health & safety policy and ensuring all personnel are aware of their responsibilities and requirements of the policy. Overall Responsibility for Health & Safety. • It is the responsibility of the Directors of Econ Construction, Mr. David Cheriton & Mr. Alfred Cheriton to ensure all company personnel are aware of the policy, and undertake their duties in accordance with all aspects of the policy. • Employees at every level of Econ Construction will attend regular training programmes and courses as the Directors consider necessary and will ensure all their obligations regardless of their level are put into effect. • The Company Directors will ensure that the Health & Safety Policy is kept up to date with regards to new legislation, codes of practice etc. and that the policy is reviewed either when new legislation is released or every 12 month period, and that all employees are aware of this. • The Company Directors will ensure that all tenders priced are based on the assumption that they allow for all works to be undertaken in a safe and reliable working method, safe selection of Sub-Contractors, and that they allow for all necessary safety equipment, welfare facilities etc. • The Company Directors will ensure that all the correct tender procedures are adopted and that the Pre-Tender Health & Safety Plan is thoroughly read and all Risks, types of construction and site conditions are considered before making any bid. • The Company Directors will ensure that in the case of any accidents or dangerous occurrences that all investigation, reporting etc is undertaken in accordance with the policy. • In the event of absence, Alfred will deputize for David and <i>vice versa</i>.

Job Title	Responsibility
<p>Health & Safety Department <i>Mr Charles Cheriton</i> 07843 607 582</p>	<ul style="list-style-type: none"> • Responsible for the provision of competent advice to company Directors to ensure that the company meets its health & safety obligations through the development of an occupational health & safety management system. • Responsible for the provision of competent advice to company Directors to ensure that the company meets its health & safety obligations through the development of an occupational health & safety management system. • To attend site before any works commence, fully inspect the site and prepare a full safe method of working, risk assessment, site condition and access and if required attend meetings with HSE, local authorities and discuss all of the aspects of the works. • Notify the relevant enforcing authority of the proposed works. • Ensure that all items of plant required for the contract are readily available and make the necessary arrangements for their delivery. • Ensure that all required personal protective equipment is stored on site • To ensure that the site manager carries out inductions at the start of every contract and that an attendance record is signed by every operative on site. • To ensure that a copy of the Health & Safety Policy, method of works and risk assessments are attached to the site Health & Safety plan which should also include all current legislation and codes of practice, and that copies are sited within every site office and canteen facility complete with a copy of the site regulations relevant to the site. • Carry out weekly progress meetings and fill out a safety audit form and attach a copy to the Health & Safety Plan. • Ensure any accident dangerous occurrences are reported and investigate in the correct manner and that all statutory forms and registers are filled in. • Ensure that all Sub-Contractors are competent to carry out their duties and before any works are carried out request their Safety Policy and Safe Method of Working. • In the event of absence the safety manager roll will be deputised to Simon Watson. The Contract Supervisor role will be deputised by another Contract Supervisor or Contracts Manager appointed by a Director

Job Title	Responsibility
<p>Contracts Manager <i>Mr Mick O Neill</i> 07920 113 673</p>	<ul style="list-style-type: none"> • Responsible for the management of contracts in his defined area's and ensuring occupational health & safety management system requirements are met. • The contracts managers are directly responsible to the Directors and their duties are as follows. • To carry out induction courses at the start of every contract and each and every time a new employee is started or visitor attends site. • To carry out toolbox talks at monthly intervals or sooner, if anything occurs on site to effect the safety or the smooth running of the site. Each operative attending the meetings will sign an attendance register. • To ensure that all current legislation, Health & Safety Policy, method of works, risk assessments are present on site and that all personnel are aware of their contents and are working in accordance with it. • To ensure that all plant records are kept up to date and that all items of plant are kept in safe condition. • To ensure that all operatives are competent to carry out the works they have been delegated and that they are aware of any overhead or underground services. • To ensure that all plant operators are in receipt of current certificated and copies are kept with the site files • To ensure that all operative are issued with the necessary personal protective equipment for the task they are carrying out • Report any accidents, dangerous occurrence etc immediately to the necessary enforcing authority and enter all aspects into the accident book. • Ensure that safety notices are posted around all areas of the site and any area where extreme caution should be undertaken • Ensure that all temporary electrical supplies are 110 volt and every electrical appliance is tested and certificated • Ensure that there are adequate fire fighting and first aid facilities on site • To ensure that all statutory notice are posted within the welfare facilities and the site office. • Ensure that all welfare facilities are cleaned on a daily basis • Ensure that all gases, oils etc are stored in the correct manner. • Attend weekly site meetings with the Contract Director and Safety Manager and carry out a safety audit. Enter all findings in safety report sheet and attach a copy to the Health & Safety File. Rectify all faults immediately. • Ensure the daily site diary is kept up to date and every event is recorded • Ensure all personnel are aware of the evacuation procedures. In the event of absence a Contract Manager will be deputised by either another Contract Manager, a Director, and/or a Contract Supervisor appointed by a Director.

Job Title	Responsibility
<p>Demolition Contracts Manager <i>Mr Danny Cheriton</i> 07802 4123 949</p>	<ul style="list-style-type: none"> • To carry out induction courses at the start of every contract and each and every time a new employee is started or visitor attends site. • To carry out toolbox talks at monthly intervals or sooner, if anything occurs on site to effect the safety or the smooth running of the site. Each operative attending the meetings will sign an attendance register. • To ensure that all current legislation, Health & Safety Policy, method of works, risk assessments are present on site and that all personnel are aware of their contents and are working in accordance with it. • To ensure that all plant records are kept up to date and that all items of plant are kept in safe condition. • To ensure that all operatives are competent to carry out the works they have been delegated and that they are aware of any overhead or underground services. • To ensure that all plant operators are in receipt of current certificated and copies are kept with the site files • To ensure that all operative are issued with the necessary personal protective equipment for the task they are carrying out • Report any accidents, dangerous occurrence etc immediately to the necessary enforcing authority and enter all aspects into the accident book. • Ensure that safety notices are posted around all areas of the site and any area where extreme caution should be undertaken • Ensure that all temporary electrical supplies are 110 volt and every electrical appliance is tested and certificated • Ensure that there are adequate fire fighting and first aid facilities on site • To ensure that all statutory notice are posted within the welfare facilities and the site office. • Ensure that all welfare facilities are cleaned on a daily basis • Ensure that all gases, oils etc are stored in the correct manner. • Attend weekly site meetings with the CDM advisor and Safety Manager and carry out a safety audits. Enter all findings in safety report sheet and attach a copy to the Health & Safety File. Rectify all faults immediately. • Ensure the daily site diary is kept up to date and every event is recorded • Ensure all personnel are aware of the evacuation procedures. In the event of absence a Demolition Manager will be deputised by either another Demolition Manager, a Director, and/or a Contract Supervisor appointed by a Director.

