

Health & Safety Plan

(incorporating Pre Construction Information)

Unit A, 44 St Paul's Crescent,



17 January 2017

Information compiled in association with



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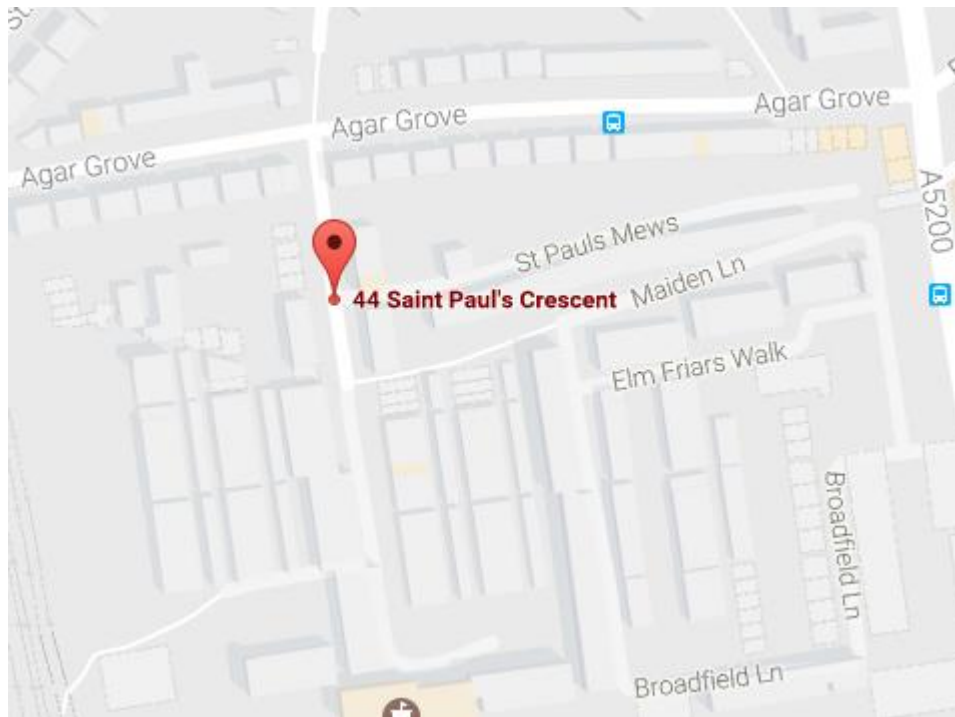
1. Description of the Project

Existing site

Paul's Crescent is a mix of Victorian and 1960s residential properties.

44 St Paul's Crescent is a detached two-storey Victorian brick built mews building arranged as a ground floor workshop with offices at first floor. The site includes a car parking forecourt/yard area.

Site location



Brief scope of work

Refurbishment and extension of photography studio including minor demolition, new staircase, windows roof lights and all sundry minor building works.

Refer to schedule of works.

1. Description of the Project (*continued*)

Programme details and key dates

Start on site is 23 January 2017 with a contract period of approximately 39 weeks.

A F10 HSE Notification is in place (Reference F95F5F92C5).

Copy at **Appendix A**.

Mobilisation period is two weeks.

Use of completed structure

Commercial.

Extent and location of existing records and plans

There is no existing Health & Safety File relevant to these works.

It is believed a Refurbishment & Demolition (RAD) Asbestos Containing Material (ACM) Survey has been carried out. Confirmation and findings awaited as of 18 January 2017.

Existing and planned drawings are held by all parties.

Client brief

A written client brief has not been prepared, however the designer has been verbally made aware of the clients' aims including budget, the design requirements for the Project and end use.

The client has confirmed a single point of contact during the execution of the Project.

