

Greater London House

Construction Management Plan



Project Name:

8494_Greater London House

Issue Date:

12th November 2016

Review number	By	Summary of Updates
1	S Jones 07.11.2016	Initial Issue
2	M Stevenson 05.12.2016	Final Issue for Approval and Sign Off
3	M Stevenson 11.012.2016	Updated in line with comments received from GE
4	M Stevenson 27.01.2017	Updated in line with comments received from SB and Camden Planning
5	M Stevenson 22.02.2017	Updated in line with comments received from SB Camden Planning, CLOCS, Rodents, noise reduction, CCS registration, parking bay suspensions
6	M Stevenson 06.03.2017	Updated in line with the asbestos survey carried out within the site boundary
7	M Stevenson 03.04.2017	Updated in line with comments received from SB Camden Planning, FORS / CLOCS and HS2 link
8	M Stevenson 12.05.2017	Updated in line with comments received from SB Camden Planning, HS2 link, Granby Road Bridge / Mornington Street Bridge
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1.0 Description of the Project

The scheme require the partial infilling of an existing light well over three floors

A steel frame infill construction to allow for the infill of an existing light well, the frame will have a composite metal deck with RC floors. The façade will be wrapped with structural glazing, where the new works interface with the exiting building localised break out panels will facilitate access between the new and the old. Two new roof lights will be installed and a new green roof will form the permanent weathering. The new works will allow for an internal light well to run through to level from roof to level 1. Two new 15 person passenger lifts will be installed to service the space.

The high level services will be exposed and installed under the MF ceiling which will be suspended below the composite decking.

A new raised access floor will be installed throughout. Electrical services, with the full scope is currently under review.

1.1 Introduction

8build Limited, as the Principal Contractor for this project has formulated this Construction Phase Plan in accordance with the Construction (Design & Management) Regulations 2015 and the Managing Health & Safety in Construction Approved Code of Practices 2007, to enable the Company and others associated with the project to improve planning and arrangements of the health and safety requirements for the project. This Plan is required to be developed sufficiently in advance of the works by the Company's Management Team and others associated with the project.

1.2 Photo Gallery

Hoardings to Lower Ground Floor West



Hoardings to car park South



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1.3 General Programme

Planned Commencement Date of site activities;

Implementation of the scheme will commence on 13 February 2017, with onsite mobilisation commencing on the 17 January 2017, for a period of 4 weeks

Project Duration:

Circa 55 Weeks

1.3.1 Site working times

The site working times are from Monday to Friday 08:00 – 18:00. Weekend working if necessary will be Saturday Morning only from 08:00-13:00; these working hours are in line with the Local Authority guidelines.

1.4 Project Directory

1.4.1 Client

Lazari Investments

Nicholas Lazari

Director

Greater London Road, Hampstead Road London, NW17QX
nicholas@lazari.co.uk

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Tom Williams

Director

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(T) 020 7388 5444

(M) 07957 771732

1.4.2 Client side Project Managers

JLL

Rob Lewis

Director

30 Warwick Street, London W1B 5NH

Rob.Lewis@eu.jll.com

(M) 07872 107770

(T) 020 7087 5368

1.4.3 Principal Designer

Forme UK

Steve Borrie

Nutmeg House, 60 Gainsford Street, London, SE1 2NY

steve@fibonacci-cdm.co.uk

(T) 020 7378 1340

1.4.4 Principal Contractor

8build Ltd

Matt Stevenson

64 Leman Street, London, E1 8EU

m.stevenson@8build.co.uk

(T) 020 7710 4488

(M) 020 3198 0455

1.4.5 Principal Contractors Safety Consultants

Richardson-Hill Limited,

Michael Owen.

23 Springfield Road, North Chingford, London E4 7DJ.

michaelowen3@aol.com

T: 020 8524 8396

M: 07966 473850

1.4.6 Architect

Forme UK

Mark Twigg

Projects Director

Nutmeg House, 60 Gainsford St, London SE1 2NY Projects

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(T) 020 7378 1340

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Chris Johnston

Associate

Nutmeg House, 60 Gainsford St, London SE1 2NY Projects

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(T) 020 7378 1340

1.4.7 M & E Consultants (Building Services Engineers)

GLP

Philip Kinsella

Director (M)

Unit 5, Howarth Court, Oldham Broadway Business Park, Chasserton, Manchester, OL9 9XB

pkinsella@glpartnership.co.uk

(T) 0161 681 7070

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Unit 5, Howarth Court, Oldham Broadway Business Park, Chasserton, Manchester, OL9 9XB

psiddall@glpartnership.co.uk

(T) 0161 681 7070

(M) 07714 690652

1.4.8 Structural Engineers

The Morton Partnership

Mary Claxton

Timber Yard House, 55 the Timber Yard, Drysdale Road, London, N1 6ND

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1.4.9 Estates Manager

Lazari Investments Ltd

Peter Elias

Building Manager

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(T) 020 7383 0336

(M) 07572 278025

1.4.10 Planning Consultant

Gerald Eve

Natalie Davies

Senior Associate

72 Welbeck Street, London, W1G 0AY

ndavies@geraldeve.com

(T) 020 7333 6371

(M) 07826 947819

1.4.11 Cost Consultants

CN Associates

Henry Nash

Partner

6 Market Place, London, W1W 8AF

henry@cnassociates-qs.co.uk

(T) 020 7935 2932

(M) 07837 722041

1.5 Location of existing records

Compass House, 22 Redan Place, London, W2 4SA, Ground Floor

1.6 Extent of existing records

Listed below is the information received prior to producing the Construction Phase Plan:-

- ASBESTOS SURVEY REPORT
- Clients Register AVONRAND Ltd 10th July 2001 issued
- R&D Survey ARG SURVEYS Ltd 17th February 2017 issued

- LOGISTIC PLAN/DRAWING FOR THE PROJECT
- 8494_Traffic Management Plan (Mark Up) Rev B - Please refer to Project Health and Safety File located in Site Office to view Plan
- PRE TENDER H&S INFORMATION
- JLL Preconstruction Methodology September 2016 - Please refer to Project Health and Safety File located in Site Office to view report

1.6.1 Further details

Will be required from the Clients Design Team regarding the following:-

- <COMPLETE SET OF TENDER DOCUMENTS>
- <HEALTH & SAFETY FILE FOR THE PREMISES>
- <AS-BUILT DRAWINGS>
- <ALL SERVICE DRAWINGS>
- <M & E DRAWINGS AND GUIDANCE INFORMATION>
- <FIRE ALARM AND FIRE DETECTION SYSTEMS>
- <FIRE PLAN FOR THE PREMISES>
- <CCTV SYSTEM INFORMATION>
- <WORKING DRAWINGS>
- CLIENT RULES – Received in the Stage 1 documents and incorporated into the CMP /CPP and site induction

1.7 Plans which are relevant for Health & Safety

1.7.1 Principal Designer

Pre-Construction Information prepared by Raymond Muzembe, Turner & Townsend dated 22.05.15,
Ref: dated 01.05.15 Document No. 12

1.8 Information about existing structures

No Information Issued by the Contract Administrator or Client, not required in this instance as Waterman Structural Division is carrying out a design for the refurbishment taking into account the existing structure.

2.0 Management of Work

2.1 Management structure

Refer to 8build Limited Health & Safety Policy, Rev. June 2014, and Part 1 for Management structure.

Title	Name	Telephone number
Project Director	Andrew Lipscombe	020 3457 7549
Project Manager (First Aider)	Matt Stevenson	020 3198 0455
First Aiders	Selda Scott	020 3457 7544
First Aiders	Gary O'Leary	020 3887 7307
Contract Administrator	Karen Van De Weg	020 3457 3778
Senior Safety Consultant	Michael Owen	020 8524 8396
Designated Safety Advisor	Brett Lee	07931 763017
Temporary Works Co-ordinator	Matt Stevenson	020 3198 0455

2.2 Responsibilities and Duties of Management

8build Limited will maintain the duties and responsibilities as the Principal Contractor for the duration of the works. The Project Director will be overall responsible for health and safety for this contract (refer to the Company Health & Safety Policy, Part 1 – Rev. June 2014).

Appointed Specialist Contractors will be responsible for complying with all Health & Safety requirements of the Client and 8build Limited related to their works, including adequate supervision (refer to 8build Limited Company Health & Safety Policy, Part 1, and Section 4.6 – Rev. June 2014).

At no time will the site be operational without competent supervision.

2.3 Health & Safety goals for the Project

To prevent, insofar as is reasonably practicable, risks and any unplanned events that results in injury, ill health to people, or damage to property, plant materials, or the environment or a loss of business opportunity and to complete the project on time and within budget.

2.4 Arrangements for monitoring and reviewing Health & Safety performance

The Project Management Team plan to carry out regular Health & Safety monitoring to ensure that Health & Safety standards are of an acceptable level throughout the duration of the project.

8build Limited have arranged for bi-weekly monitoring and inspection of the works to be carried out by their Health & Safety Advisors and the Project Management Team to ensure compliance with Statutory Legislation, Approved Codes of Practice and Safe Systems of Work to ensure that scaffolding, lifting appliances and, etc., are inspected by a competent person within the specified

periods. If safety standards are not being met satisfactorily, the safety monitoring and Safety Inspections will be increased to assist where improvements may be necessary.

8build Limited require specialist Contractors to carry out their own monitoring and reviewing of Health & Safety on site and report to 8build Limited's Project Director as soon as possible after each review / inspection.

Temporary works will involve Temporary Works Co-ordinators and where necessary, Temporary Works Supervisors who will carry out their duties to ensure temporary works are performed safely.

Health & Safety will be reviewed by all persons associated with the project during Site Progress Meetings.

2.5 Liaison between parties on site

Sufficient liaison with the Client and the Client's Project Team will be held with 8build Limited's Project Management Team and Sub-Contractors where appropriate, prior to the Contract starting and throughout the duration of the project. Regular liaison and meetings will be held with all parties involved as circumstances dictate. Safety issues are planned to be discussed during Progress Meetings. Signage will be erected externally providing 24 hour contact details. The project will be monitored under the Considerate Constructors Scheme (CCS) registration **Site Ref: 102339**

2.6 Consultation with the workforce

8build Limited Projects Director will ensure provisions are in place and maintained for consultation with the workforce throughout the duration of the project. Management will liaise with workforce representatives and the workforce generally on a regular basis to ensure that any Health & Safety issues raised will be considered so that Health & Safety can be developed and improved where necessary.

In addition, 8build Limited will maintain pro-active open channels of communication with the workforce, via formal or informal meetings, written communications or by Management having general discussions with the workforce.

8build will be in contact with the Kings Cross Construction Programme under the employment and training requirements set out in the planning s106 agreement. Matt Stevenson will be the liaison person from 8build involved in this process.

2.7 The exchange of design information between the Client, Designer, PD Co-ordinator and Contractors

The Contract Administrator will ensure that the exchange and circulation of information in relation to design changes occurs as required and that records are updated accordingly. The media for exchange of information will be agreed in advance with all parties on the project.

The Contract Administrator will ensure that significant design information regarding the project is incorporated into the Health & Safety File.

2.8 Handling design changes during the Project

Design changes agreed by the Project Team are to be co-ordinated by the Contract Administrator. Any risks involved in design change are to be evaluated by the Project Team and suitable control measures relayed to the workforce in advance of the work.

2.9 The selection and control of Sub-Contractors

Sub-Contractors engaged by 8build Limited will be subject to investigation and vetting procedures instituted by Management. Only competent and suitably resourced Contractors will be engaged on the project. The Vetting Forms required to be completed by Contractors are contained in the Company Health & Safety Policy (Rev. June 2014), Part 3 – Stage 1 Initial Assessment and Stage 2 Project Specific Assessment.

8build Limited's Project Management Team will adequately induct, supervise and monitor Contractors Health & Safety performances to ensure compliance with all appropriate Health & Safety Standards and arrangements.

Non-conformance by Contractors will be thoroughly investigated and additional control measures will be implemented to prevent reoccurrence.

2.10 The exchange of Health & Safety information between Contractors

The exchange of information between Contractors on this project will be via the Contract Administrator.

Site Security

Security is maintained by 8build Limited. All 8build Limited Site Personnel, including Sub-Contractors Personnel and vehicles coming into and out of the site will adhere to the site security requirements at all times during the project and may be subject to being searched on entry and exit of the premises. All contractors will entering and leaving the project will be processed through a biometric turnstile with all details recorded.

All 8build Limited Site Personnel, including Sub-Contractors, are to sign in and out of the Clients Security desk and on initial signing in may need to prove their identity, i.e., CSCS Card, Driving Licence or Passport. All 8build Limited Site Personnel, including Sub-Contractors will also be required to sign in and out at 8build Limited compound on the facility with 8build Limited so that the Construction Manager and other Supervisors are aware of who is on site.