Job Title	Responsibility
Demolition/Asbestos Supervisors	<ul style="list-style-type: none"> • Site supervisors are directly responsible to the site manager and his main duties are as follows. • Ensure that all operatives are wearing the appropriate personal protective equipment • Ensure that all operatives are competent in the work they are carrying out • Ensure that all operations are being carried out in accordance with the safe method of working and they know all potential hazards that concern the site • Make it known to all operatives the evacuation procedure, location of fire fighting equipment and first aid post. • Demolition Site Supervisors are responsible for monitoring the stability of the structure throughout the course of the works and ensuring the stability of the structure prior to the end of each and every shift. Asbestos Site Supervisors are responsible for ensuring that the release and spread of asbestos fibres is minimised. • Report directly to the Contract Manager any unsafe occurrences or defects. • In the event of absence from work, the relevant Contract Manager will appoint a deputy – either another Contract Supervisor or the Contract Manager himself.
Plant Operators & Site Operatives	<ul style="list-style-type: none"> • Responsible for working in accordance with the requirements of the occupational health & safety management system and ensuring that all activities are undertaken in a safe manner taking into account both personal safety and those who may be affected by the activity. • All plant operators are responsible to the site supervisor and their duties are as follows. • To be competent in the type of plant that he is operating and undertake assessments at regular intervals by the CITB • To ensure that all items of plant are kept in a safe and reliable working order, and ensure weekly inspections are made and all findings are entered in the F91 register • To advise the supervisor of any regular maintenance that may be require or any defect so that he can make the necessary arrangement for the repairs to be carried out. • In the event of absence from work only another suitably trained member of staff will act as deputy.

<p>2.3 Health & safety aims & objectives for project.</p>	<p>The health & safety goals for this project are :</p> <p>Compliance with all applicable health & safety legislation. Zero accident frequency rate. All site operatives to be suitably trained in standard H&S procedures, including asbestos awareness training. All plant operators to have relevant training.</p> <p>The Health & Safety Department are responsible for the monitoring and review of performance.</p> <p>Site Inspection shall be undertaken on a weekly basis, however additional inspections will be undertaken following risk assessment of the planned deconstruction activities. Formal health & safety audits shall be undertaken during the contract period. Corrective and preventive actions shall be addressed in a timely manner where applicable. Output from these monitoring activities shall be reported to Site Management and Company Directors.</p>
<p>2.4 Arrangements for:</p>	
<p>2.4.1 Regular liaison between parties</p>	<p>Communication with the client and/or their representative will be via the mobile phone network and regular site meetings.</p> <p>Any Health & Safety issue relating to the site will, in the first instance, be attended to by the site safety co-ordinator.</p> <p>A diary of the safety department meetings is posted on the site notice board.</p> <p>If necessary further advice or opinion will be sought from the Health & Safety director.</p>

<p>2.4.2 Consultation with the workforce</p>	<p>Regular consultation with the workforce shall ensure a good flow of information on site. Communication shall be in the form of site meetings, inductions, the briefing of Risk Assessments, Method Statements and regular Tool Box Talks.</p> <p>A diary of the safety department meetings is posted on the site notice board.</p>
<p>2.4.3 The exchange of design information between the client, designers, CDM Advisor and contractors on site.</p>	<p>All communication between the parties identified in 1.2 shall be made via regular site meetings and e mail correspondence between parties.</p>
<p>2.4.4 Handling design changes during the project.</p>	<p>All design changes that affect health & safety shall be submitted to the CDM advisor for their review. Amendments are required to be authorised by CDM advisor in writing prior to any changes being incorporated into the works. In the event of any unforeseen eventualities arising during the project resulting in significant design changes or affecting the resources required the Demolition Manager shall report the matter to the CDM advisor as soon as possible, advise the CDM advisor of the Health and Safety issues arising from the eventuality as soon as possible & update the Construction Phase Plan according to the revised design.</p>
<p>2.4.5 The exchange of health & safety information between contractors.</p>	<p>The Demolition Manager shall be the main point of contact. Site safety meetings will be arranged to discuss safety measures with all interested parties to ensure that any safety concerns they may have are identified and rectified for the common objective of minimising risk. Contractors shall be provided with information relating to health & safety during the tendering process and at the formal Pre Order Meeting. Contractors shall be required to have provided documented risk assessments and safe systems of work prior to commencement of work on site. All documentation & records received on site shall be filed in accordance with site filing requirements. Site Safety Information Boards shall be displayed in the site office and welfare unit. Information on display on these boards shall include Health & Safety Law poster, Safety Policy, Site Rules and other safety relevant information.</p>

2.4.6 The selection and control of sub-contractors

All potential contractors will be assessed prior to an order being placed in accordance with Econ Construction's OHSAS 18001:2007 accreditation.

Selection of Sub-contractors

Econ has a standard procurement procedure that is followed for all new and existing suppliers. Information about the proposed supplier is gathered from a number of sources including the Econ questionnaire, other contractors, reports from news sheets and the HSE website. The vendor questionnaire includes a request for information on:

- Previous history of work.
- Suitability for the work
- Recommendations of past performance from referees
- Results of external audits including accident records
- Their ability to deliver on time within budget to the required quality standards
- Nomination by the client
- Current 'in date' Insurance covering all necessary work/liability aspects of their business

This questionnaire is evaluated by the Contracts Director and, if acceptable at this stage, the potential supplier is called for a meeting. The outcome of the meeting will determine if the supplier is to be placed on the Econ approved suppliers register.

Contractors or other persons working on, or invited onto the client's Controlled Infrastructure will be made aware of specific risks to their health and safety and, where appropriate, basic familiarisation/induction training will be offered.

Where specialist competencies are required from sub-contractors the Contracts Director will identify the skills required for the specialist discipline/post to allow correct resourcing of the competencies required i.e.:

- Technical competencies
- Health, Safety, Quality and Environmental competencies
- Supervisory, planning and management competencies

If the sub-contractor appraisal form has not been completed to the full satisfaction of the Contracts Director then an audit of the contractor's head office will take place. This may be carried out by an independent

	<p>consultant and will be based upon Econ’s own procedures. Audits on major contactors may also be carried out before commencing a major project, at the Contracts Director’s discretion or if the evaluation form is not satisfactory for any reason even though their processes may be largely compliant with Econ and their clients requirements. In such cases, work may continue if already commenced but could be subject to suspension. Subcontractors shall be continually evaluated on the basis of performance during the project and due account of such information shall be taken when placing future subcontracts.</p> <p>Immediately prior to work commencing a recorded meeting is held with the contractor’s on-site and off-site supervisors to ensure they are aware of the requirements and their responsibilities and they understand Econ Construction responsibilities. The meeting includes communication with operatives, including briefing arrangements.</p> <p>Contractors or other persons working on, or invited onto Client’s Managed Infrastructure will be made aware of specific risks to their health and safety and, where appropriate, training will be offered. Any risks arising from the activities of persons other than the client will be identified in the Risk Assessment and suitable precautions taken to protect the health and safety of client’s employees and the wider public. Monitoring of sub-contractor’s working hours will be in accordance with Econ Construction’s own procedures.</p>
<p>2.4.7 Site Security</p>	<p>Access to the site is via locked site gates which are located at Mecklenburgh square and be occupied by a gate man at all times, A further set of gates are located within the site these will be secured and locked when not in use. The demolition area shall be defined as the whole site within the timber hoardings and vehicle approaches excluding designated welfare facilities. This area shall be made secure using fixed timber hoardings and pedestrian barriers. The hoarding will be alarmed for the duration of the works and adequately lit at night. Pedestrian access will be limited to the side access within the site the path will lead to a single pedestrian gate with a combination lock which is to be opened and locked on entry to the site. A designated route using barriers will be set up within the site leading to the welfare facilities and site office. All visitors will sign in/out at the welfare unit. The site shall be made secure at the end of the working day with access and egress points locked.</p> <p>Materials & plant shall be locked and left on site in a safe condition in a secure compound this may include the provision of barriers, warning tape in the case of materials and immobilisation of plant.</p>