1. Description of the Project (*continued*)

Project team	<p><u>Client:</u></p> <p>Howard Shooter Photography - Howard Shooter Unit A 44 St Paul's Crescent Camden London NW1 9TN</p> <p>info@howardshooter.com 020 7267 8414</p> <p><u>Principal Contractor:</u></p> <p>JGA Design Ltd - Greg Pallaris 56 Jevington Way Lee London SE12 9NE</p> <p>greg@jgadesignltd.com 07812 173 490</p> <p><u>Principal Designer:</u></p> <p>Owen Architects – Lauren Abderrahim & Bettina Hente 46 Britton Street London EC1M 5UJ</p> <p>lauren.abderrahim@owenarchitects.co.uk bettina.hente@owenarchitects.co.uk 020 7608 2889</p> <p><u>Quantity Surveyor and Project Admin</u></p> <p>Davis Consulting Ltd – Owen Davis 55 Judd Road Tonbridge Kent TN9 2NH</p> <p>odavis@davisconsultingltd.co.uk 07971 3908989</p>
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	<p><u>CDM Consultant:</u></p> <p>No Nonsense CDM Ltd – Jennie Kendall Eldon House 2-3 Eldon Street London EC2M 7LS</p> <p>jennie@nononsensecdm.com 07958 475458</p>

2. Management of the works

Management structure and responsibilities

Greg Pallaris has overall and final responsibility for health and safety at the site and will have responsibility for day to day health and safety matters at the site.

Health and safety aims of the project

The health and safety aims of the Project are:

- An accident free contract
- Co-operation throughout the workforce to ensure safety is everybody's responsibility
- A pro-active approach to health and safety by the Contract Management Team
- A safe working environment as a condition of employment



To help achieve this:

Site operatives will hold the CSCS (or equivalent) Green Card and/or the necessary competencies – skills, knowledge and experience.

Everyone working at, or visiting, the site to receive Site H&S Induction.

Appendix B.

Regular consultation to be held with workforce on site H&S issues.

Health & Safety and CDM to be an agenda item at each site progress meeting.

Selection and control of sub-contractors

Only sub-contractors who can demonstrate their competence and that they have or will make adequate provision for health and safety will be allowed on site.

Contractors who provide or supply plant and/or equipment will be required to provide documented proof that it is suitable and maintained to achieve the relevant health and safety regulation (e.g. the Provision and Use of Work Equipment Regulations) and the standards of training achievement for the operators is adequate.

2. Management of the works (*continued*)

Continuing design work

Design input during the construction phase will comply with the requirements placed on Designers under CDM. Where design alterations, amendments and additions are undertaken, the persons carrying out such tasks will ensure consideration is given to the hierarchy of risk control i.e.

- Avoid a risk altogether e.g. design the works to be undertaken using a different approach without introducing greater risks.
- Assess the risk and combat it at source, e.g. utilise different lifting procedures, relocation of plant requiring maintenance etc.
- Adapt the workplace to the requirements of the workers e.g. provide collective protection to all affected by the project.
- If collective protection cannot be provided, personal protective equipment (PPE) should be used as a last resort.

Site rules

The Site Rules have been drawn up and are displayed at the site.

Appendix C.



Ensuring co-operation between Project team members

Greg Pallaris will give directions and co-ordinate other contractors, particularly relating to interactive risks, i.e. the protection of one contractors' employees from another contractors work activities and the protection of the general public from the site works.

In addition to the site progress meetings there will be daily consultation with representation from all works contractors.

2. Management of the works (*continued*)

Security of the site

The site and any contractors' plant, machinery and materials will be kept secure at all times.

The site area will be fully secured at the end of each working day by the Principal Contractor.

A site visitors' book will be kept on site at all times.

All Fixed External access scaffolding will be alarmed with all access points secured against unauthorized entry.

Arrangements for involving the workforce

Greg Pallaris will consult with the workforce and works contractors daily.

The workforce will be encouraged to raise any health and safety issues with the Project Team.

Copies of all site Health & Safety and CDM documents will be available to all works contractors and site operatives.