All Site Personnel under the control of 8build Limited will fully comply with the Clients security arrangements.

The existing security fencing and steel gate will be used for the site facilities and internally hoardings will be erected with "No Unauthorised Persons beyond This Point" and "Danger – Keep Out" signs displayed around the perimeter compound hoarding and on entry points to the working areas for the duration of the project. All entry/exist access points for personnel / Vehicles (As noted on the TMP) will be controlled by Traffic Marshalls.

Sub-Contractors are to supply 8build Limited with names, addresses and dates of birth of all persons who will be required to work on site.

Sub-Contractors are to advise 8build Limited in advance of any changes of site operatives due to sickness or absenteeism etc., and will supply this information before persons commence work.

All site personnel are to co-operate with security arrangements by informing Site Management of any suspicious persons or occurrences that they witness.

2.12 Site Induction

All personnel required to work on site are to receive Site Safety Induction prior to being allowed to work on site from 8build Limited Site Management Team. A register of persons receiving Site Safety Induction will be kept on site.

Sub-Contractors are to ensure that their own Site Personnel also receive Site Induction specific to their works and are to submit Induction Registers to 8build Limited Site Management Team as proof that Induction has taken place.

Site Safety Induction is to follow the minimum format laid out in 8build Limited Health & Safety Policy (Rev. June 2014), Part 3. This is to include specific security arrangements for the premises and the additional safety measures to safeguard existing occupiers.

2.13 Site Safety Training

Site personnel will be required to demonstrate both Health & Safety and Trade competence prior to attending Site Induction.

Copies of Site Personnel's competency Training Certificates will be kept in the Site Safety File, which will be available for inspection. Proof of Training for site personnel where applicable, will include, but is not limited to:

Health	General	Plant & Equipment
First Aid Fire Safety Manual handling HAVS COSHH / PPE	Trade Competency CSCS Safety Awareness Working at Height Site Induction Safety Tool Box Talks	Scaffolding Lifting appliances Passenger hoists Man-rider hoists Abrasive Wheels Electrics Specialist equipment

8build Limited's Designated Site Safety Advisor and Site Management will perform Safety Tool Box Talks to remind Site Personnel of general safety arrangements. Contractors will be required to give regular Safety Tool Box Talks to their own workforce. Proof of Tool Box Talks given is to be submitted to 8build Limited Site Management in the form of Tool Box Talk Registers which will be kept in the Site Safety file which will be available for inspection.

2.14 Welfare facilities and First Aid

8build Limited will set-up welfare facilities on Ground Floor Level car park (As attached Site Set Up Plan Rev A). An area will be screened to provide a smoking area away from residents and those who do not smoke. The facilities will include the following:-

2.14.1 Canteen Facility

A canteen facility will be provided by 8build Limited, which will include the following:-

- ➔ Seating and tables for a minimum of 20 persons;
- ➔ A sink connected to the sewer and freshwater supply;
- ➔ Electricity supply;
- ➔ The facility for heating food and water;
- ➔ Refrigerator;
- ➔ Flip top bin;
- ➔ Basic supply of cutlery and crockery;
- ➔ Impervious flooring and worktops;
- ➔ Heater;
- ➔ Health & Safety Notice Board.

The canteen facility will be arranged to be cleaned on a regular basis by 8build Limited. All Site Personnel are required to keep these facilities in clean order after use, particularly with regard to food hygiene, keeping surfaces and cutlery clean and disposing of waste food.

During busy periods of the work, the use of the canteen may need to have staggered use by Site Personnel.

2.14.2 PPE

8build Limited Site Management will carry out PPE Assessments for their Site Personnel and provide all appropriate personal protective equipment to their workforce. The standard issue to all Site Personnel is required to be provided by the Contractors to their own workforce, which is as follows:-

- ➔ Safety helmets;
- ➔ Safety footwear;
- ➔ Fluorescent tops, i.e., Jackets, T-shirts, Vests, etc.;
- ➔ Gloves, Eye and hearing protection to be worn as and when appropriate.

Sub-Contractors are to ensure their Site Personnel wear the standard 4-point PPE protection at all times whilst on site, except where it may be designated a 'safe area' by 8build Limited Site Management, such as the canteen and the site office. Sub-Contractors carrying out specialist work will be required to carry out their own PPE Assessments which are to be submitted to 8build Limited Site Management prior to their work starting.

A spare quantity of 4-point PPE protection will be made available for visitors.

2.14.3 Drying and Changing Room Facility

A drying room and changing facilities will be provided by 8build Limited Lower Ground Floor Level. Safe accesses to changing areas are to be maintained at all times to avoid persons being subjected to hazards without the necessary PPE being worn or used. These facilities will consist of the following:-

- ➔ A bench;
- ➔ Wall hooks;
- ➔ Heater.

These facilities will be maintained by 8build Limited and cleared out completely every Friday to prevent a build-up of discarded PPE and Contractors should advise their workforce of this procedure so that personal belongings will not be lost. 8build Limited will not be responsible for the security of personal belongings and advise that Sub-Contractors should make their own arrangements for their workforce's valuables. All site personnel are required to keep the facilities in clean order after use.

2.14.4 First Aid Facilities

8build Limited will provide the appropriate number of First Aiders for the duration of the works and an appropriate First Aid Kit. The First Aid Kit will be located in the Construction Managers office. Sub-Contractors are required to carry out their own First Aid Assessment for the type of works they will be involved in on site and ensure they have sufficient First Aid provisions where required for their own specific needs. Sub-Contractors involved in low risk activities may rely upon 8build Limited's site First Aid facilities, subject to advanced agreement with the Site Management Team. Sub-Contractors must clearly indicate to their workforce during Site Induction who their First Aiders are and where their First Aid Kits are located. This should also be relayed to 8build Limited Site Management Team.

2.14.5 Toilet Facilities

Shared welfare arrangements have been made with the Client / premises occupiers with regard to toilet and washing facilities. These agreed arrangements will be documented under shared welfare arrangements. The toilet and washing facilities will vary throughout the project utilising convenient toilets dependent upon the floor levels being worked on.

Site Personnel will be instructed to keep the facilities offered in the condition they are found to ensure they are kept to appropriate standards to be used by existing occupiers. Site Management will check to ensure these standards are kept in good order throughout the duration of the project.

2.14.6 Shared welfare arrangements are to be agreed in writing with all Sub-Contractors and a record kept on site available for inspection. Any additional welfare required by Sub-Contractors for their workforce must be fully expressed and agreed with 8build Limited Project Team in advance of working on site.

2.14.7 The nearest Accident & Emergency Hospital is:

University College London Hospital
235 Euston Rd, Fitzrovia, London NW1 2BU
020 3447 0083

2.15 The reporting and investigating of accidents and incidents, including near misses

8build Limited operates a comprehensive incident reporting and investigation system as part of their Health & Safety Management System.

All accidents, incidents and near misses, irrespective of their origin or result, are required to be reported to 8build Limited Site Management as soon as possible, who in turn will report to the Company's Designated Safety Advisor for further advice. If any accidents occur, they are to be logged in the Site Accident Record Book / Form. All accidents will be investigated by 8build Limited Site Management and those considered significant, including RIDDOR reportable will be further investigated by Senior Management with the assistance of the Company's independent Health & Safety Consultants, Richardson-Hill Limited.

RIDDOR is to be fully complied with and Contractors are required to provide a copy of any RIDDOR reportable reports to 8build Limited Senior Management and a copy is required to be kept in the Site Safety File.

Near miss reports / investigations are to be copied to the 8build Limited Site Management who will keep a copy in the Site Safety File and arrange further investigation where necessary by 8build Limited Safety Advisors.

Further guidance to be complied with in relation to accidents, incidents and near misses are contained in 8build Limited Health & Safety Policy (Rev June 2014), Parts 2 & 3.

2.16 The production and approval of Risk Assessments and written Systems of Work

The Design Team for the project have produced Risk Assessments and control measures to be considered to minimise risks and hazards for this project. These documents have been considered by 8build Limited Project Management Team in the planning of the project.

8build Limited Project Management Team members have undertaken a Project Specific Risk Assessment exercise and have produced Action Required Method Statements for the main safety controls for the project. This document is included in the Appendices section 5.4 of this Construction Phase Plan.

Sub-Contractors are to carefully consider the Design Team and the Project Management Team's Risk Assessments and control measures in advance of works to ensure the control measures are suitable and can be accommodated by the Sub-Contractors works on site. Any areas of concern or conflict with regard to Health & Safety must be communicated to 8build Limited Project Management Team for further consideration and any necessary additional safety measures.

Further specific detailed Risk Assessments and Safe Method of Work Statements are to be carried out by Sub-Contractors where necessary and agreed with 8build Limited Project Management Team, prior to commencement of Sub-Contractors operations on site. This should be carried out with sufficient time for arrangements to be agreed and accommodated. Sub-Contractors Risk Assessments and Safe Method of Work Statements are to be supplied to the Site Management Team, copies of which will be kept in the Site Safety File, available for reference purposes and inspection, e.g.:-

- Any works which may affect occupiers, neighbours, pedestrians and road users;
- Scaffolding erection, dismantling, maintenance and use;
- Passenger Hoist erection, dismantling, maintenance and use;
- Scissor Hoists;
- Any hot works;
- Electrical works;
- Removal and replacement of windows;
- Movement and use of plant, equipment and materials;
- Working at height and use of access equipment;
- Erection and use of any other lifting appliances;
- Storage of materials and removal of waste;
- Fire precautions;
- Control of noise;
- Control of dust;
- PPE;
- Manual handling.

These will be examined and approved by 8build Limited Project Team prior to work being allowed to commence.

Sub-Contractors will be required to provide evidence that the contents of such documents have been conveyed to their operatives prior to such activities commencing.

Site Management for the project are to ensure that site personnel are made aware of all necessary safety precautions in connection with their work prior to commencement of such activities. All necessary information will be conveyed to the workforce and a record kept.

2.17 Site rules, including drugs and alcohol policy

The Client and 8build Limited General Safety Precautions and Site Rules will be complied with. These arrangements must be conveyed during Site Induction to all Site Personnel involved in the project. 8build Limited Site Management and Contractors supervision will monitor compliance with these and other arrangements specified in 8build Limited Health & Safety Policy (Rev. June 2014), the Contractors Policy, Site Risk Assessments and Safe Method of Work Statements on a continuous basis throughout the duration of the project.

2.17.1 General Safety Precautions and Site Rules:

- All Site Personnel will sign in and out of the site and make their presence known on site to Management.
- Standard PPE, safety footwear, safety helmets, fluorescent tops and gloves will be worn at all times, shirts/t-shirts to be worn at all times (no bare chests).
- General public and occupier's safety will be maintained at all times.
- Use the right tools for the job.
- Plant and equipment to be kept in good order and not misused.
- Report any safety defects to Site Management.
- Smoking is prohibited throughout the site, except in the designated smoking area indicated on the Site Cabin Set Up drawing (as stated in 2.18)
- No naked flames in areas at risk from fire and explosions.
- Check the working environment for hazards before working.

- Ensure instructions are fully understood before working.
- Maintain personal hygiene and look after welfare facilities provided.
- Be aware of others safety - do not create hazards.
- Always take precautions to prevent materials and tools etc., from falling.
- Ensure that debris does not accumulate unsafely.
- Do not obstruct access ways unsafely.
- Do not carry loads that cannot be managed comfortably to prevent the risk of injury.
- Report all accidents, dangerous occurrences and near misses immediately to Site Management.
- The consumption of, or being under the influence of alcohol is not permitted on site.
- The use of illegal drugs / substances is not permitted on site.
- Site operatives/personnel using prescription drugs/medication should bring this to the attention of the Site Management Team,
- Violent or abusive behaviour is not permitted on site.
- The R&D Asbestos survey has uncovered areas of textured (white (Chrysotile) asbestos to the walls, soffits, beams and surfaces of the lower ground car park. It is noted that this material is non-notifiable however a strict regime is to be implemented where there is requirements for fixing, removal of any services or structures that connect to the textured coverings. Anywhere this does occur with your works then you are to seek further information from the site management team.

2.18 Fire & Emergency Procedures

An appropriate outlined Fire & Emergency Plan has been formulated and included in the Risk Assessment / Action Required Method Statement contained in Appendices section 5.4 of this Construction Phase Plan. This outlined Plan will be developed by the 8build Limited Site Management Team and Sub-Contractors as works progress, where appropriate.