	All materials and goods for the contractors are to be loaded /unloaded within the site compound clearly identified.
2.4.8 Site induction	<p>All staff working on site will be subject to Disclosure and Barring Service (DBS) checks prior to commencing works. These will be submitted to the client prior to commencement.</p> <p>All persons working on the site shall have undertaken the Econ site induction prior to the commencement of any work activity. The induction may include any remaining live services that run inside the CDM controlled area until full isolations are carried out. Records shall be maintained for each induction which shall include confirmation by the recipient of the understanding and agreement to work in accordance with its contents. A copy of all relevant training cards and certificates will be required to be produced at induction and copies will be taken. These copies will be held in the relevant site induction file.</p> <p>All staff in relation to the works, as a minimum are to be instructed on the specific arrangements for the site during the site induction and issued with a copy of the site rules on completion of the induction for future reference if required.</p> <p>Site induction for the site is identified within appendix 7.</p>
2.4.9 On site training	<p>All staff shall carry CSCS cards as a minimum within their specialist trades.</p> <p>All plant operatives shall hold the relevant CPCS training.</p> <p>All persons working on site shall be competent and have the required training to undertake the activities required of them.</p> <p>All staff engaged in demolition works are to hold asbestos awareness training as a minimum.</p> <p>To address specific site requirements and general matters of health & safety regular Tool Box Talks shall be arranged by the Asbestos/Demolition manager for the workforce. In addition, a minimum twice weekly (and as and when required) Tool Box Talks shall be required based on subjects identified by the Health & Safety Department.</p>

2.4.10 Welfare facilities	<p>Welfare facilities shall be provided for use by employees, contractors and visitors during the works. These facilities shall provide adequate welfare provision of the maximum number of persons expected on site. These facilities shall include site office, mess area & drying room areas and toilets. These facilities are to be kept clean & tidy throughout the period of the contract. Persons found abusing the welfare facilities shall be removed from site.</p> <p>These facilities will be located in the former Thomas Sinden Compound within the 1st set of gates.</p> <p>Welfare facilities as a minimum:</p> <ul style="list-style-type: none">KettleCutleryChinaMicrowaveHot & Cold Running waterFridgeAll sanitary items. <p>Any items that become depleted should be reported to the site supervisor. Regular inspections will be carried out and recorded.</p> <p>Welfare Arrangement Plan Appendix 9</p>
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<p>2.4.11 First Aid Arrangements</p>	<p>First aid training is provided by an HSE approved provider to enable Econ Construction to ensure statutory provisions are always met on site. Each member of staff will be made aware of the precautions to guard against Leptospirosis (Weils Disease). A notice regarding the necessary steps to protect personnel shall be given to all those on site together with a notification card.</p> <p>The names of Company First-aiders and Appointed Persons are included in the site induction information and at First-aid points. This will also be displayed at the site office and welfare facility notice boards.</p>
<p>2.4.12 The reporting and investigation of accidents, incidents and near misses.</p>	<ul style="list-style-type: none"> • The company encourages the reporting of all accidents and incidents including near misses. • Near misses shall be reported on the Econ Incident Report Form to allow for investigation. • Reporting documentation is to be maintained in the site office and will include the necessary posters, statutory records and company report forms as well as a list of all emergency contact numbers for both internal staff and external contacts. • In the event of an accident or incident occurring on the site, the Demolition Manager will firstly deal with the aftermath. They must then record all of the details connected with the accident or incident and advise the Health & Safety Department immediately. This information must then be followed up by a written report. • It will be the responsibility of the Health & Safety Department to decide upon the appropriate course of investigation and action in order to comply with RIDDOR requirements including statutory reporting. • The findings of any investigation are expected to be acted upon to ensure that a reoccurrence of the accident does not take place. In the case of a near miss, a pro-active approach will be implemented to ensure no reoccurrences which could lead to an accident or incident. • Details of any incidents or accidents will be passed to the Client.

2.4.13 The production and approval of risk assessment and written safe systems of work.

All operations posing a risk to health, safety or the environment will be fully assessed and recorded on risk assessment forms, all assessments should consider the following hierarchy of control:

- Elimination of the Hazard
- Engineering control measures
- Minimising Risks
- Allocating PPE

Risk assessments shall be undertaken by the appropriate contractor or by the Health & Safety Manager. Method Statements shall describe safe systems of work for complex operations or those involving a number of activities. A record of Method Statements raised during the project shall be maintained in Appendix 1.

No work is allowed on site without the Method Statement and Risk Assessments being approved by the Asbestos/Demolition Manager and the CDM advisor.

Permit to Work systems shall be used for the following activities:

Excavation (Permit to Break ground)
Confined Space Entry
Hot Works
Isolation Certificates

<p>2.4.14 Site Rules</p>	<p>The Site Rules, applicable to this project, shall be on prominent display in the site offices and form part of the Site Induction.</p> <p>All staff in relation to the works, as a minimum are to be instructed on the specific arrangements for the site during the site induction and issued with a copy of the site rules on completion of the induction for future reference if required.</p> <p>Site rules for the site are identified within appendix 6.</p>
<p>2.4.15 Fire & Emergency Procedures</p>	<p>Training and Competence:</p> <ol style="list-style-type: none"> 1. All Personnel must have received a briefing that includes Fire Precautions and Emergency Procedures. All site staff are to be instructed in the following specific arrangements. 2. A company fire safety co-ordinator will be appointed who has received a minimum ½ day Fire Risk Management Training. 3. Persons appointed to or liable to use fire extinguishers shall have received formal training. <p>Arrangements:</p> <ol style="list-style-type: none"> 1. A Fire Plan will be devised and incorporated into the Health & Safety plan (Appendix 6) 2. The Fire Plan will be monitored during safety department meetings to ensure the plan is up-to-date and being adhered to (use this page of controls as a minimum). 3. Fire drills shall be carried out at the discretion of the Site Manager once every month. 4. Designated ‘fire Points’ shall be established including a means of alarm and extinguishers. Location of these ‘fire points’ will be identified on the Fire Plan. 5. At Fire Points, suitable fire extinguishers shall be available and shall have a coloured band to indicate contents. 6. The Emergency egress from each building to be demolished will be clearly identified. All exits will be kept clear at all times. 7. Pictorial fire exit signs will be visible. 8. A Hot Works permit and appropriate fire extinguisher shall accompany any hot works being undertaken.

	<p>9. Gas bottles will be kept on a bottle trolley in an upright position whilst in use. Cylinders will be stored in a lockable cage, ventilated and a minimum of 3m from any occupied premises with a separate store for oxygen.</p> <p>10. A Emergency preparedness plan will be incorporated into the Health and Safety Plan (Appendix 7)</p>
<p>2.4.16 Noise Monitoring Arrangements</p>	<ul style="list-style-type: none"> • Regular noise monitoring/assessments will be undertaken on a regular basis within the work areas to determine whether there is a requirement to set up hearing protection areas. • All noise monitoring will be undertaken using a hand held sound monitoring system and recorded in a site register. • Acoustic barriers will be installed to Gregory house to ensure that noise and vibration levels are kept to a minimum throughout the works.
<p>2.4.17 Site Traffic Management Plan</p>	<p>Site Traffic Management Plan: (Appendix 8)</p> <ul style="list-style-type: none"> • A Site Traffic Management Plan shall be developed to include pedestrian & vehicle movements. Safe access to the site including the segregation of pedestrians and vehicles shall be maintained at all times. This plan shall address safe access to the site including the segregation of pedestrians and vehicles shall be maintained at all times. • Access routes and emergency routes shall be confirmed on the plan. • Daily checks shall be undertaken to ensure that all emergency access routes are maintained throughout the demolition works. • The movement of delivery vehicles shall be assisted by the provision of a Banksman. • There is a strict 10 mph speed limit on site. • All site access routes are to be maintained in a safe manner devoid of any tripping hazards to traffic/pedestrian routes during spells of bad weather. Pedestrian/vehicle traffic segregation routes to be maintained free from any obstruction. • Vehicle operators using the site roadway are to be constantly vigilant of pedestrians and obey the site speed limit of 10 mph at all times. • Adequate temporary lighting is to be maintained throughout the site including external areas where required. • There are no height restrictions on site. • Vehicles will be roll on roll of skip Lorries unless otherwise specified in contractors method statements.