2. Management of the works (*continued*)

Site induction and on-site training

All site operatives will receive induction training in the following topics:

- Site rules
- Safe access and egress to/from working areas
- General site information
- First Aid/accident procedures
- Fire and emergency procedures
- Method Statements
- Risk Assessments
- Permits to Work
- Key personnel
- Use and availability of protective clothing and equipment.
- General hazards in and around work area, specific hazards in work area.
- Welfare – location of mess room, toilets etc. and any other welfare matters



Any other training requirements identified in the course of the project will be covered. In addition there will be regular consultation through 'Tool Box Talks' and site meetings.

2. Management of the works (*continued*)

Welfare and first aid

Mains plumbed WCs are available at the site.

A Messing\Site Office will be set up on site and will include:

- A means of heating food and preparing hot drinks
- A place to sit and consume food and drink
- Chairs with backrests
- A supply of fresh drinking water



Washing facilities with hot and cold running water and a space to change, store and dry clothing are provided.

First Aid facilities are provided and include:

- Provision of first aid material
- Signage
- Information for site operatives
- Adequate trained first aiders

Fire and emergency procedures

Water and CO² Fire Extinguishers are available on site.

The muster point is opposite the site on St Paul's Crescent.

The Site Fire and Emergency arrangements are displayed on the site Notice Board.

See **Appendix D**.



Reporting and investigating accidents

All accidents or dangerous occurrences will be investigated by **Greg Pallaris**.

Reportable injuries, diseases or dangerous occurrences will be reported via the HSE web-link at

<http://www.hse.gov.uk/riddor/report.htm#email>

3. Control of specific site risks

Delivery and removal of materials (including waste)

Deliveries to site will be made before 08:30 where practicable.

Waste material will be bagged up and removed from site every three days.

Dealing with services

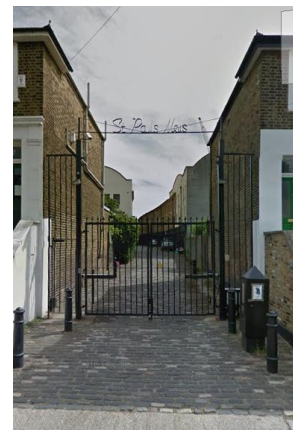
All services to the site remain live. Electrical tools will run off a 110v transformer or a Residual Current Device. Work on the mains electricity will only be carried out by specialist sub-contractors.

Electricity supply and other services will be isolated before any drilling into walls.

Accommodating adjacent land use

The site is located in St Paul's Mews on the west side of St Paul's Crescent south of Agar Grove. The mews and secure courtyard is accessed from a private electronically gated driveway with entry phone system.

Surrounding buildings will be in occupation for the duration of the works and the Principal Contractor will take reasonable steps to ensure the health, safety and welfare of occupants and members of the public.



Vehicular access is from Agar Grove onto St Paul's Crescent to St Paul's Mews.

Site vehicle movement adjacent to the site is to be controlled by the use of trained banks-men.

3. Control of specific site risks (*continued*)

Stability of structures while carrying out construction work

Work will be carried out as per Structural Engineers design.

This will include relevant information about the building's structure, stability and structural form and any significant design assumptions, suggested work methods and sequences. This information will be used to plan and carry out the work safely.

3. Control of specific site risks (*continued*)

Falling from height

As work progresses any fall through hazards will be securely covered or protected by barriers.

All fall prevention measures will remain in place and be monitored throughout the project.

Suitable access and/or edge protection will be provided to all areas where there is a risk of an operative falling.

A suitable access point will be created enabling safe movement of personnel, tools and materials between the scaffolding and the working area.

Scaffolding will have guard-rails, mid-rails and toe-boards to prevent people or materials falling. The edge protection will have a rail at 950mm with an intermediate rail at 470mm and toe board at 150mm. There will be suitable ladder access for personnel to gain access.

Work from scaffolding will not commence until a hand-over certificate has been received from the scaffolding contractor.

The scaffold structure will be checked by a competent person:

- After any substantial addition, dismantling or other alteration
- After any event likely to have affected its strength or stability
- Weekly



The type of tower scaffolding selected will be suitable for the work and erected and dismantled by people who have been trained and are competent to do so.