Site Personnel will be informed of fire precautions during Site Safety Induction prior to them commencing work on site.

Site Management will monitor the escape routes to ensure they remain free from any unsafe obstructions. Escape routes will not be permitted to be used for work activities or storage areas.

The site will be a designated 'No Smoking' area. A smoking area has been allocated within the project facilities compound.

Temporary signage will be displayed where necessary with regard to Fire Points and emergency evacuation routes / exits etc. Temporary fire points will be provided by 8build Limited for this project. The fire points will be located at strategic positions on the site and are to comprise of 9 litre water and CO² fire extinguishers as a minimum. All potential hot works will be carried out under the strict control of Hot Works Permits issued and managed by 8build Limited Site Management.

8build Limited have contained in their Health & Safety Policy (Rev. June 2014), a general Fire Policy and Fire Policy Checklist which must be conformed to where appropriate by all Site Personnel.

Sub-Contractors are to appoint competent members of their workforce in writing as Fire Wardens to assist in the maintenance of fire precautions and to report any defects to 8build Limited Site Management Team.

3.0 Arrangements for controlling significant site risks

3.1 Delivery and removal of materials, waste and work equipment etc., taking into account any risks to the general public, neighbours and site personnel, traffic routes and segregation of vehicles and pedestrians.

A check of all vehicles entering site will be carried out by our delivery manager who will record and ensure that they comply with the CLOCS / FORS standard and have a valid certificate.

Contracts - FORS Bronze accreditation as a minimum will be a contractual requirement, FORS Silver or Gold operators will be appointed where possible. Where FORS Bronze operators are appointed, written assurance will be sought from contractors that all vehicles over 3.5t are equipped with additional safety equipment (as per CLOCS Standard P13), and that all drivers servicing the site will have undertaken approved additional training (eg. Safe Urban Driving + 1 x e-learning module OR Work Related Road Risk Vulnerable Road User training + on-cycle hazard awareness course + 1 x e-learning module etc.). CLOCS Compliance will be included as a contractual requirement.

Desktop checks - Desktop checks will be made against the FORS database of trained drivers and accredited companies as outlined in the CLOCS Standard Managing Supplier Compliance guide. These will be carried out as per a risk scale based on that outlined in the CLOCS Managing Supplier Compliance guide.

Site checks - Checks of FORS ID numbers will form part of the periodic checks and will be carried out as per an appropriate risk scale. Random spot checks will be carried out by site staff on vehicles and drivers servicing the site at a frequency based on the aforementioned risk scale. These will include evidence of further training, license checks, evidence of routing information, and checks of vehicle safety equipment. Results from these checks will be logged and retained, and enforced upon accordingly.

Where the contractors own vehicles and drivers are used the above approach will be modified accordingly.

Collision reporting data will be requested from operators and acted upon when necessary.

8494_Traffic Management Plan (mark-up) Rev B, 8494_Traffic Plan Rev B, 8494_Traffic Plan Risk Assessment, 8494_Travel Plan Vehicular Travel from North, 8494_Travel Plan Vehicular Travel from the South

All deliveries and waste removal is to be booked in via 8build and carried limited between 09:30 – 16:30 on week days and 08:00 – 13:00 on Saturdays. All deliveries vehicles access G.L.H via Mornington Crescent and report to the 8 Build Security Team located on the ground floor delivery cabin.

All delivery vehicles will be directed down the ramp into the basement carpark.

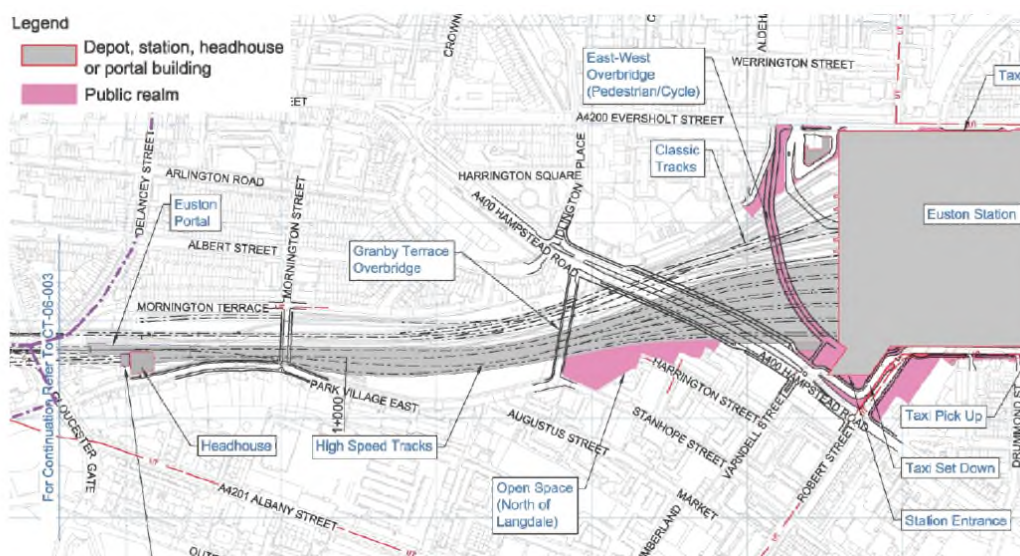
The basic Pedestrian Plan contained in the Project Specific Risk Assessment will need to be fully considered and developed to safeguard Site Personnel, occupiers and the general public pedestrians.

8build Limited Site Management Team recognises it is important that site activities and deliveries, etc., do not put Site Personnel and occupiers, etc., at risk from the dangers associated with site transportation.

Site personnel are to comply with all Local Authority requirements, The Road Traffic Act for the roads, in particular with regard to parking and any speed restrictions. There is no parking for contractor's vehicles and those attending will be directed to the nearest pay and display or car parking facility.

Existing vehicular, pedestrian access routes and rights of way are to be safely maintained throughout the duration of the project, traffic routes and pedestrian walkways are to be fully observed and complied with, ensuring that barriers are erected during deliveries at key cross over points on Mornington crescent.

A review has been taken on the HS2 impacts in the Regents Park ward in relation to the works programmed around the Granby Road Terrace Bridge towards the southern end of Mornington Crescent and the Mornington Street Bridge to the North West of Mornington Crescent. We have noted that there are various satellite compounds noted in the vicinity to provide storage and possible office space for the works and that these will be accessed via various routes including Mornington Crescent. Our CMP takes into account these works and mitigates any cumulative impacts to the area.



Granby Terrace Overbridge satellite compound	mid-2015 to 2026 approx. 11 years	30	accessed from the west	
	periods of 24h work on occasion		10 months	
Mornington St Bridge satellite compound	mid-2015 to early 2017; mid-2018 to early 2020 may operate outside of core working hours on occasion	10	from Hampstead Rd via Mornington Cr, Clarkson Row and Mornington Terrace, or via Mornington Cr, Mornington Pl and Mornington Terrace	a temporary shared utilities, pedestrian and cycle bridge will be installed during construction
			14 months	

Mornington Terrace Sidings satellite compound	mid-2015 – 2017 majority of works carried out outside of core working hours	25	Hampstead Road via Mornington Crescent, Clarkson Row and Mornington Terrace or via Mornington Crescent, Mornington	Temporary traffic diversion via Mornington Terrace, Delancey Street, Parkway, Camden Road to York Way.
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There are no requirements for permanent parking suspensions on the project, but there will be temporary suspension over several weekends in late August 2017 to Mornington Crescent for the lifting and installation of roofing and roof light materials. Applications will need to be issued to Camden Highways once definitive dates are known.

The number and type of vehicles delivering and collecting from site anticipated on a daily basis:

Type	Size	Frequency
Flat Bed	7.5 tonne	2
Box Van (Cargo)	7.5 tonne	1
Luton	3.5 tonne	1
Transit	LWB	1
Transit	SWB	2
Transit	Cage Flat Bed	1

3.2 Dealing with services, water, gas, electricity, including overhead power lines and temporary services

8build Limited Site Management Team will ensure that areas of work will be surveyed prior to work starting to ensure that all services in the vicinity of the work which could be affected are clearly identified, suitably protected, and made 'dead' where necessary and safeguarded. The Site Management Team will provide service drawings and details for services changed or altered due to the works which will be kept on site in the Site Safety File and handed to the Client at the end of the project. Sub-Contractors are to survey and study their work areas in advance of their works and advise 8build Limited Site Management where it could be possible for existing services to be affected, so that appropriate arrangements can be made to make safe.

Work on existing site services will be carried out under a Permit to Work.

Where circuits are disconnected at power source, provisions will be in place to ensure the following:-

- a. That there will be no possibility of accidental re-connection.
- b. Identification and warnings against re-connection are displayed.

Records of Permits are to be kept on site throughout the contract.

All Site Personnel, including Sub-Contractors are to exercise extreme caution with the testing and subsequent reinstatement of any service supplies, in particular electric and gas.

The Project Team will ensure they obtain from the Clients Facilities Management Team where available, "as installed" drawings clearly showing the routes of all hidden services.

Live high voltage wiring and gas services necessary to be left live will be identified in all areas that could be affected by the works as 'live'. Live services in the vicinity of the works are to be adequately safeguarded and protected from damage. Wiring disconnected will be identified in all areas as 'dead'.

Only competent and approved Engineers working to current standards and industry guidance will be allowed to carry out work on gas and electrical systems. Gas and electrical works will be appropriately tested and certificated. Sub-Contractors are to provide Test Certificates and data information to 8build Limited Site Management Team who will retain copies on site in the Site Safety File.

Electrically powered tools and equipment are required to be 110v or battery operated wherever possible. Any specialised equipment that requires a higher voltage will only be permitted if there is no alternative and after an application has been made in writing and agreed by the Project Team. This type of equipment will have power cable runs kept as short as possible and suitably protected from potential damage and will be connected to Residual Circuit Devices (RCD's).

Refer to Project Specific Risk Assessment contained in the Appendices Section 5.4.

3.3 Accommodating adjacent land use

Site personnel will be required to work diligently to safeguard occupiers, visitors and neighbours, including their property, etc., giving consideration with special regard to safe access and egress, protection of services and environmental issues, such as dust and noise, particularly where works are carried out on or near pedestrian pavement areas, fire escapes and parked cars etc.

Noise generated during the works will not affect those using the building and in separate use in parts of the building. As a result of these works there will be no structure borne or vibration to other parts of the building used in separate occupation. Greater London House has no adjoin properties.

All breaking up of concrete and removal of window infills will be carried out using a non-percussive techniques where practicable. Due to the location and possibility of amplification within the car park we will be using water sawing and bursting techniques carried out by a specialist contractor. No BROK or similar plant or machinery will be used.

Evidence from a British Pest Control Association (BPCA) company employed by the client Lazari Investments 3 Limited has been provide and attached, confirming that there is a regime in place to deal with any rodents within the existing building and demonstrates that there arrangements in place to deal with any possibility of rodents escaping site prior to works commencing.

Selda Scott from 8build and based on site, will provide any public relations contact with regards to residents who may have complaints/concerns. These details will be on the external notice board and also within our monthly newsletter. The first newsletter was distributed to the local community on the 26th January 2017, with details of contact numbers to the Project Manager and an Out of Hours contact number. The newsletter provides links to the Construction Management Plan and appendices relating to the traffic management plan.

A resident's open evening was held on Thursday 2nd February 2017 from 18:00 – 20:30 at Greater London House.

Refer to Project Specific Risk Assessment contained in the Appendices Section 5.4.

3.4 Stability of construction whilst carrying out construction work, including temporary structures and existing unstable structures

The design of temporary works will be based upon the agreed design brief. Any proposed alteration or modification of the design brief by the Designer will be referred back to the TWC. The temporary works will be designed in accordance with recognised engineering principles.

A Structural Engineer has been appointed by 8build to provide engineering design solutions to the premises alterations and to survey the existing structures.

A Temporary Works co-ordinator has been appointed by 8build to perform the principal activities of the TWC as listed in BS5975:2008, Clause 7.2.5. A brief description of the temporary works involved in this project is contained on the Temporary Works Register, Appendices 5.1.

It is not envisaged that the existing main structural support elements of the building will be affected by the works.

The stability of the reception lobby extension and the balcony alterations will be fully considered by the Project Team to ensure it is sufficiently structurally supported and braced, taking full account of the stability of the ground on which structures are founded, with particular regard to any voids, etc., under the paved areas.

Temporary structures such as scaffolding, the passenger hoist and hoarding are to be designed and calculated by competent persons. During erection, maintenance, use and dismantling, temporary structures are to be sufficiently tied and braced.

Site Management will ensure that temporary access equipment such as scaffolding and man-rider hoists, etc., are stable and secure and that all Legal requirements, Codes of Practices and British Standards are fully complied with.