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| | <ul style="list-style-type: none">• Vehicles will only be permitted to load and offload at permitted times (client to advise in advance)• A vehicle marshal will be in place at all times to escort staff from Gregory house and the pavilion. |
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2.4.17 Site Waste Management Plan**Site Waste Management Plan: (Appendix 9)**

- | | |
|--|---|
| | <ul style="list-style-type: none">• A Site Waste Management Plan shall be developed to identify waste streams and the processing or disposal of waste including the names and certification of waste carriers.• Waste materials shall be segregated, stored, removed and disposed of as soon as is practical.• Waste management procedures are to be monitored and reviewed to ensure that the handling and storage of waste does not introduce additional risks. |
|--|---|

2.4.18 Emergency Service Contacts:

Nearest Hospital 24hr A&E	University College Hospital 235 Euston Road , London, NW1 2BU Telephone: 0203 4567890 Emergency: 999
Nearest Police	Holborn Police Station 10 Lambs Conduit Street London WC1N 3NR Telephone: 0207 2301212 Emergency: 999 Non Emergency: 101
Fire Station	Soho Fire Station 126 Shaftsbury Avenue London W1D 5ET Telephone: 0208 5551200 Emergency: 999

3 Arrangements for Controlling Significant Risks

3.1 Safety Risks

3.1.1 Delivery and removal of materials and work equipment (access and egress to site)	<ul style="list-style-type: none">• Vehicle movements should be arranged as such that safe passage of vehicles and pedestrians are maintained and reversing and manoeuvring kept to a minimum• Drivers of large delivery vehicles should be told in advance to park outside of the site entrance and report to gate man/vehicle marshall.• Deliveries will only be allowed during permitted times (Client to advise)• A banks person should be in attendance of all large reversing trucks• The banks person should ensure clarification of all signals and their meaning with vehicle drivers.• The banks person should ensure at all times a clear route of escape from any runaway vehicle.• The site speed limit of 10 mph is to be enforced at all times• Consideration should be given at all times for the potential need for access by emergency vehicles.• Vehicle entry into or exiting from the site should be carried out with due regard for pedestrians using the public footpath. Consideration should also be given to the public highway when manoeuvring from the main site. If necessary, a banks person should be employed for the purpose of traffic and pedestrian control from Gregory house to the pavilion and vice versa.• Cones or pedestrian barriers are to be used to control any temporary alteration to safe pedestrian access/egress.
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3.1.2 Dealing with services & temporary electrical installations.

- All services shall be identified and marked prior to work commencement in the area following thorough service investigations. This includes services feeding adjoining buildings and building in close proximity.
- The exact location of the services to be retained to adjoining and building in close proximity must be clearly identified and recorded on the relevant permit prior to the commencement of the works.
- Statutory undertakers will also be consulted with regards to service locations prior to the commencement of the works.
- All services which are to remain shall be suitably identified, protected and supported.
- Warning signs and barriers will be used where applicable to highlight existing services.
- All electrical equipment used on site will be of the **110-volt type** and will be inspected for suitability prior to use. (Note: Trailing 240 volt leads shall not be used)
- Only persons who are competent for the particular class of work will carry out the installation, operation, maintenance and testing of electrical systems and equipment including temporary installations.
- Portable appliance testing will be carried out with the frequency determined by the risk associated with each piece of equipment.
- All hand tools will also be inspected by the operator prior to use to ensure they are not damaged and are fit for purpose.

3.1.3 Statutory Inspections & Maintenance

All items of plant and equipment used on the site will be suitably tested and will be inspected on a daily basis by the operator. All operators will be suitably trained and hold a certificate of competence of training achievement to operate the equipment under their control. Weekly defect reports on all operated plant are carried out using an in house company log book. The company operates a scheme of preventive maintenance which highlights any failings in regular serving schedule, any machine damage and identifies possible mechanical failings. Any plant or equipment found to be defective on inspection or during use is to be removed from the area and immobilised to prevent further use. Positive identification shall be used to identify defective plant or equipment waiting rectification.

Regular Inspections to be carried out and recorded for ALL Plant and equipment – Reports to be kept on site in the Site File and any remedial or maintenance action required logged:

GF03 - Daily Plant Checklist

GF15 - Weekly Inspection Report Plant & Lifting Equipment

GF39 - Harness Lanyard Block Check List

GF08 - Vehicle Checklist

All test certificates will be kept for all plant used on site and kept within the site health & safety file.

<p>3.1.4 Accommodating adjacent land use.</p>	<p>The demolition site is located within a busy residential and commercial area.</p> <p>North Boundary:</p> <ul style="list-style-type: none"> • St Georges Gardens <p>East Boundary:</p> <ul style="list-style-type: none"> • Mecklenburgh Square 200 meters including residential properties <p>South Boundary:</p> <ul style="list-style-type: none"> • The foundling museum <p>West Boundary:</p> <ul style="list-style-type: none"> • Corum community Campus including playing fields
<p>3.1.5 Stability of structures whilst carrying out demolition work.</p>	<p>Structural Reports were supplied at Tender Stage and no works carried out will affect the structural stability of the building.</p> <p>The listed wall will be monitored throughout the project by The Morton Partnership and Econ Construction Limited.</p>
<p>3.1.6 Preventing falls.</p>	<p>Suitable and sufficient precautions for working at height shall be implemented prior to the works commencing. Safe systems of work shall be developed for the access and working at height including the prevention of falls of men and/or materials. A hierarchy of measures shall be adopted to include where reasonably practicable the removal of the need to work at height, the use of permanent platforms, and the use of temporary platforms, fall restraint systems and finally fall arrest systems.</p>

3.1.7 Work with or near fragile materials.	A permit is required for any work around or near fragile materials i.e. roofing work. Access to any other roof apart from that specified on the permit is prohibited. Structures and platforms should be regarded as fragile unless and until it can be shown that they are capable of supporting the work proposed to be carried on them. This shall include the appropriate combination of physical barriers, equipment for providing safe access and a safe place of work, fall arrest equipment and safe systems for working. Appropriate means are to be in place to prevent falls likely to cause personal injury. Suitable precautions shall be taken to protect persons below from falling objects. Warning signs shall be displayed around the work area. In all cases it will be necessary to cordon off the work area with solid physical barriers.
3.1.8 Control of lifting operations.	To comply with the Lifting Operations and Lifting Equipment Regulations 1998 all lifting operations will be planned and overseen by a competent person who will prepare a suitable plan for the works. Certificates of tests and inspections carried out on the lifting equipment and accessories will be kept on site. Copies must be provided to the client on request. Reports of thorough examination and inspection must be entered into site register and kept up to date as required. All personnel who may be called upon to assist with the lifting operations will be required to hold documentary proof of competence. It will be the responsibility of the Asbestos/Demolition manager to check this information prior to the commencement of the lifting operation. Before any lifting operations are carried out, a full lifting plan will be compiled, submitted and accompanied by a Method Statement and Risk Assessment. This information will be submitted to the CDM advisor for approval.
3.1.9 Work on excavations or poor ground conditions.	Suitable and sufficient precautions for excavation work will be assessed and implemented by the Demolition manager as required. This may involve battering the sides of the excavation or the positioning of trench boxes, sheets, toeboards and guardrails around the excavation as well as providing safe access into the excavation. Where possible, all open excavations will be fenced off or backfilled immediately. Any deep excavations or excavation requiring the installation of a support device will be formally inspected by the Demolition manager in line with the CDM (2007) Regulations. This record of inspection will be kept on site at all times.
3.1.10 Work on wells, underground earthworks and tunnels	Not Applicable
3.1.11 Work on or near water.	Not Applicable