Those using tower scaffolds will be trained in the potential dangers and precautions required during use.

Tower scaffold provision will be properly managed and include rigorous scaffold inspection arrangements.

All ladders will be checked to ensure they are in good condition, the right type of ladder for the job will be used and HSE guidance on the 'Safe use of Ladders and Stepladders' (INDG455) will be followed.

3. Control of specific site risks (*continued*)

Exposure to building dusts

Any dust generated by the works will be adequately suppressed by damping down or other appropriate method.

Dust levels will regularly be:

- Assessed
- Controlled
- Reviewed

Appropriate and suitable Respiratory Protection Equipment/Personal Protection Equipment will be worn as necessary.



Asbestos Containing Materials (ACMs)

It is believed a Refurbishment & Demolition (RAD) Asbestos Containing Material (ACM) Survey has been carried out. Confirmation awaited as of 18 January 2017. Work should not commence until this has been received and any remedial works undertaken.

Once work gets underway if any suspect material is discovered, all work in the vicinity is to cease, the area is to be cordoned off and **Greg Pallaris** notified immediately.

3. Control of specific site risks (*continued*)

Excavations and collapse of excavations

The sides and the ends of areas excavated will be protected from collapsing by battering them to a safe angle or supporting them with timber, sheeting or proprietary support systems.

The edges of the excavation will be protected against falling materials using toe boards where necessary.

Hard hats will be worn when working in excavations.

Steps will be taken to prevent people falling into excavations. For any excavation we will provide substantial barriers, e.g. guard rails and toe boards.

Vehicles will be kept away from excavations wherever possible. Brightly painted baulks or barriers will be used where necessary

Operatives will make sure excavations do not affect the footings of scaffolds or the foundations of nearby structures.

If the structure needs temporary support before digging starts. Surveys of the foundations and the advice of a structural engineer will be sought.

Good ladder access or other safe ways of getting in and out of the excavation will be provided.

A competent person will supervise the installation, alteration or removal of excavation support.



Collapse of structures

Appropriate support props will be applied to structures and parts of structures such as walls, beams, chimney breasts and roofs.

Risks to members of the public, the client and others

The site will be kept safe and secure to prevent unauthorised access; scaffolds will be netted and rubbish chutes used.

4. The Health and Safety File

<p>Information for the new file</p>	<p>The first draft of information for the new/ revised Health & Safety File is to be given to No Nonsense CDM Ltd two weeks before Project Completion with final issue at P.C.</p> <p>The information should cover the following topics, <i>where this may be relevant to the health and safety of any future work:</i></p> <ul style="list-style-type: none"> • A brief description of the work carried out. Bullet points only, no more than 1 side A4 • Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land or buried services). If any • Key structural principles (for example, bracing or sources of substantial stored energy including pre or post-tensioned members) and safe working loads for floors and roofs. If any • Hazardous materials used (for example, lead paints and special coatings). If any • Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment). If any • Health and safety information about equipment provided for cleaning or maintaining the structure. if applicable • The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services. Marked on as-built drawings • Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors) <p>Please note the File is NOT an O&M Manual, neither does it need to include information which will be of no use in further construction work such as:</p> <ul style="list-style-type: none"> • the Pre Construction Information or Construction Phase Health & Safety Plan • designers' or contractors' risk assessments or method statements • contractors' COSHH assessments or suppliers MSDS • details about the normal operation of the structure • contractual documents • information contained in other documents, but relevant cross-references should be included
<p>Arrangements for collecting information</p>	<p>The information is to be collated throughout the project.</p>

F10 Notification



Health and Safety
Executive

Notification of construction project

Notification No	F95F5F92C5	Date Submitted	17/01/2017 13:22:50
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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	Unit A, 44 St Paul's Crescent LONDON NW1 9TN
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, London, Camden

About the project

Description of project	Refurbishment - Commercial		
Time Allowed by Client (in weeks)	2		
Start date	23/01/2017	Duration (in weeks)	39
No of people on site	15	No of contractors on site	20
Description of the construction work	Refurbishment and extension of photography studio		