3.5 Preventing falls

Working at height will be planned in line with The Work at Height Regulations 2005. Wherever possible, working at height will be eliminated or minimised to prevent falls. Where this is not possible, all appropriate safeguards will be in place.

Additional provisions will need to be considered for when this equipment is being used to ensure that the risk of falls of persons or materials etc., are eliminated.

3.5.1 Preventing persons from falling

It is anticipated that the main risk from falling will be in connection with high level works, i.e.:-

- ➔ Working on erecting, maintaining and dismantling scaffolding and passenger hoist;

- Working from scaffolding and hoist;
- Working on the internal balconies;
- Working at height in ceiling voids;
- Replacing cladding and decorating etc., in high ceiling areas such as the ground floor lobby;
- Work in connection with the ground floor lobby extension;
- Working from man-rider hoists;
- Climbing and descending access ladders;
- Working with lifting appliances;
- Working on roof areas;
- Tripping and slipping;
- Working from the back of Lorries.

Working at height and the potential of falling will be continuously assessed by the Project Team. Risk Assessments / Safe Method of Work Statements will be formulated and appropriate provisions provided prior to starting work where it could be possible for persons to fall. Sufficient measures are to be taken at all times to prevent persons from falling.

The most suitable type of access equipment is planned to be provided to ensure hazards and risks for working at height are minimised.

An independent fully boarded scaffold will be erected in the vicinity of the hoist area and the lobby extension by a specialist Scaffold Contractor. For other areas where high level access is required, further independent scaffolds, system tower scaffolding, podiums or MEWP's will be used. High level works will be planned to prevent the need to use ladders wherever possible.

Risk Assessment and Method Statement Induction will be conveyed to persons required to work at height prior to allowing them to work. Only competent persons will be allowed to work at height. Working at height will be supervised by a competent person to ensure that all safety controls are in place to prevent falls.

Safety Tool Box Talks will be given by 8build Limited Site Management and Sub-Contractors Management to persons working at height. This is required to be carried out regularly throughout the project to site personnel of the risks associated with working at height.

Working at height areas will be inspected in accordance with the Regulations before each shift by competent persons prior to allowing works to continue.

3.5.2 Preventing Materials and Equipment etc., from falling

The working area will be sufficiently fenced or cordoned-off to prevent any persons from venturing into areas where there could be a risk of materials, etc., from falling.

Provisions will be put in place to prevent persons being put at risk from materials and equipment etc., falling from height, such as:-

- Safe distance barriers;
- Safety signage;
- Cordoning-off works areas with hoarding;

- Brick guards, scaffold fans, debris netting and sheeting, etc.

Materials and equipment which could be caught by the wind will be adequately secured. Materials such as plywood sheets and scaffold boards, etc., will be laid down flat and secured to prevent them from being blown over by the wind, or knocked over accidentally.

3.5.3 The Use of Ladders

Ladders will only be permitted if there is no other reasonably practicable alternative. Persons who are required to use ladders and step-ladders will need to demonstrate their competence and a checking procedure is required to be in place to ensure that ladders are safe and suitable prior to use by a competent person.

3.5.4 Erecting, maintaining & dismantling scaffolding

Scaffolding will be erected in accordance with current Industry Codes of Practice, Manufacturers / Suppliers specifications and relevant Regulations. Scaffolders are to submit evidence of their competency prior to carrying out scaffold works. The scaffolding works will be supervised by an advanced Scaffolders and overseen by the Site Management Team.

Copies of Handover Certificates will be provided to the Site Management Team prior to the scaffolding being used, copies of which will be kept on site for the duration of the project.

Risk Assessments and Safe Method of Work Statements for scaffolding works will be required prior to scaffolding works being carried out on site.

Scaffold inspections will be carried out by a competent person on a weekly basis and after any alterations or bad weather conditions. Records of inspections will be made and kept on site utilising the appropriate inspection report forms.

It is envisaged that scaffolds will be required for the following tasks:-

- To gain external high level access to the hoist area;
- For high level access during the construction of the penthouse;
- Internal balcony alterations;
- High levels of work to the facade;
- For Surveys and Inspections.

3.6 Work with or nearby fragile materials

Management will ensure that Site Personnel, including Sub-Contractors, safeguard other Site Personnel, in particular occupiers, when working near fragile materials, such as:-

- Windows;
- Glass lighting;
- Front entrance glass canopy and glass curtain walling.

3.7 Control of Lifting Operations

Lifting operations will be carried out in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and The Work at Height Regulations 2005.

Anticipated schedule of activities requiring lifts will be drawn up and a Lifting Plan will be developed for the site by the Project Management Team. A copy of the Lifting Plan will be retained on site in the Site Safety File.

Works will be planned with full consideration to the Safe Working Loads of the lifting appliances that may need to be utilised on site.

Competent persons will be appointed to supervise and manage lifting operations. Only competent persons are allowed to be involved in lifting operations.

Details of operators who have received training and are authorised to use lifting equipment are to be included in a Lifting Plan, along with the safe operating systems and precautions.

Safety Tool Box Talks will be given to persons working with lifting appliances regularly throughout the project to remind them of the risks associated with lifting operations.

Proof of thorough examination, testing and inspecting records will be retained on site in the Site Safety File.

Refer to Project Specific Risk Assessment contained in the Appendices Section 5.4 and Manufacturers / Suppliers Specifications.

Refer to 8build Limited Company Health & Safety Policy Procedures (Rev. June 2014), Part 2.

3.8 The maintenance of plant and equipment

All plant and equipment to be used on site will be selected for its suitability and safety. All plant and equipment supplied to site will comply with current Legislation. Appropriate Test Certificates and maintenance records are required for plant and equipment prior to them being used on site. Appropriate and regular checks will be made of plant and equipment to ensure it is properly used and maintained. Plant and equipment operators will be competent and have competency certification where required, i.e. C.I.T.B. All electrical tools will be either battery operated or 110v supply and will be PAT tested as appropriate. Competency Certificates and Test Certificates for equipment will be kept on site in the Site Safety File.

All defective plant or equipment will be taken out of use, isolated, clearly marked 'Out of Order' and removed from site or suitably repaired as soon as possible.

Particular attention will be given to the possible hazards associated with using the following plant:-

- | | |
|------------------------------|---|
| → Electrical equipment | → Mobile elevated working platforms |
| → Angle grinders | → Vibration and noise from plant or hand held tools |
| → Compressed air equipment | → Any lifting equipment and lifting gear |
| → Petrol / diesel generators | → Scaffolding |
| → Ladders | → Forklift |
| → Passenger hoist | → Existing internal Lift D |

All plant & equipment, whether provided by 8build Limited or their Sub-Contractors will be properly maintained and inspected on a regular basis and according to the regime established by the 8build Limited Health & Safety Management System, PUWER & LOLER.

Refer to Project Specific Risk Assessment contained in the Appendices Section 5.4 and Manufacturers / Suppliers Specifications.

3.9 Work on excavations and work where ground conditions are poor

Permit to dig arrangements will be put in place for all excavation and groundwork works.

All excavations will be sufficiently supported. Support systems will be designed and installed by competent persons. The Temporary Works Co-ordinator will ensure that support calculations have been checked and ensure that the information is included in the Temporary Works Register.

Excavations and supports will be checked by a competent person when first constructed, every seven days, or after alteration or bad weather.

Site facilities will be set-up to prevent mud spreading onto pedestrian pavements and the public road.

The Company's Designated Safety Advisor will check these arrangements are in order during Site Safety Inspections / Audits.

There are currently no plans for excavations to be done by 8Build Ltd., or any of its agents.

3.10 Work on wells, underground earthworks and tunnels

Not applicable for this project.

3.11 Work on or near water where there is a risk of drowning

Not applicable for this project.

3.12 Work involving diving

Not applicable for this project.

3.13 Work in a caisson or compressed air working

Not applicable for this project.

3.14 Work involving explosives

Not applicable for this project.

3.15 Storage of materials (particularly hazardous materials) and work equipment

Sub-Contractors are to agree material and equipment storage requirements and locations with 8build Limited Project Team in advance of materials, etc., being supplied to site.

Storage requirements are to be planned to minimise associated risks such as:-

- Unsafe obstructions to the occupiers and external paved areas;
- Obstructing the premises fire exits;
- Overloading;
- Stability;
- Unnecessary handling;
- Difficulties in slinging and lifting.

Special consideration will be given to potentially hazardous substances such as:-

- Explosive gases – LPG cylinders;
- Fuel for plant;
- Highly flammable substances such as solvents and paints;
- Combustible waste such as timber and packaging.

Site Management will obtain Manufacturers Data Sheet information, COSHH Assessments and detail their storage arrangements for the substances of special consideration and ensure that all Site Personnel are sufficiently instructed on the safe use and precautions.

3.16 The removal of asbestos

The R&D Asbestos survey has uncovered insulation to pipe work (brown (Amosite) that is to be removed under controlled condition by a specialist contractor. Areas of textured (white (Chrysotile) asbestos to the walls, soffits, beams and surfaces of the lower ground car park. It is noted that this material is non-notifiable however a strict regime is to be implemented where there is requirements for fixing, removal of any services or structures that connect to the textured coverings. Anywhere this does occur with your works then you are to seek further information from the site management team.

3.17 Dealing with contaminated land

Not applicable for this project.

3.18 Manual handling

The Project Team will plan to minimise manual handling wherever possible. Any essential manual handling will be restricted to weights and material sizes capable of being handled safely. Where materials are required to be manually handled, weights will be restricted to 25kg or less and distances for carrying manually, minimised. Equipment will be provided to minimise the need for manual handling. Persons required to carry out manual handling will be suitably fit, trained and competent.

3.19 The use of hazardous substances, particularly where there is a need for health monitoring

The use of hazardous substances will be kept to the minimum. All potentially hazardous substances to be used on this project will be subject to a COSHH Assessment and such assessment information along with risk reduction and control measures will be conveyed to site personnel prior to use. A complete list of all potentially hazardous materials / substances / operations and waste etc., for the project will be accompanied by COSHH Assessments, Manufacturers Data Sheets and Method Statements to

ensure appropriate control measures will be in place. This information will be collated by 8build Limited Project Team in advance of being brought onto the site and used, etc. Note: The provision of Manufacturers Data Sheets will not substitute for Employer's COSHH Assessments.

The following list of substances, which is not exhaustive, have been considered as having the potential of being hazardous and therefore the Management Team will consider this list and any other potentially hazardous substance carefully and provide all necessary safety measures to protect the workforce and others on this project:-

- Sand and cement;
- Wood preservatives;
- Bitumen based products;
- Lead;
- Glass fibre insulation;
- Paints, lacquers and solvents;
- Adhesives;
- Dust from wood and plaster etc.;
- Sparks from welding or angle grinding;
- Electricity;
- Silicone sealant;
- Cleaning agents.

All safety measures necessary to safeguard the workforce and others will be complied with, including the provision for appropriate training, instruction, supervision, health monitoring and where required, PPE Assessments and record keeping.

8build Limited Project Team will provide appropriate information regarding potentially hazardous substances which were not eliminated which have residual risks for the purpose of inclusion into the project Safety File.

3.20 Reducing noise and vibration

It should be noted that the construction works are not external to the main building and are confined within the buildings courtyard and therefore noise transmitted to nearby residential properties should be kept to a minimum due to the sheer height and scale of the Greater London House building. Noise and vibration will be eliminated wherever possible, or kept as low as reasonably practicable throughout the duration of the project.

Where the operational risk levels illustrated within The Control of Noise at Work Regulations 2005 could be exceeded, the precautions set out to eliminate or reduce noise levels will be implemented. Details of maximum exposure times will be conveyed to the relevant Site Personnel and Sub-Contractors and strictly adhered to. Records of required monitoring will be kept on site in the Safety File, available for inspection.

Works generating noise and vibration will be carried out at times considered reasonable for the occupiers and as may be specified in the future by the Client with regard to noise. It is not anticipated that vibration will be an issue to occupiers, but will for certain site operatives who will be required to break out concrete and floor screed, etc. Site Management will ensure anti-vibration tools and other

controls are utilised to minimise hand-arm vibration issues and monitor and control activities to ensure compliance with the Regulations and Manufacturers / Suppliers Guidelines. Records of monitoring will be kept on site.

A noise, vibration and dust monitor will be installed in two locations and will provide data throughout the programme of works. Dust control will be in line with Camden Environmental SPG.