3.1.12 Work involving diving	Not Applicable
3.1.13 Work involving Archaeological interests	It is not envisaged the works will unearth archaeological remnants or remains however staff will be vigilant when undertaking the works especially when undertaking slab and foundation removal. Any discoveries will be reported to the client immediately.
3.1.14 Work in a caisson or compressed air working	Not Applicable
3.1.15 Work involving explosives	Not applicable – These are not permitted on this site.
3.1.16 Storage of materials and work equipment.	<ul style="list-style-type: none"> • The main area for the delivery and storage of materials is the site compound. • Where possible, materials will be mechanically handled to reduce the manual handling risk to personnel. • Materials will be stacked to a safe height and should be kept away from perimeter hoardings to prevent unauthorised access to and from the site. • Waste materials shall be segregated and removed and disposed of as soon as is practical. • Gas cages are to be provided to store cylinders and are to be lockable, ventilated and a minimum of 3m from any occupied premises with a separate store for oxygen. • Diesel shall be stored in the bunded tank located within the site. • Storage areas to be clearly identified on the site plan. • All substances identified under COSHH to be stored in line with accompanied COSHH assessment.

3.1.17.1 Demolition	Safe Working System and Risk Assessments will be approved by both the Health & Safety Manager and the CDM advisor prior to the commencement of the works. Confirmation of isolation of any services to be affected by the demolition will be confirmed by an approved contractor and isolation certificates issued before commencement of Demolition works. All demolition works will be carried out in accordance with British Standard for demolition BS:6187 2011
3.1.17.2 Asbestos Removal	Safe Working System and Risk Assessments will be approved by both the Health & Safety Manager and the CDM advisor prior to the commencement of the works. Confirmation of isolation of any services to be affected by the asbestos removal will be confirmed by an approved contractor and isolation certificates issued before commencement of asbestos removal with the potential to affect services. All asbestos works will be carried out in accordance with the Control of Asbestos at Work Regulations 2012.

3.2 Health Risks

3.2.1 The removal of Asbestos.	<ul style="list-style-type: none"> • A full Demolition Asbestos Survey will be carried out prior to demolition works being undertaken. • All asbestos work will be undertaken by Econ Construction Limited after notification (If applicable) of the works to the HSE where applicable. • In areas where Asbestos is not noted in the supplied survey, all work in that area must be stopped and the Demolition Manager notified immediately to allow for a formal identification of the substance to be undertaken. • The client and the health & safety department must also be informed. • No insulating materials may be removed from any equipment or pipe work unless authorised. • An Asbestos awareness Tool Box Talk which explains the dangers from the different type of Asbestos, methods of visual identification and actions to take is materials suspected of containing shall be presented to all site staff. • Removal of all Asbestos Containing Materials will undertaken prior to the erection of any scaffolding or demolition work which has the potential to disturb and release asbestos fibres into the atmosphere.
3.2.2 Dealing with contaminated land.	There is no report on contaminated land however staff are aware that there is an existing oil storage tank within the boiler room that has the potential risk of contamination.

<p>3.2.3 Vermin Infestation</p>	<p>Accordingly all operatives will be fully briefed in respect of the symptoms and effects of Leptospirosis (Weils Disease). All members of staff working on the site will be issued with a Leptospirosis card. This will give them details of the disease and the measures to take should any of the symptoms develop. Good standards of personal hygiene will be promoted on site. All waste will be disposed of correctly so not to encourage vermin.</p> <p>Operatives will be briefed on the effects of Psittacosis and associated disease along with good hygiene practices.</p>
<p>3.2.4 Manual handling.</p>	<p>Training and Competence:</p> <ul style="list-style-type: none"> • All site staff are to be instructed in the following specific arrangements. • All staff undertaking manual handling assessments are to have received the appropriate briefing from the site safety co-ordinator. <p>Arrangements:</p> <ul style="list-style-type: none"> • Manual handling assessments are to be undertaken for all lifting and handling operations. • The findings of the assessments are to be communicated to the affected staff. • All assessments should consider the following hierarchy of control: <ul style="list-style-type: none"> • Elimination of the Hazard • Engineering control measures • Minimising Risks • Allocating PPE • Manual handling assessments should be recorded on a blank assessment form. • Manual handling assessments shall be checked for validity two years from their date of completion or following a significant change in process or technology. • Copies shall be completed and attached to this plan.

3.2.5 Sharps & Drug Abuse	<ul style="list-style-type: none">• It is likely that within the site and the site boundary, used needles and associated drug paraphernalia will be present.• All operatives will be aware and a comprehensive pick of the entire site will be carried out before any works commence to reduce the risk of needle stick injuries.• Details of dealing with needlestick injuries will be detailed in the Construction Stage Method Statement.• Sharps boxes will be present on site for the safe disposal of sharps. Econ Construction have staff trained in the safe removal of sharps.
3.2.6 Nuisance Dust	<ul style="list-style-type: none">• Adequate suppression methods will be used during the duration of the works to suppress non hazardous dust during work activities likely to generate nuisance dust phases of the works.• Dust levels are not anticipated to be very high after suppression and will be monitored at regular intervals and RPE made available for staff.

3.2.6 Use of hazardous substances.

Training & Competence:

1. Persons carrying out COSHH assessments must be competent in the use of the company assessment format and aware of the regulatory requirements
2. All affected staff must be advised of the type and the danger of the substance, the control measures in place and the use/maintenance of PPE provided.
3. All affected staff are to be instructed in the following specific arrangements.

Arrangements:

1. The site manager is responsible for ensuring that all operations can be carried out without causing harm to the workforce or others who may be affected by the works.
2. Elimination of the process and/or substitution by less hazardous substances must always be the first consideration.
3. The site safety Co-ordinator must also ensure that any sub-contractor employed on site, have carried out the correct assessments for their own workforce and are following them.
4. Where any substance (or Operation) is hazardous whilst being used, stored, transported or disposed of, a COSHH assessment will be required. Assessments should be recorded on the correct form.
5. The suppliers Data sheet must be appended to the assessment form.
6. Each hazardous material or operation will have a potential to cause harm and this must be categorised on the COSHH assessment. A product may have more than one way of causing harm.
7. Engineering control measures will greatly reduce the hazards. The site manager is to address the measures needed to reduce the potential of the materials or operation to cause harm.
8. The site manager must also ensure that the general workplace is safe, especially if in a confined space or at height.
9. Health surveillance will be required when using certain substances.
10. Where hazardous operations are being carried out, air monitoring can be used to verify the control measures are working. Air monitoring results are to be retained for future assessments.