About those involved in the project

Role	Principal Designer	Name	Owen Architects - Lauren Abderrahim
Email	lauren.abderrahim@owenarchitects.co.uk	Phone no	020 7608 2889
Address	46 Britton Street LONDON EC1M 5UJ England		

Role	Principal Contractor	Name	JGA Design Ltd - Greg Pallaris
Email	greg@jgadesignltd.com	Phone no	07812 173 490
Address	56 Jevington Way Lee LONDON SE12 9NE England		

Role	Client	Name	Howard Shooter Photography - Howard Shooter
Email	info@howardshooter.com	Phone no	020 7267 8414

Address	Unit A 44 St Paul's Crescent London NW1 9TN England
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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	No Nonsense CDM Ltd - Jennie Kendall		
Date	17/01/2017	Role	CDM Consultant
Confirmation Email	jennie@nononsensecdm.com		

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

Declaration (as stated above)

Name:

Declaration Signature:

Date:

Unit A, 44 St Paul's Crescent

SITE INDUCTION

Date:

Site induction given by:

I confirm I have been given information about and understand the following:

- Site rules
- Safe access and egress to/from working areas
- General site information
- First Aid/accident procedures
- Fire and emergency procedures
- Method Statements
- Risk Assessments
- Permits to Work
- Key personnel
- Use and availability of protective clothing and equipment.
- General hazards in and around work area, specific hazards in work area.
- Welfare – location of mess room, toilets etc. and any other welfare matters
- **Please list your certified competences below –**

signed:

Print Name:

Unit A, 44 St Paul's Crescent

Health and Safety Site Rules

TO BE READ BY ALL SITE PERSONNEL AND VISITORS

1. Sign in and out of site each day.
2. All electrical equipment to be used on site must be 110v or have RCD attached and have PAT record.
3. The following personal protective equipment is mandatory and must conform to approved standards;
 - Protective footwear with steel toecaps
 - Safety helmet
 - High visibility vest/jacketOther PPE is available and must be used when conditions dictate
4. Maintain a high standard of housekeeping at all times.
5. Respect the general public accessing local areas and facilities.
6. Report any hazards, unsafe practices, faulty equipment, accidents, incidents and near misses to the Site Manager immediately.
7. Do not bring unauthorised persons on site without permission from the Site Manager.
8. Familiarise yourself with your work area, emergency escape routes, site notice board and emergency contact details.
9. Conform to all signs and notices displayed on the site.
10. Use of radios, personal stereo equipment and the consumption of alcohol and drugs is prohibited, including being under the influence of.

Failure to comply with any of the above site rules could result in your dismissal from the site.

FIRE ACTION

FOR

Unit A, 44 St Paul's Crescent

RAISE THE ALARM

IF YOU DISCOVER A FIRE RAISE THE ALARM BY A SHOUT OF FIRE! FIRE! AND SOUND THE AIR-HORN THEN VACATE THE SITE BY THE MOST APPROPRIATE EXIT AND PROCEED TO THE FIRE ASSEMBLY POINT –

OPPOSITE THE SITE ON ST PAUL'S CRESCENT

ATTACK THE FIRE WITH AVAILABLE EQUIPMENT IF YOU FEEL SAFE TO DO SO.

CALL THE FIRE SERVICE

CALL THE FIRE BRIGADE FROM A MOBILE PHONE AND STATE CLEARLY –

THIS IS A CONSTRUCTION SITE AT

Unit A, 44 St Paul's Crescent, Camden, London NW1 9TN

WE HAVE A FIRE.

ON HEARING THE FIRE ALARM

PROCEED TO THE ASSEMBLY POINT –

OPPOSITE THE SITE ON ST PAULS CRESCENT

DO NOT STOP TO COLLECT PERSONAL ITEMS

FOLLOW INSTRUCTIONS FROM THE EMERGENCY SERVICES

DO NOT RE-ENTER THE SITE UNTIL TOLD IT IS SAFE TO DO SO