Sub-Contractors will be required to give consideration to occupiers and keep 8build Limited's Construction Manager informed in advance of potentially noisy operations which cannot be avoided, to ensure that suitable measures are taken to suppress noise. Note: This means, in most cases, noise suppression techniques will be expected, or alternative solutions are to be employed. Noisy operations which cannot be avoided are to be planned to be carried out during periods of the day to minimise inconvenience to occupiers.

The main activities which are anticipated could involve the potential of high noise levels to occupiers or Site Personnel, which will need to be accounted for and suitable control measures put in place if it is not possible to eliminate, are as follows:-

- Use of power tools general operations, jig-saws, angle grinders and drills, etc.;
- Hand tool operations, hammers;
- Breaking out balcony floors;
- Ground works involved in the extension works;
- Stone machining and cutting;
- Scaffold and hoist works;
- Lorry deliveries and removals.

The main activities which are anticipated could involve the potential of substantial vibration to structures or to Site Personnel which will be accounted for and suitable control measures put in place if it is not possible to eliminate, are as follows:-

- Power tool operations, jig-saws, angle grinders and drills, etc.;
- Hand tool operations, hammering;
- Breaking out concrete and screed;
- Breaking out hard standing areas
- Breaking out pedestrian areas to receive hoarding.

3.21 Work with ionising radiation

Not applicable for this project.

3.22 Exposure to UV radiation (from sunlight)

8build Limited Project Team will advise site personnel of the potential health problems associated with UV radiation. Site Personnel will be required to wear suitable clothing at all times when exposed to sunlight. Skin exposed to sunlight should be protected with suitable UV protection sun cream. Site Management will monitor these protective measures and ensure that their Site Personnel are safeguarded.

3.23 Hot Works

All hot works will be subject to a Hot Works Permit. These will detail all important safety issues to safeguard against fire, such as the person(s) undertaking the task and the type of fire extinguisher(s) that must be present during the task, etc. All hot works will cease one hour before the end of the working shift and the person who carried out the hot works will remain in the vicinity checking regularly to ensure that no fires will occur. Hot works are to be signed-off by the person who carried out the hot works and the competent supervising person. Records of Hot Works Permits will be kept on site available for inspection.

4.0 The Health & Safety File

4.1 Layout and format

The Project Team will provide all appropriate Health & Safety information to The Principal designer that will be needed to allow future construction work, including cleaning, maintenance, alteration, refurbishment and demolition to be carried out safely. This information should alert those carrying out such works to risks so that it helps them decide how to work safely.

4.1.1 8build Limited Project Management Team will provide accurate information wherever possible in advance of works and on an on-going basis with completion of accurate information no later than 7 days after works are complete on site.

4.1.2 8build Limited Project Management Team will inform the Principal designer in advance, in writing, of the information that will be prepared and handed over for the Safety File, specifically for this project.

4.2 Arrangements for collecting and gathering information

The Project Team will arrange with the Principal Designer appropriate arrangements to monitor and review the status of information and provide assistance in amending or adding information as the project progresses.

4.2.1 The Project Team will make arrangements with Sub-Contractors to compile all appropriate information for submission to 8build Limited Project Team's Contract Administrator for inclusion in the Health & Safety File.

4.2.2 The CDM Health & Safety File is planned to be submitted to the Client at the end of the project no later than 14 days after completion.

4.2.3 The Health & Safety File will be located with the Contract Administrator at 8build Limited head office.

4.2.4 The content of the Health & Safety File will contain the following information which Sub-Contractors will submit where it relates to their works:-

- 4.2.4.1 A brief description of the work carried out;
- 4.2.4.2 Any residual hazards which remain and how they have been dealt with;
- 4.2.4.3 Key structural principles;
- 4.2.4.4 Hazardous materials used;
- 4.2.4.5 Information regarding removal or dismantling of installed plant and equipment;
- 4.2.4.6 Health & Safety information about equipment provided for cleaning and maintaining the structure;
- 4.2.4.7 The nature, location and markings of significant services, including underground cables, gas supply equipment, firefighting services, etc.
- 4.2.4.8 Information and as-built drawings of the structure, its plant and equipment, for example, the means of safe access to and from service voids, fire doors and compartmentalisation, etc.

Refer to the CDM Code of Practice with regard to further Safety File Information details.

4.3 Storage of information

8build Limited standard method of information storage is to use modern information technology where this is practicable. Sub-Contractors will submit information to the Contract Administrator via e-mail wherever possible, in Microsoft Word, Excel or PDF format. If this is not possible, hard copies can be sent by post, but Designers and Sub-Contractors must retain copies until the Contract Administrator has confirmed receipt.

4.4 Handing over information at the end of the Project to the Client

8build Limited Project Team will hand over a draft copy of the Health & Safety File 15 working days prior to Practical Completion (PC) with the final copy issued 5 days before PC.

The O&M Manuals will be handed over in draft format 2 months prior to PC with the final issued 2 weeks before PC.

Both documents will be issued to Steve Borrie the CDM Advisor from FIBONACCI-ARCHITECTS

5.0 Appendices

5.1 Temporary Works Register

[illegible]

5.2 Temporary Works Risk Category Examples

Simple and / or potentially low risk temporary works
Standard scaffold
Formwork less than 1.2m high
Hoarding and fencing up to 1.2m high
Simple propping schemes – 1 or 2 props
Internal hoarding systems and temporary partitions not subject to wind loading
Shallow excavations less than 1.2 deep / high
More complex and / or potentially medium risk temporary works
False work up to 3m high
Formwork for columns and walls up to 3m high
More complex propping schemes – multiple props at single level
Needling of structures up to 2 storeys high
Excavations up to 3m deep / high
Safety net systems fixed to robust primary members
Hoarding and fencing up to 3m high
Simple designed scaffold
Temporary roofs
Complex and / or potentially high risk temporary works
False work and formwork over 3m high
Trenchless construction, including headings, thrust bores, mini tunnels
Working platforms for cranes and piling rigs
Tower crane bases
Façade retention schemes
Flying and raking shores
Complex propping schemes – multiple props and multiple levels
Needling of structures greater than 2 storeys high
Ground support schemes greater than 3m deep

Complex designed scaffold
Cofferdams
Bridge erection schemes
Jacking schemes
Complex structural steelwork and precast concrete erection schemes
Hoarding and fencing over 3m high

5.3 F10 Notification Form (copy)

Health and Safety
Executive

Notification of construction project

Notification No	728C074533	Date Submitted	22/11/2016 10:47:09
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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	Greater London House Hampstead Road LONDON NW1 7QX
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, London, Camden

About the project

Description of project	New Build - Commercial - Other		
Time Allowed by Client (in weeks)	110		
Start date	16/01/2017	Duration (in weeks)	56
No of people on site	30	No of contractors on site	12
Description of the construction work	The 'works' consist of the partial infill of 2 existing lightwells at ground, first and second floors to create additional office accommodation. The lower ground floor will be developed to provide facilities including a WC, shower room and small Spa interconnected to an existing Gym area. The 'works' will also include all necessary mechanical and electrical installations, decorations and external works.		

About those involved in the project

Role	Client	Name	Lazari Investments
Email	nicolas@lazari.co.uk	Phone no	020 7388 5444
Address	Greater London House Hampstead Road LONDON NW1 7QZ England		

Role	Principal Designer	Name	Forme UK
Email	Chris.Johnston@forme.uk.com	Phone no	020 7378 1340
Address	Nutmeg House 60 Gainsford Street Butlers Wharf LONDON SE1 2NY England		

Role	Principal Contractor	Name	8Build Ltd
Email	a.hall@8build.co.uk	Phone no	020 7710 4488
Address	64 Leman Street LONDON E1 8EU 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	Stephen F Borrie		
Date	22/11/2016	Role	CDM Advisor
Confirmation Email	steve@fibonacci-cdm.co.uk		

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


Declaration (as stated above)

Name:

Declaration Signature:

Date:

5.4 Project Risk Assessments

8build Limited 64 Leman Street, London E1 8EU																	
Core Semi–Generic Risk Assessment / Method Statement Controls																	
Site Address		G.L.H Hampstead Road, London, NW1 7QX															
Specific Assessment location							Assessment date				Date of last Assessment						
General							January 2017										
Description of Works																	
This Assessment has been formulated to cover the core Company activities for which Policy procedures and support documentation have been produced. Activities / situations which fall outside of this Assessment will require to be additionally assessed and all appropriate controls put in place to minimise risks and hazards.																	
Ref	HAZARDS IDENTIFIED Description	TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					LEVEL OF RISK WITHOUT ADDITIONAL CONTROL
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR	MINOR INJURY	PLANT	LIKELY/ PROBABLE	POSSIBLE	REMOTE	IMPROBABLE		
1	Site compound, access and egress. Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, soft and uneven ground, gradient slopes, pedestrian pavement cross-overs.	✓	✓	✓	✓	✓	✓					✓				Med	
2	Security. Risk to trespassers, damage caused by trespassers.		✓		✓			✓					✓			Med	

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Core Semi-Generic Risk Assessment / Method Statement Controls

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Specific Assessment location Assessment date Date of last Assessment

General January 2017

Description of Works

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Ref	Description															
3	Company vehicles. Qualified drivers required, tiredness, road rage, driving under the influence of alcohol and drugs, speeding, cab tidiness, vehicle maintenance, security of loads, weight distribution, snow, rain and icy weather.	✓	✓	✓	✓	✓	✓							✓		High
4	Loading & unloading lorries/vans. Competent plant operators & banksmen, risk of lifting appliance or gear failure, manual handling, windy conditions, conveying materials, gradient slopes.	✓		✓	✓			✓					✓			Med

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Ref	Description																
5	Working at height. Fall of persons or tools/equipment/components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind, snow, ice & hot weather.	✓		✓			✓					✓					High
6	Ladders. Persons falling off ladders – main causes are: - unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching.	✓		✓			✓						✓				High

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Ref	Description															
7	Working on or nearby footpaths & pavements. Endangering the general public, obstructing footpaths and roadways, i.e., scaffold works, site perimeter works, deliveries, vehicle pavement cross-overs, lifting operations, service connections etc.				✓	✓	✓						✓			High

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Ref	Description																
8	Working with lifting appliances and lifting gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signalling, loads striking other objects, problems with communications, slewing hazards.	✓		✓	✓		✓					✓					High
9	Electrical risks for installation works. Risks of electrical shocks, burns & fires, failure of systems and equipment.	✓		✓			✓						✓				High

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Ref	Description															
10	Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manoeuvring of equipment and components, unsuitably fit employees, etc.	✓		✓				✓					✓			Med
11	Using power tools, machines & plant. Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.	✓		✓			✓				✓			✓		High

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12	Demolition/dismantling & strip-out. Dangerous structures, uncontrolled collapses, live services, debris and persons at risk from falling, contaminated sites, dust, noise, plant operations.	✓	✓	✓	✓	✓	✓					✓					High
13	Foundation/Excavation works. Ground collapses and gases, falling into excavations, safe access and egress.	✓		✓			✓						✓				High
14	Existing building hazards. Hazardous materials, asbestos, biological & chemical contaminations, unsafe structure, fragile roofs, live services, plant & machinery.	✓		✓		✓	✓						✓				High

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Ref	Description															
15	Environmental hazards. Chemical contamination & biological hazards, unknown underground services & safe access. Neighbouring premises risks & hazards. Neighbourhood risks, noise, dust, vegetation damage, mud on roads, etc.	✓		✓		✓	✓				✓			✓		Med
16	C.O.S.H.H. Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE.	✓		✓					✓				✓			High

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Ref	Description																
17	Housekeeping. Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.	✓		✓				✓					✓				Med
18	Noise. Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Employees subjected to other contractors or environmental noise.	✓		✓		✓			✓				✓				Med
19	Vibration. Plant & machinery operations exceeding permissible levels.	✓		✓					✓		✓			✓			Med

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20	Fire. Building fire plans, smoke detection, firefighting equipment, fire alarms, fire drills, fire wardens, gas compounds, gas/oxygen leaks from cylinders, hoses and mains supply, hot works, smoking, solvents and bonfires.	✓	✓	✓			✓						✓				High
21	Hot Works. Burning-off paint, soldering pipes, asphaltting, hot bitumen works, angle grinding, etc.	✓		✓		✓	✓						✓				High
22	Working with LPG & Acetylene. Storage of gases and oxygen cylinders, condition of equipment, hot work risks, welding and burning operations.	✓		✓	✓		✓						✓				High

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Ref	Description																
23	Biological hazards. Hygiene standards with regard to canteens, clothing and environmental working conditions.	✓		✓			✓							✓		Med	
24	Stacking & storage of materials & components. Stability, floor loading, potential obstructions, ergonomics, accessible locations.	✓	✓	✓	✓	✓	✓						✓			Med	
25	Asbestos. Building alterations or extensions, steel coating fire protection, roof coverings, building and pipe cladding, etc.	✓	✓	✓	✓	✓	✓				✓				✓	High	
26	Display Screen Equipment. Ergonomics, eye strain, reflective glare, electrical risks, repetitive strain injury.	✓							✓				✓			Med	