<p>3.2.7 Reducing noise & vibration.</p>	<p>Training & Competence:</p> <ol style="list-style-type: none"> 1. All site staff are to be instructed in the following specific arrangements. 2. All staff undertaking noise assessments are to have received the appropriate briefing from the site safety Co-ordinator. <p>Arrangements:</p> <ol style="list-style-type: none"> 1. Noise & Vibration assessments are to be undertaken for all operations which are likely to exceed noise control limits as established in the Noise at Work Regulations 1989. The findings of the assessments are to be communicated to the affected site staff. 2. All assessments should consider the following hierarchy of control: <ul style="list-style-type: none"> • Elimination of the Hazard • Engineering control measures • Minimising Risks • Allocating PPE 3. Noise & Vibration Assessments should be recorded on a blank assessment form. 4. Noise & Vibration assessments shall be checked for validity two years from their date of completion or following a significant change in process or technology. 5. Vibration register shall be completed when using hand tools to ensure exposures are recorded and kept to a minimum. 6. Where required, mandatory hearing protection zones shall be identified. Control measures shall be implemented which may include alternative methods and/or timing to control noise. 7. A acoustic barrier will be installed at the cut line where Gregory house is situated to help prevent and reduce noise and vibration.
<p>3.2.8 Work with ionising radiation</p>	<p>Not applicable</p>

3.2.9 Exposure to UV radiation from the sun	<ul style="list-style-type: none"> • Staff to be made fully aware of dangers of UV radiation from sunlight in site induction. • Econ Construction to provide adequate sun screen to protect staff from UV radiation from sunlight.
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3.3 Environmental Risks

3.3.1 – Land & Water Contamination	<ul style="list-style-type: none"> • Drip trays to be placed underneath static plant & machinery when left overnight or not in use. • Spill kits are to be made available on site in the event of a spill or leak. • Any open drains or sewers to be adequately protected and covered. • All substances covered by COSHH to be stored and labelled in accordance with COSHH assessment.
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3.3.2 – Damage to Protected Trees	<ul style="list-style-type: none"> • There are no protected trees in the area of works.
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3.3.3 – Contamination of local Roads & Pavements.	<ul style="list-style-type: none"> • Staff will be briefed on keeping the area tidy and not littering the site. • Vehicles will washed prior to leaving site if in a dirty state.
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4. The Health & Safety File

<p>4.1 Layout and format.</p>	<p>The layout and the format of the Health & Safety File shall be agreed with the Client/CDM advisor.</p> <p>Information shall include:</p> <ol style="list-style-type: none"> 1. As built drawings 2. Nature, location and markings of utilities and services. 3. Instruction for operation, maintenance, dismantling and removal of equipment & systems. 4. Details of hazards associated with the materials used in the construction where those materials may pose a residual hazard for future maintenance, construction or use of the structure. 5. Access requirements/restrictions 6. Details of any residual hazards requiring control measures to be arranged by future users of the structures.
<p>4.2 Monitoring Arrangements & Review</p>	<p>The Health & Safety Manager will conduct a periodic inspection of the site and produce a written summary report of his findings. This report will be presented to the Asbestos/Demolition Manager. The Asbestos/Demolition Manager will delegate actions to rectify all non-conformances to a given timetable. The frequency of these audits will be dependent on Risk/Accessibility of the site and will change dependent on scores, accidents and perceived risk.</p> <p>Regular site audits internally and externally will be carried out on a weekly basis and submitted to the Health & Safety Manager for review. All non-conformances are documented and rectified as part of our ISO 9001:2008 accreditation. These are discussed in detail at company Management Review Meetings. These audits will remain on site and kept in the CDM file for the duration of the works and a copy will be posted on the site notice board.</p>
<p>4.2 Arrangements for the collection & gathering of information.</p>	<p>The Demolition manager shall collect and file information relating to all aspects of the project as it progresses. These details shall be used to provide information to the Client for compilation of the CDM File.</p>

4.3 Storage of information.

The information shall be forwarded to the Client on completion of the construction stage with a copy of all such information held by the company.

Appendix 2

F10 Notification



Health and Safety
Executive

Notification of construction project

Notification No	745921B65F	Date Submitted	20/06/2016 11:09:14
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Notification type	This is a NEW notification
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About the location of the site

Address of the construction site	Coram Community Centre 41 Brunswick Square LONDON WC1N 1AZ
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, London, Camden

About the project

Description of project	Demolition/Dismantling - Other		
Time Allowed by Client (in weeks)	3		
Start date	04/07/2016	Duration (in weeks)	24
No of people on site	20	No of contractors on site	3
Description of the construction work	Work involves the demolition of two brick structures within the Coram Campus known as the old mortuary and swimming pool. Work is inclusive of any required asbestos removal, soft strip and removal of foundations, to allow for a subsequent construction project		

About those involved in the project

Role	Client	Name	Coram Foundation
Email	Velou@coram.org.uk	Phone no	020 7520 0300
Address	41 Brunswick Square LONDON WC1N 1AZ England		

Role	Principal Designer	Name	Econ Construction Ltd.
Email	Charlie.Cheriton@econconstruction.co.uk	Phone no	020 8302 4691
Address	Econ House Old Maidstone Road SIDCUP Kent DA14 5AZ England		

Role	Principal Contractor	Name	Econ Construction Ltd.
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Email	Charlie.Cheriton@econconstruction.co.uk	Phone no	020 8302 4691
Address	Econ House Old Maidstone Road SIDCUP Kent DA14 5AZ England		

Declaration details

Declaration			
As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.			
Name	Andrew Laidler		
Date	20/06/2016	Role	CDM Advisor
Confirmation Email	andrew.laidler@gleeds.co.uk		

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

Appendix 3- project contact

ECON CONTACT DETAILS

NAME		TITLE	MOBILE	EXT	EMAIL
Mr Cheriton	Charles	Health & Safety Manager	07843 607 582		charlie@econconstruction.co.uk
Mr Cheriton	Danny	Demolition Manager	07802 412 949		danny@econconstruction.co.uk
Mr O Neill	Mick	Asbestos Contract Manager	07920 113 673		mick@econconstruction.co.uk
Mr Ralley	Stephen	Commercial Manager	07901 825 590		stephen@econconstruction.co.uk

Appendix 4 Site Rules



SAFE WORKING PROCEDURE

Site	All Demolition Sites	SWP title	Site Safety Rules – Employees	Ref No.	ECON0002
Version No.	3	Version date	05/07/10	Date issued to Responsible Manager	
Responsible Manager		Responsible Man. Signature (Not electronic)			
Operator		Operator Signature (Not electronic)			
Author	S Ralley	Approved by		C Cheriton	

Authorised persons:

Only persons who are competent and authorised, by acceptance of this procedure and successful completion of the competency testing for this procedure.

Risks & Hazards:

1. Mobile plant & vehicles- cranes, forklifts, load shovels, lorries, vans, cars – collision/impact injuries
2. Process Plant – Balers, shears, shredders, trommels, conveyors – crush/entanglement injuries
3. Slips, trips and falls – uneven ground, loose debris/scrap, rebar
4. Noise- Process plant, oxy-fuel gas cutting
5. Falling/flying material – Stockpiles, loading/unloading, discharge from process plant/conveyors
6. Fire/explosion – Fuel storage areas, ELV depollution, cylinders storage, burning/welding

Persons affected:

All ECON personnel

Mandatory personal protective equipment:

Hard hat(EN397), Hi-vis clothing(EN471), safety boots(EN345), eye protection(EN166)

Procedure:

EMPLOYEES MUST

- ✓ Wear **the mandatory PPE** in operational areas when on foot or in an open cab.
- ✓ Follow Safe Working Procedures and Environmental Protection Procedures. Failure to comply with / (or) breaches of any safe working procedure or company policy may be treated as an offence under the Company's disciplinary rules.
- ✓ **REPORT ALL** accidents to EMR Management and RECORD in the ACCIDENT BOOK.
- ✓ **Report hazards and near-misses** – use the near-miss cards or report verbally to site management/safety rep/coordinator.
- ✓ Only operate equipment you have been trained for and authorised by Site management
- ✓ Use designated pedestrian routes
- ✓ **Obey the Site Speed Limit of 5 mph.**
- ✓ Obey **ALL** signs displayed on site.
- ✓ Be aware of site hazards e.g. moving plant and vehicles, falling objects, slips and trips etc.
- ✓ Maintain good housekeeping, clear up spillages promptly and keep access ways and equipment clean and tidy.
- ✓ Maintain good hygiene; wash before eating, drinking or smoking. Food to be eaten in mess rooms only.