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Ref	Description																
27	Lone Workers. Violence, manual handling, working unsupervised, environment hazards.	✓		✓				✓						✓			High

REF No.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
1	<p>Site compound, access and egress. General arrangements covered in the Company Safety Policy Safety Procedures.</p> <p>HSE SIM 02/2010/04 – The management of temporary works in the construction industry.</p>	Temporary site access and egress. Where new or temporary access / egress are required the arrangements should be carefully designed and specified. These arrangements should be checked and co-ordinated by the competent persons.	Project Management Team, Safety Advisor & Temporary Works Co-ordinator		Low
		Ensure compound entrance signs are well displayed, i.e., “Caution – Entrance” and “Danger – Keep Out – Authorised Persons only”.	On-going – Manager in charge of premises & Yard Foreman		Low
		Ensure the entrance and general access ways in the yard, offices and sites are sufficiently illuminated during dark hours of working.	On-going – Manager in charge of premises & Yard Foreman		Low
		Ensure that lorry drivers are regularly reminded to be careful when entering and leaving the yard and sites, i.e., to be aware of pedestrians and other road users safety. Restrict the speed of vehicles in the yard and site compounds to a maximum of 3mph and prominently display speed limit signs.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Regularly check the condition of the cross-over between the compound entrance and the road to ensure that it is kept in safe order.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Segregate and clearly define pedestrian walkways from vehicle and plant access and working areas with demarcation, barriers, safe distances and signage.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Appropriate personal protective equipment , based on Assessments, is required to be worn in the yard and site compound areas.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Pedestrian routes should be safeguarded from yard and site compound activity hazards so that visitors and company personnel can gain access and egress to offices and welfare facilities safely.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Weather Conditions: Consideration should be given for the precautions needed for bad weather, particularly with regard to wet and freezing conditions.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Housekeeping: Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
2	Security. Refer to Security Contractors arrangements and any security device handbooks. HSE SIM 02/2010/04 – The management of temporary works in the construction industry.	Ensure that the Company's premises and sites windows, doors and yard gates are locked outside of working hours and that perimeter fencing / hoarding, etc., is kept in good secure order. These arrangements should be checked and co-ordinated by competent persons.	Manager in charge of premises, Yard Foreman, Site Management & Temporary Works Co-ordinator		Low
		Regularly check that security devices covering the Company premises and sites are operational. Keep the yard and site gates closed during working hours wherever possible and when open, the entrance should be closely supervised to prevent unauthorised access, particularly during potentially hazardous yard and site operations. Provide a call point at the entrance for visitors to announce their arrival.	Manager in charge of premises, Yard Foreman & Site Management		Low
		Ensure "Danger – Keep Out - No Unauthorised Persons" signs are displayed around the company premises and sites, on fencing / hoarding and gates ensuring that the integrity of the perimeter to prevent easy unauthorised access.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
		Where Security Guards are to be deployed a PPE Assessment is required to be carried out, taking into account the possibility of attacks and the environmental hazards in the areas which need to be patrolled.	On-going – Manager in charge of premises, Yard Foreman & Site Management		Low
3	Company vehicles. General arrangements covered in the Company Safety Policy Safety Procedures.	Employees and sub-contractors Driving Licences must be in order. Licences are to be checked when drivers are initially engaged and on a regular basis. Drivers must be qualified for the vehicles they drive.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
	Refer to Company Vehicles Section in Company Health & Safety Policy, Part 2.	Vehicle maintenance: Vehicles used by the Company must be maintained in good order and records kept of services and repairs.	On-going – Managers who have responsibilities for transport		Low
		Vehicle Insurance: Check regularly the vehicle drivers are insured.	On-going – Managers who have responsibilities for transport		Low
		Ensure drivers receive during Company Induction all appropriate rules and instructions for driving and operating their vehicles safely and that regular Tool Box Talks are given to drivers on road safety, good driving practices, loading and unloading lorries/vans, PPE and vehicle maintenance, etc.	On-going – Managers who have responsibilities for transport		Low
		Alcohol & drugs: All drivers of company vehicles must be regularly reminded not to drive under the influence of alcohol or drugs.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low
		Tiredness or ill-health issues: All drivers of company vehicles must be regularly reminded not to drive if they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving, such as black-outs or dizziness, etc.	On-going – Managers who have responsibilities for transport or employees driving company vehicles		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
4	Loading and unloading lorries/vans. Refer to the following Sections contained in the Company Health & Safety Policy: - Manual handling; Lifting Appliances and Lifting Gear.	Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	When loading lorries/vans – Lorry/van Drivers, Personnel assisting, as well as Managers responsible for transportation		Low
	Refer to the Lorry Manufacturers Handbook.	Check that vehicles are in good safe order and tidy before setting off.	On-going – Lorry/van Drivers		Low
		Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that access ways are not obstructed.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel		Low
		Ensure that ground conditions are suitable for loading vehicles , i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	Managers responsible for transport, Lorry/van Drivers & Yard Personnel		Low
		Ensure persons involved in loading and unloading receive appropriate instructions and regular Safety Tool Box Talks on good loading and unloading practices.	On-going – Managers who have responsibilities for transport		Low
		A PPE Assessment is required to be carried out to accommodate the different types of lorries and vans and materials etc., being transported and conveyed on and off of vehicles, taking into account the environments and whether lifting appliances are utilised. Ensure that all appropriate PPE is available in the cab and worn when required.	On-going – Lorry/van Drivers & Managers responsible for employees & transport		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
5	<p>Working at height. General arrangements covered in the Company Health & Safety Policy Procedures Part 2. A PPE Register and PPE Assessment documents are contained in Part 3.</p> <p>Work At Height Regulations 2005. HSE SIM 02/2010/04 – The management of temporary works in the construction industry.</p>	<p>Work at height is to be avoided wherever reasonably practicable. To minimise work at height, full consideration will be given to design, specification and work techniques which in the short, medium and long term, would help to eliminate the need to work at height and reduce the risk of persons, materials and debris, etc., from falling.</p>	Managers		Low
		<p>Competent persons must plan working at height. Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures and safeguards must be provided to minimise the risk of falls. Working at height operations must always be supervised by a competent person and when it relates to temporary works, checked and co-ordinated. All persons required to work at height must be competent and suitably fit.</p>	Managers & Temporary Works Co-ordinator		Low
		<p>Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment, etc. Where there is the potential for persons, materials or debris etc., to fall, there must be adequate prevention protection in place.</p>	Managers		Low
		<p>Ensure adequate safe access to high level works is provided.</p>	Managers		Low
		<p>A Safe Method of Work must be communicated to persons required to work at height.</p>	Managers		Low
		<p>Working in windy conditions will involve additional safety control measures to be employed to protect persons and materials, etc., from falling or being caught by the wind, such as stop working until the wind conditions are manageable. Obtain additional assistance to be able to handle items safely. Secure materials and items which could be caught by the wind. Ensure structures are sufficiently stabilised and braced.</p>	Managers		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Wet weather precautions: Avoid working at height in these conditions wherever possible on surfaces and items which could become slippery when wet. In situations where it would be unsafe not to finish or carry out additional works during wet weather, such as protection to others who could be affected, ensure that the work method takes account of the increased slipping potential, etc., carry out only essential works to make safe, stay within safe areas to prevent an increased risk in falling and ensure that PPE, i.e., gloves and footwear, provides good grip in wet conditions.	Managers		Low
		Icy or snowy conditions: Company personnel are not to work where it could be possible for them to fall in icy or snowy conditions. Ice and snow must be cleared from high levels of work prior to working.	Managers		Low
		PPE Assessments are required to be carried out for persons working at height or for persons who could be at risk from high level works. Where harnesses are required to be used, there will need to be an emergency rescue arrangement in place.	Managers		Low
6	Ladders. General arrangements covered in the Company Safety Policy Safety Procedures. Work At Height Regulations 2005. HSE Guidance – Safe Use of Ladders and Stepladders.	Working off ladders constitutes working at height, therefore competent persons will be required to plan and supervise this type of work. Ladders should be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.	Before work starts. Managers		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Carrying materials and tools, etc., up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder.	Before work starts. Managers		Low
		The correct type of ladder should be used dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. Note: Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage.	Before work starts. Managers		Low
		Training: Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. Note: Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.	Before work starts. Managers		Low
		Medically fit: All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.	Before work starts. Managers		Low
		Environmental and weather conditions can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present additional precautions must be taken to eliminate these risks which could cause hazards to ladder users, i.e., position ladders on a firm footing, clean mud and oils etc., from footwear, clear away any obstructions, snow and ice, before using ladders.	Before work starts. Managers & Company Personnel		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		All ladders used must be in good order. They must be checked regularly to ensure they are kept in good order and checked prior to use.	Before work starts & on-going. Managers & Company Personnel		Low
		PPE Assessments are required to be carried out for persons working off ladders or persons in the vicinity of ladder work. Particular regard should be given to fall arrest equipment and ladder securing arrangements.	Before work starts & on-going. Managers & Company Personnel		Low
7	Working on or near footpaths & pavements. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to Local Authority requirements.	Protecting the general public: Detailed arrangements to be produced regarding precautionary measures to protect the general public, etc. Where possible, plan the works with minimal effect to the general public etc., and in accordance with any Local Authority requirements. Where works will affect footpaths or pavements, etc., all appropriate protective measures must be taken, i.e., carry out the work during less busy times and carry out protective measures first, i.e., deploy Banksmen, erect appropriate barriers, safety signage and protection. Highlight potential obstructions and make safe.	Before work starts & on-going. Managers		Low
		Induction: Any persons working on behalf of the Company are to be made aware of footpath and pavement precautionary measures during Induction.	Before work starts & on-going. Managers		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
8	Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information. Lifting Operations & Lifting Equipment Regulations 1998, Lifting Assessment & Lifting Plan, Test Certificates and Records of repairs and maintenance.	Competent persons will be appointed to plan, supervise, check and co-ordinate lifting operations in accordance with the requirements of the Regulations. All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Project Management Team, appointed competent persons, Safety Advisor, Temporary Works Co-ordinator & Contract Lift Contractor		Low
	HSE SIM 02/2010/04 – The management of temporary works in the construction industry.	A Lifting Plan will be produced to ensure that the lifting arrangements are a Safe System of Work. This is to be carried out by the competent appointed persons who must evaluate the requirements for the project to ensure that hazards and risks are minimised and that all appropriate arrangements and safeguards are in place.	Project Management Team, appointed competent persons, Safety Advisor, Temporary Works Co-ordinator & Contract Lift Contractor		Low
	The Provision & Use of Work Equipment Regulations 1998. Work At Height Regulations 2005. The Personal Protective Equipment Regulations 2002.	Check the lifting arrangements before commencement of works in accordance with the Lifting Operations Plan, i.e., competency of personnel, Test Certificates, Safe Working Loads, radius lifts and weight of materials to be lifted, ground conditions and voids, protection to others who could be affected, etc.	Managers, Construction Managers, appointed competent person & Contract Lift Contractor		Low
	Manufacturers / Suppliers Specification & Guidance.	Clearly mark-up the weight of loads to be lifted wherever possible.	Managers, Construction Managers & Suppliers		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Provisions for safe lifting should be provided, i.e., securely palleted, fitted with lifting eyes or other safe provisions for attaching lifting gear, or correct slinging methods, etc.	Managers, Construction Managers, appointed competent person & Contract Lift Contractor		Low
		Competent Certificated Personnel only to be involved in lifting operations. Check the competency of all persons to be involved, during the planning stage and prior to work starting.	Managers, Construction Managers & appointed competent person		Low
		Barrier-off lifting areas and potential fall zones with appropriate barriers and signs and ensure unauthorised persons do not enter.	Appointed competent person, Construction Managers, Contract Lift Personnel & Banksmen		Low
		Avoid being directly underneath loads being lifted.	All personnel		Low
		Check weather conditions in advance of planned lifts for forecasts to ensure the works are planned for suitable conditions. Avoid working in strong gusty winds, freezing conditions and heavy rain.	Managers, Construction Managers, appointed competent person & Banksmen / Slings		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Communications between persons involved in lifting operations must be in place and understood, particularly hand signals and radio communications, where applicable.	Managers, Construction Managers, appointed competent person & Banksmen / Slingers		Low
		PPE requirements for general lifting operations are as follows: - Safety helmets, safety footwear, gloves, eye protection, fluorescent tops. This PPE must be specifically Assessed and specified for each person involved in the lifting operation to ensure they are appropriate for the circumstances.	Managers, Construction Managers & appointed competent person		Low
9	Electrical risks for installations & works. General arrangements covered in the Company Safety Policy Safety Procedures.	A competent person must plan, supervise and inspect all electrical works and installations. Temporary electrical installations should be checked and co-ordinated by the Temporary Works Co-ordinator.	Managers, competent Electricians & Temporary Works Co-ordinator		Low
	Refer to M & E drawings. The Electricity At Work Regulations 1989.	Competent qualified Electricians (ECA or CEE) to be engaged on electrical systems in excess of 110v. Check qualifications of personnel.	Before electrical work starts - Managers		Low
	The Electricity Supply Regulations 1988.	Check the condition of existing services and refer to service drawings.	Before electrical work starts - Managers & competent Electricians		Low
	The Low Voltage Electrical Equipment (Safety) Regulations 1989.	Detailed Safe Method of Work Statement required for working safely with electrical systems.	Before electrical work starts - Managers & competent Electricians		Low