Remember: If you cannot do it safely, don't do it. Report to your supervisor.



SAFE WORKING PROCEDURE

Site	All Demolition Sites	SWP title	Site Safety Rules – Employees	Ref No.	ECON0002
Version No.	3	Version date	05/07/10	Date issued to Responsible Manager	
Responsible Manager		Responsible Man. Signature (Not electronic)			
Operator		Operator Signature (Not electronic)			
Author	S Ralley	Approved by		C Cheriton	

EMPLOYEES MUST NOT

- * Report for work under the influence of alcohol or drugs. (See 3:34 Alcohol & Drugs policy)
- * Use Mobile Phones whilst operating vehicles or machinery. Hands free kits are not acceptable. Vehicle must be stationary and correctly parked.
- * Use Mobile Phones until safely away from traffic and working areas.
- * Operate unguarded plant or machinery.
- * Misuse or interfere with any equipment or safety features provided
- * Fail to report damage or defect to plant or equipment
- * Work on items of plant or machinery unless authorised and it has been isolated and locked off (See Isolation SWP)
- * Let contractors use ECON plant or equipment with permission from site management
- * Use headphones for personal stereos (or similar) on site.
- * Remove items from, climb on or amongst the scrap piles.
- * Bring children or animals onto site.
- * Cycle on site. Cyclists must dismount at the site entrance and use the pedestrian routes provided.
- * Approach a moving vehicle or mobile plant unless the operator has stopped the machine and signalled for you to proceed.
- * Walk/drive close to vehicles which are tipping / being Loaded-Unloaded / Reversing.
- * Smoke in buildings/mobile plant cabs(enclosed)
- * Enter restricted/zoned areas without permission
- * Smoke/naked lights near fire risk areas – ELV storage, light iron storage, fuel/oil stores, cylinder stores, ELV building

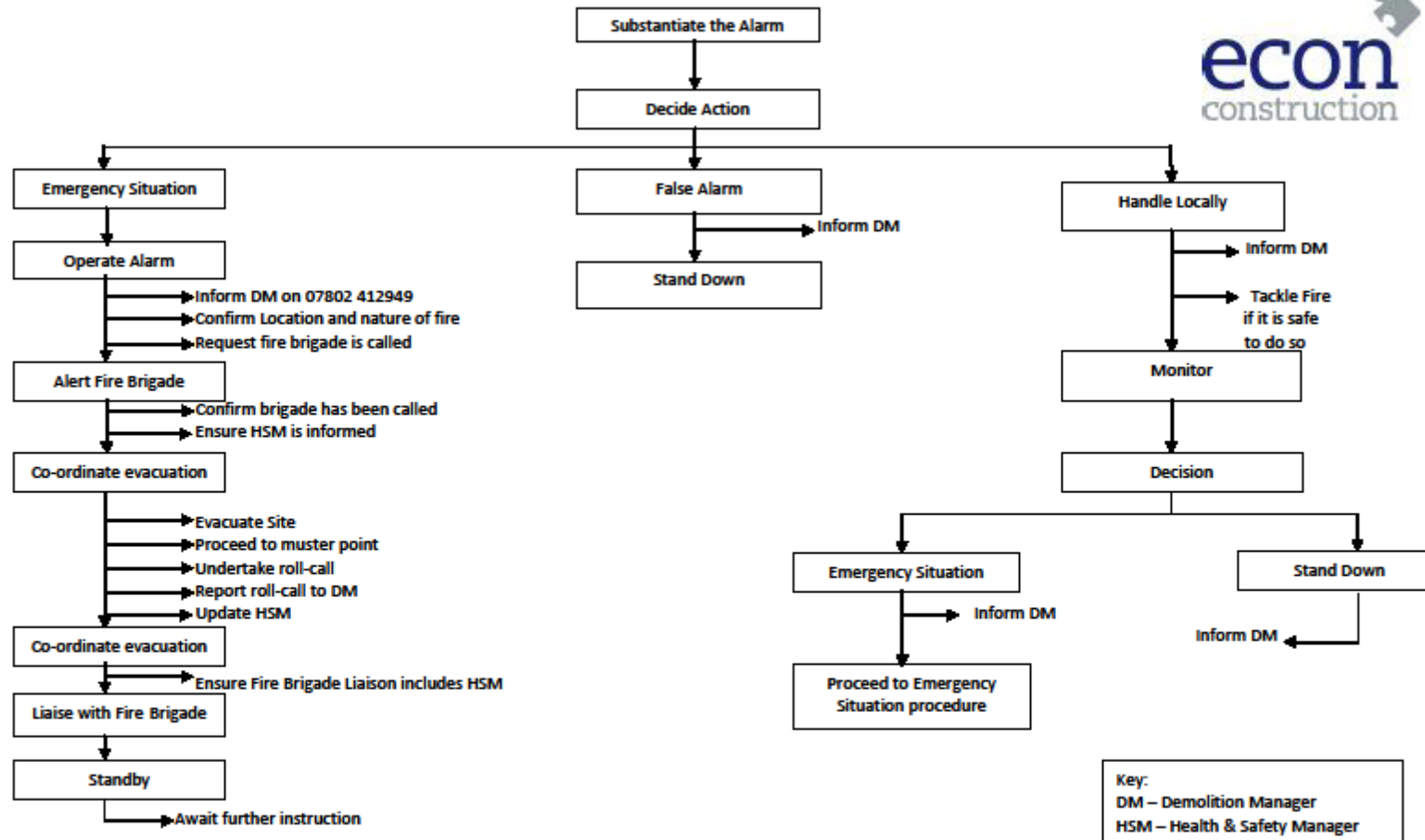
Think Safety, Work Safely

Remember: If you cannot do it safely, don't do it. Report to your supervisor.