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	The IEE Wiring Regulation (Code of Practice) 17 th Edition. HSE SIM 02/2010/04 – The management of temporary works in the construction industry.	Carry out works in accordance with the Electrical Permit to Work contained in the Appendices section of this Policy	Before electrical work starts - Managers & competent Electricians		Low
10	Manual Handling. General arrangements covered in the Company Health & Safety Policy. Refer to Manual Handling Regulations and Code of Practice. HSE Guidance.	Avoid hazardous manual handling operations where reasonably practicable, with good planning.	Initial assessment by Management and on-going monitoring by Management		Low
		Risk assesses any hazardous operations that are unavoidable – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy. Reduce the risk of injury as far as is reasonably practicable.	Managers		Low
		Provide adequate and appropriate information, instruction, training & supervision to ensure good manual handling techniques and minimise manual handling wherever reasonably practicable.	Managers		Low
		Provide manual handling aids wherever reasonably practicable. Ensure personnel carrying out manual handling are aware of the weights involved.	Managers		Low
		Suitably fit personnel: Check to ensure that personnel who are required to carry out manual handling operations are suitably fit.	Managers		Low
		PPE Assessments are required to be carried out for persons involved in manual handling.	Managers		Low
		Risk assesses any hazardous operations that are unavoidable – refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy. Reduce the risk of injury as far as is reasonably practicable.	Managers		Low

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11	<p>Using power tools, machines and plant. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Refer to Manufacturers guidance.</p>	<p>Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.</p>	Managers		Low
	<p>The Provision and Use of Work Equipment Regulations 1998, The Workplace (Health, Safety & Welfare) Regulations 1992, The Management of Health & Safety At Work Regulations 1999 and (Amendment) Regulations 2006, The Control of Noise At Work Regulations 2005.</p>	<p>Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc. must be fully considered to minimise dust, noise, vibration and dangers from moving parts or fragments flying-off of material being worked on.</p>	Managers		Low
	<p>HSE Guidance Notes. British Woodworking Federation.</p>	<p>Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.</p>	Managers		Low
	<p>British Standards BS6854.</p>	<p>Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity.</p>	Managers		Low
		<p>Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This should be carried out under a Permit to Work.</p>	Managers & Maintenance Engineer/Plant Operator		Low
		<p>Machines must be properly installed in accordance with the Manufacturers specifications</p>	Managers		Low

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		To minimise the risks of electrical shock when using electrically powered tools, battery powered tools should be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards.	Managers		Low
		Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information.	In accordance with manufacturers usage terms – Managers & competent Electrician		Low
		PPE Assessments are required to be carried out for persons using or working on power tools, machines and plant.	Managers		Low

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12	<p>Demolition/dismantling & strip-out. General arrangements covered in the Company Safety Policy Procedures. The CDM Regulations apply to demolition works and a Preliminary and Construction Health & Safety Plan will be necessary. The Company Safety Advisor should be contacted for further advice.</p> <p>Check all available existing Building Drawings and site history.</p> <p>The Provision and Use of Work Equipment Regulations 1998, & The Management of Health & Safety At Work Regulations 1999 and (Amendment) Regulations 2006.</p>	<p>Demolition work must be planned and supervised by competent persons. Check the competency of all personnel involved in this work.</p>	Senior Management & Site Management		Low
	<p>Refer to BS Standards & HSE Guidance.</p> <p>HSE SIM 02/2010/04 – The management of temporary</p>	A detailed Safe Method of Work Statement will be required.	Project Management Team & Demolition Contractor		Low

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	works in the construction industry.	If structural elements of a building / structure are affected, detailed arrangements should be designed by a Structural Engineer and checked and co-ordinated by a Temporary Works Co-ordinator.	Project Management Team, Demolition Contractor, Structural Engineer & Temporary Works Co-ordinator		Low
		PPE Assessments are required to be carried out for persons carrying out demolition / dismantling & strip-out works.	Site Management & Contractors		Low
13	Foundation / excavation works. General arrangements covered in the Company Safety Policy Procedures. Preliminary and Construction Health & Safety Plan Service Drawings for the area.	Detailed Safe Method of Work Statement required for the foundation / excavation aspects of a contract. This should include details of temporary support of the ground and safeguarding others who could be affected by the works. A Temporary Works Co-ordinator should check the design and calculations.	Project Management Team & Temporary Works Co-ordinator		Low
	Refer to BS Standards & HSE Guidance.	Permit to Dig: This work should be carried out under the operation of a Permit to Dig to ensure all necessary safeguards are in place.	Project Management Team		Low
	HSE SIM 02/2010/04 – The management of temporary works in the construction industry.	Check the competency of personnel carrying out this work.	Project Management Team		Low
		Use an underground services locating tool to survey an area where excavation works are required. Mark clearly any located services and do not use mechanical tools within half a metre of any live service.	Project Management Team & competent person		Low

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		Ensure that all appropriate up-to-date Service and Design Drawings are carefully considered and any queries discussed with the appropriate Service Companies, i.e., Gas, Electric, Water, etc., the Company Safety Advisor / Temporary Works Co-ordinator for further advice and any additional safety control measures which may be required.	Project Management Team, Safety Advisor / Temporary Works Co-ordinator		Low
		Inspect work surfaces , i.e., roads, pavements and fields, etc., for confirmation of where excavation works and laying of services may have been carried out previously. Look for clues such as service and manhole covers, service markers, differences in tarmac, paving slabs, top soil and plant growth, etc.	Project Management Team & competent person		Low
		Check the lines and locations of service markers and access covers, etc., where they could be in the vicinity of the works area.	Project Management Team & competent person		Low
		Investigate the history of the area.	Project Management Team & competent person		Low
		PPE Assessments are required to be carried out for persons carrying out foundation / excavation works.	Site Management		Low
14	Existing building hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	A survey and investigation of the working areas and access ways must be carried out to ensure that all hazards are identified and that all necessary control measures and precautions are taken and are included in the Safe Method of Work Statements.	Before work commences - Managers		Low
		All persons who could be affected must be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Managers		Low

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15	Environmental hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Environmental issues: Careful consideration should be given to operations to ensure that all environmental issues are complied with and there is the least amount of effect on the environment.	Managers		Low
	Environmental Regulations. Local Authority requirements.	Surveys: Competent persons must carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons must carry out an Assessment and plan and supervise the works.	Managers & competent persons		Low
		All persons who could be affected by environmental hazards must be informed of the hazards and control measures. Company personnel are to be informed during Induction and reminded during regular Tool Box Talks, etc.	Managers		Low
		PPE Assessments are required to be carried out for persons carrying out works in areas where environmental hazards are present.	Managers		Low
16	Control of Substances Hazardous to Health (C.O.S.H.H). General arrangements covered in the Company Safety Policy Safety Procedures.	Assessments are to be carried out for any potentially hazardous substance used or encountered by Company operations which could be hazardous to health.	Before work starts - Managers		Low
	Refer to COSHH Assessment and Manufacturers Data Sheet information.	Any potentially hazardous substances should be substituted for safer substances wherever possible.	Managers		Low
		Ensure COSHH Assessments are conveyed to persons who are using potentially hazardous substances and that adequate instruction and safeguards are in place to prevent ill health and hazards.	Managers		Low
		PPE Assessments are required to be carried out for persons working with substances which could be hazardous to health.	Managers		Low

REF No.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
17	Housekeeping. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going. Managers		Low
18	Noise. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements. The Control of Noise At Work Regulations 2005	Ensure that noise is eliminated wherever possible. Where this is not possible, suppression techniques must be employed where appropriate.	Before work starts - Managers		Low
		Ensure that Noise Assessments are carried out for all operations which generate noise levels which could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Refer to Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before work starts - Managers		Low
		Company personnel who could be affected by noise levels must receive adequate information regarding safeguarding their hearing. This information must be given during Induction and regular Safety Tool Box Talks.	On-going - Managers		Low
		PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 85dBA.	Managers		Low
19	Vibration. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements.	Minimise the use of vibrating hand tools. Substitute for remote methods wherever possible and inform site personnel of appropriate safety precautions.	Before work starts - Managers		Low
		Ensure that Hand Arm Vibration Assessments are carried out for all operations which generate vibration. Refer to Hand / Arm Vibration Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before work starts - Managers		Low

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		Company personnel who could be affected by vibration must receive adequate information and instruction regarding safeguarding their health and the effects of vibration. This information must be given during Induction and work instructions. Regular Safety Tool Box Talks should be given to remind personnel of appropriate precautionary measures and controls.	On-going - Managers		Low
		Health records are required to be kept for persons subjected to vibration.	Managers		Low
		PPE Assessments are required to be carried out for persons who may be subjected to vibration.	Managers		Low
20	Fire. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. The Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety Regulations 1999. Relevant British Standards.	Fire Assessments are required to be carried out for all Company premises and places of work to determine the likely sources of ignition, the buildings existing fire containment / protection, the effectiveness of raising the alarm, means of escape, fire signage, emergency firefighting equipment, reviewing the performance of fire drills and fire procedures. An Assessment and review should take place as regular as necessary to ensure the potential of fires is kept to a minimum. Assessment findings are to be recorded and information relayed to appropriate persons.	Management and appointed Fire Wardens		Low
		Fire Policy is contained in the Company Health & Safety Policy, Part 2, along with standard checklists and control measures contained in Part 3.	Managers, Fire Wardens & Safety Advisor		Low
		Fire Plans must be drawn-up and provisions provided for places of work. Fire Plans must be appropriately displayed. Fire Plans must be reviewed when building alterations are made. Ensure personnel are informed of the Fire Plan arrangements during Induction and regular Tool Box Talks.	Managers, Fire Wardens & Safety Advisor		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Fire detection: Test and inspect system / alarms / emergency lighting in accordance with Manufacturers or System Installers specification.	Managers, Fire Wardens & Competent Engineers		Low
		Appropriate firefighting equipment must be located in accordance with the Fire Policy and Fire Plans for places of work. They must be regularly checked to ensure they are in good working order.	Service annually – competent person – checked weekly – Fire Wardens		Low
		Fire protection: Fire provisions and measures must be provided where applicable and maintained, i.e., means of escape, fire signage, emergency lighting and fire doors, etc.	Managers & Fire Wardens		Low
		Combustible & flammable materials: These materials should be kept to a minimum in the Company premises and places of work. Fire proof and fire retardant materials, furniture and decoration, etc., should be utilised wherever possible. Flammable liquids and gases, such as oil based paints, solvents, LPG cylinders, etc., should be kept to a minimum and properly stored in accordance with Manufacturers specifications. Waste should be managed to prevent unnecessary accumulation of combustibles.	Managers & Fire Wardens		Low
		Fire drills required for Company premises and other places of work. Review potential improvements and record the details of fire drills.	Every 4 months for the Company premises & other places of work – Fire Wardens		Low
		Fire Warden Training: Sufficient Company Personnel should be appointed as Fire Wardens to ensure that the Company Fire Policy and Fire Plans are adhered to.	Initial and on-going – Managers & Fire Wardens		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Sources of ignition, such as naked flames, must be kept to a minimum. Other sources of ignition, such as equipment, must be used correctly and kept in good order. Operations which could generate fires must be carried out under a Hot Works Permit. Rubbish should not be allowed to accumulate and emergency exits must be kept clear at all times.	Managers & Fire Wardens		Low
21	Hot works. General arrangements covered in the Company Safety Policy Safety Procedures. 	Wherever possible, hot works should be avoided inside buildings and substituted for safer alternatives, or the hot works carried out in a safer environment outside away from combustibles and flammables.	Managers, Fire Wardens and Company personnel		Low
		Risk Assessments for hot works must be carried out by competent persons.	Managers, Fire Wardens and Company personnel		Low
		Working environments which could be at risk from hot works must be under the control of a Hot Works Permit. Careful consideration and provisions must be given to the risk of fires and protection to persons carrying out this work.	Managers, Fire Wardens and Company personnel		Low
		The workforce must be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Managers		Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers		Low
22	Working with LPG & Acetylene. General arrangements covered in the Company Safety Policy Safety Procedures. Hot Works Permits contained in the Appendices Section of the Company Health & Safety Policy.	Only competent persons are allowed to work with LPG & Acetylene equipment / appliances. They must also be properly instructed on the Manufacturers specifications and safety controls, as well as the Company's Assessments and control measures.	Managers & Fire Wardens		Low
		Work with this equipment must be carried out in accordance with Hot Works Permit controls.	Managers & Fire Wardens		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
	Safety Instructions and precautions displayed on cylinders/ appliances and welding materials, etc.	LPG & Acetylene cylinders must be stored in accordance with Manufacturers / Suppliers recommendations in a properly designed and designated gas compound, keeping cylinders out of direct sunlight and away from naked flames, at a safe distance from buildings.	Managers & Fire Wardens		Low
		Gas appliances such as heaters, cookers, etc., must be installed, operated and used in accordance with Manufacturers Guidelines and Legal requirements / standards.	Managers, Fire Wardens & competent persons		Low
		PPE and Fire Assessments must be carried out for persons involved in hot works operations.	Managers		Low
23	Biological hazards. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that all Company personnel are adequately instructed on biological hazards with regard to risks related to vermin, food hygiene, sharps, etc.	Managers		Low
		Food preparation and eating areas should be kept hygienically clean and adequate washing facilities made available to personnel.	Managers		Low
		PPE Assessments are required to be carried out for persons involved in working in the vicinity where biological hazards could be present.	Managers		Low
24	Stacking and storage of materials and components. General arrangements covered in the Company Safety Policy Safety Procedures.	Appropriate arrangements and provisions are to be made for the safe storage and stacking of materials, in particular preventing the need to work at height, preventing double handling, the need to minimise manual handling, the stability of stacked materials and maintaining safe access around storage areas, etc. Storage areas should be clearly demarcated.	Managers		Low
		Personnel are to be made aware of the stacking and storage arrangements for the premises and site operations.	Managers		Low
		PPE Assessments are required to be carried out for persons involved in stacking and storing operations.	Managers		Low