Appendix 5
Site Induction Form

Please see form F32

Appendix 6
Fire Plan



Key:
DM – Demolition Manager
HSM – Health & Safety Manager

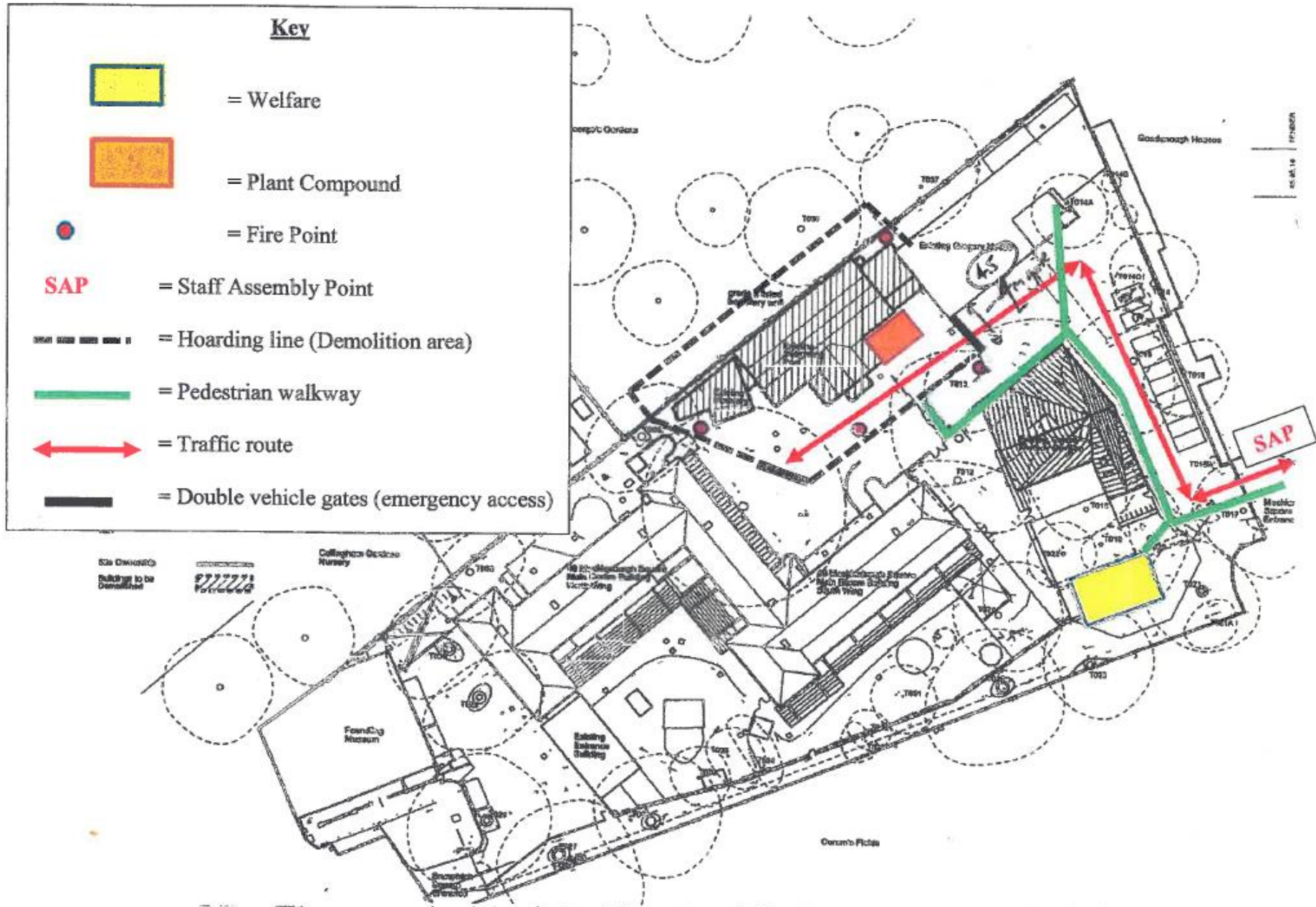
Econ House,
Old Maldstone Road, Ruxley
Sidcup, Kent DA14 5AZ

Tel: 0208 302 4691
Fax: 0208 300 2953

Website: www.econconstruction.co.uk

Econ Construction Ltd – Registered Office: Econ House, Old Maldstone Road, Ruxley, Sidcup, Kent DA14 5AZ – Registered in England 1653504

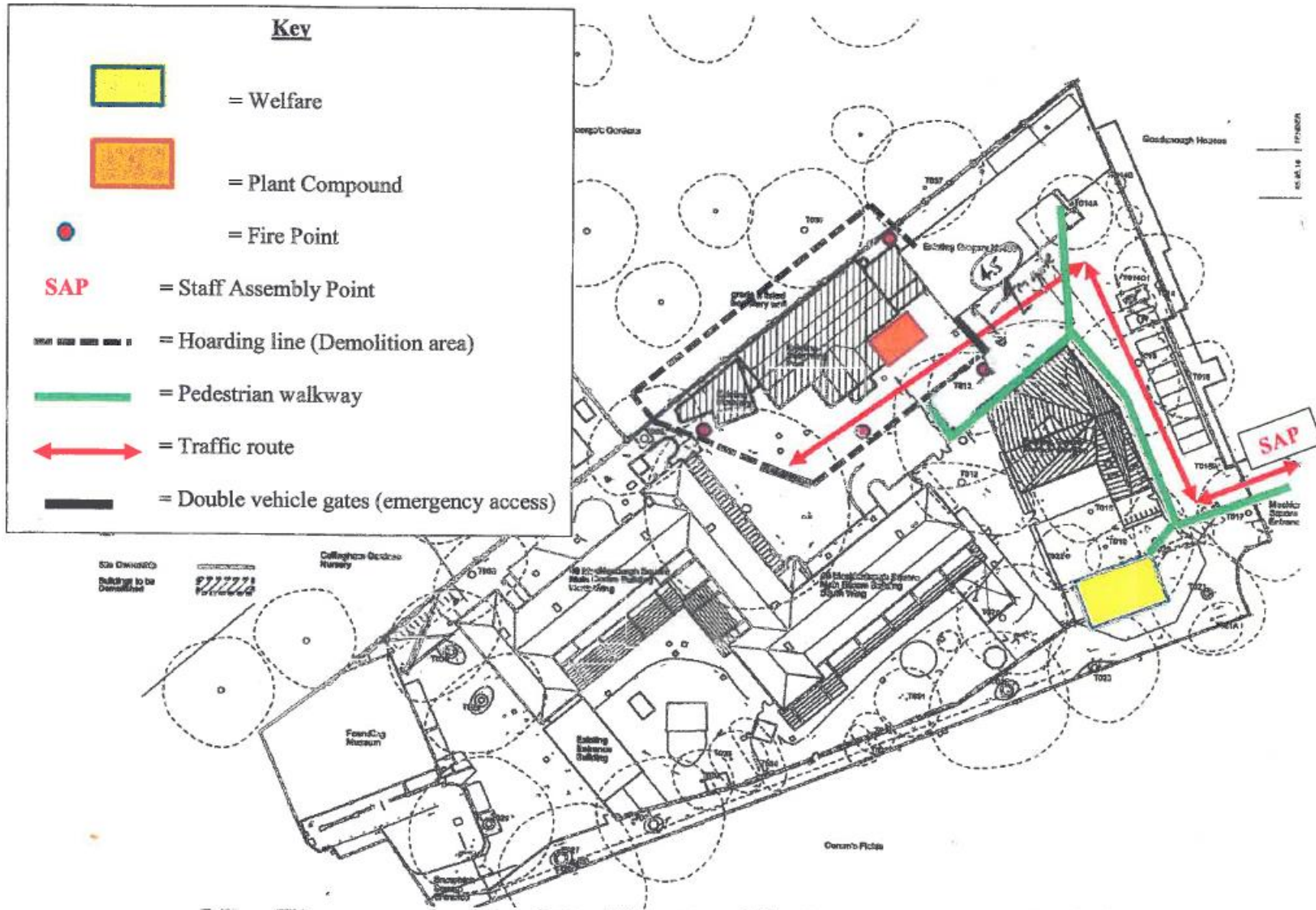




Appendix 7
Emergency Preparedness Plan

To Be Developed

Appendix 8
Site Traffic Management Plan



Appendix 9

Site Waste Management Plan

Please see separate document

Appendix 10
Welfare Facilities