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25	<p>Asbestos. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to The Control of Asbestos At Work Regulations 2012.</p> <p>HSE Guidance Notes. For detailed arrangements with regards to this subject, consult with Company Safety Advisors.</p>	<p>Any works that involves affecting existing Asbestos installations must be carried out fully in compliance with The Asbestos Regulations and Local Authority requirements. Particular consideration should be given when working on older properties built prior to the early 70's.</p>	Managers		Low
		<p>Any person required to work in an area where asbestos may be present must be competent and be informed of all potential areas where asbestos could be present and what control measures will be in place to safeguard against asbestos.</p>	Senior Management & Safety Advisors		Low
		Competent persons must supervise works in areas where asbestos is present.	Managers		Low
		<p>Asbestos Awareness Training: All Company personnel, who may come into contact with or disturb asbestos, must receive Asbestos Awareness Training.</p>	Managers		Low
		<p>If asbestos is found or suspected at the workplace where it is likely to be disturbed, stop any work which could disturb the asbestos, or work that may be carried out in an area where asbestos contamination has occurred and inform Management immediately so that proper procedures can be put in place to safeguard against the hazards. The area where asbestos is suspected must be surveyed by a competent person and samples taken for analysis. This will determine whether asbestos is present and if so, what type. Once the type of asbestos has been determined, all necessary precautionary arrangements can be made.</p>	Managers		Low
		<p>PPE Assessments are required to be carried out for persons working in the vicinity where asbestos is present.</p>	Managers		Low

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26	Display Screen Equipment. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Health & Safety (Display Screen Equipment) Regulations 1992.	The Regulations require a DSE Assessment (analysis) of all workstations. If the workstation is modified or changed in any way, the DSE Assessment must be reviewed. A workstation comprises the display screen, keyboard or other inputting device such as a mouse, optical accessories to the screen equipment, disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface and the immediate work environment.	Initial and after changes to workstation, annual – Competent Assessor		Low
		Training will be given to Managers so they are sufficiently qualified in ergonomic principles and practices to enable them to carry out DSE Assessments and further training to the workforce.	Managers		Low
		All DSE Assessments and reviews will be recorded, as a basis for acting on risks identified and for future reference. Such records provide valuable evidence in the event of upper limb disorders or any other health problems arising. Consultation will take place with DSE users as a part of the review process.	Managers		Low
		Adapt workstation if required after Assessment.	Managers		Low
27	Lone Workers. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3.	Lone workers must not be subjected to high risk activities or environments such as working in dangerous structures, working at height, working in confined spaces and deep excavations without other suitable persons being present, i.e., Contractors or Clients Management. An additional issue that needs to be considered would be where attacks on persons frequently occur. Where risks to lone workers may be present, a specific Risk Assessment for projects or tasks will be required to identify all the important factors that could put a lone worker at risk. Necessary control measures to minimise risk will need to be put in place.	Managers		Low
		Persons required to work alone in potentially hazardous situations must be made aware of all important safety issues to eliminate risks wherever possible.	Managers		Low

REF NO.	EXISTING CONTROLS & INFORMATION	SAFETY CONTROLS FOR METHOD OF WORK	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
		Ensure the competency of Company personnel who may be required to work alone.	Managers		Low
		Lone workers must be made aware of suitable emergency arrangements, i.e., what they should do if they injure themselves, knowledge of first aid, regularly reporting in, being contactable by mobile phone, etc.	Managers		Low
		Monitor lone workers and working environments regularly.	Managers		Low
28	Confined Spaces. General arrangements covered in the Company Safety Policy Safety Procedures.	Any works carried out where access and egress is limited , where there is the potential for toxic, asphyxiating or explosive atmospheres could occur; this work must be carried out under a Permit to Enter/Confined Space Permit.	Before work starts – Managers		Low
		All appropriate safety measures must be in place to safeguard any persons required to work in a confined space. This includes proper training and instruction for confined space workers and emergency rescue arrangements.	Before work starts – Managers		Low
		PPE Assessments are required to be carried out for persons working in confined spaces.	Before work starts – Managers		Low

5.5 Fire Risk Assessment

The Fire Risk Assessment was carried out in compliance with The Regulatory Reform (Fire Safety) Order 2005 and joint fire code.

This assessment replaces previous documents in order to utilise the recommended format laid down by the FPA.

The 8build construction area is located on the logistics plan.

STEP 1: IDENTIFY HAZARDS

A Sources of ignition

Hazard	Steps taken to remove hazard	Steps taken to reduce hazard
Hot Works	Due to the nature of construction, hot work processes cannot always be totally eliminated. The substitution of hot work can be achieved in certain circumstances but this is dependent on the specification prepared by the architect and M&E consultant. REF CDM Regulations 2015.	A Risk Assessment for hot works must be prepared by competent persons. Working environments which could be at risk from hot works must be under the control of a Hot Works Permit. Permits will be requested by 8build. Once approval is granted, 8build will issue a specific permit to the subcontractor. Careful consideration and provisions must be given to the risk of fire in adjacent areas. All hot work will be carried out with the provision of a suitable fire extinguisher in close vicinity of the works. All persons should be informed of hazards and the control measures in the form of Induction Training.
Trailing Cables	Use of leads cannot be eliminated.	Areas on site will be monitored on a regular basis for trailing leads ensuring that these are managed to prevent the risk of slips, trips and falls. They should be ran against walls or above head height and removed when not in use.
Smoking	Smoking is prohibited on site.	The designated smoking area is to the North Side of Redan Place Entrance to the building.

B Fuel Sources

Hazard	Steps taken to remove hazard	Steps taken to reduce hazard. Control measures.
--------	------------------------------	--

<p>1. Wood</p>	<p>The use of wood cannot be eliminated on site.</p>	<p>Suppliers will provide the materials in a usable size to reduce the quantities and the amount of waste on site.</p> <p>The storage of timber products on site should be avoided at all times practicable. Deliveries should be ordered on a 'just in time' where possible to prevent this.</p> <p>Un-used timber must be returned at the end of the day to the designated location.</p>
<p>2. Timber waste</p>	<p>Timber waste is inevitable in work areas.</p>	<p>Wheeled bins will be provided to all work areas. Timber off cuts and shavings will be placed in the bins as and when waste is generated.</p> <p>The bins will be emptied at regular intervals as per the waste produced.</p> <p>Extraction units will be fitted to wood cutting equipment. The collected dust will be emptied into the bins on a regular basis.</p> <p>All work areas will be inspected regularly during the working day by the construction Managers. Any deviation from the requirements will be dealt with immediately.</p>
<p>3. Paper, packaging</p>	<p>Paper waste cannot be totally eliminated in the office environment. Equipment delivered to site will have packaging removed during delivery where practicable.</p>	<p>Paper, cardboard etc. will be removed from the supplied material/equipment as soon as practicable and disposed of in the designated bins.</p> <p>The office will be kept in a clean, tidy and organized fashion. Drawings will be replaced when finished with. Wastepaper bins will be emptied as required.</p> <p>Canteen areas will be free from discarded newspapers, food wrappings etc. The areas will be cleaned and swept on a regular basis. Appropriate waste bins will be placed in the vicinity of the workstations.</p>

Hazard	Steps taken to remove hazard	Steps taken to reduce hazard. Control measures.
4. Flammable liquids.	Certain processes can be eliminated by the substitution of flammable liquids with safer, less flammable alternatives.	<p>Storage of flammable liquids should be avoided or kept to a minimum at all times practicable. Where storage of flammable liquids cannot be avoided they will be stored in a lockable cabinet to BS5378 and warning signage clearly displayed. Keys to these cabinets should be held with 8build management with authorised access only.</p> <p>Segregation of liquids and chemicals that react with each other will be stored separately in their own locker e.g. oxidizers and reducers. Manufacturers Data sheets and COSHH assessments will be referred to for relevant information.</p> <p>Suitable firefighting equipment will be provided in the vicinity of the storage area. The equipment will be in addition to the equipment provided at the site fire points.</p> <p>The correct firefighting medium will be ascertained by reference to the Manufacturers Data sheet.</p> <p>No petroleum products will be used on site. Where possible water based paints being used.</p>
5. LPG.	Only ready to use quantities of LPG will be allowed on site. This includes 'empty' cylinders. Used for soldering copper pipes.	<p>All equipment utilising LPG will be inspected prior to use and the operator will confirm the appropriate section of the Hot Work Permit.</p> <p>To be stored outside the building in the adjacent garden area. When not in use / overnight.</p>
6. Dust.	The main producer of airborne dust on site will be woodworking tools. If the component cannot be supplied readymade then site work will be required.	<p>All woodworking equipment on site must be fitted with extraction equipment.</p> <p>The equipment will be emptied regularly and transferred to the bins for final disposal.</p>
7. Waste	See 3 above	<p>Wheeled bins are provided in the working area for waste material. Waste is segregated as per 8build's waste management plan.</p> <p>Waste will be regularly removed and not allowed to accumulate.</p>

Hazard	Steps taken to remove hazard	Steps taken to reduce hazard. Control measures.
8. Electrical equipment	Use of electrical equipment cannot be avoided on site.	<p>All temporary/permanent electrical installations and equipment will be installed by a qualified electrician.</p> <p>All circuits will be tested by a competent electrician every 12 months or sooner if a problem arises and temporary services inspected on a quarterly basis.</p> <p>There will be no temporary repairs carried out on any electrical circuit or equipment.</p> <p>Portable equipment will be PAT tested in accordance with IEE Code of Practice for In-service inspection and testing of electrical equipment. This should be enforced to all trade contractors with regular records obtained as applicable.</p> <p>All non-essential electrical equipment will be isolated at the end of the working day.</p>

STEP 2 PEOPLE AT RISK

People at risk	Why they are at risk	Measures in place to reduce risk
Employees	Items 1-9 above	See above
Visitors	Items 1-9 above	See above All visitors must sign in and be informed of the emergency procedures or be escorted.
Children	n/a	
Disabled	n/a at present	
General Public	n/a	

STEP 3 Evaluation of Risk

HAZARD	SEVERITY OF HAZARD	RISK OF FIRE	OVERALL RISK
Hot Works	Med	Low	Low
Trailing Cables	Med	Low	Low
Smoking	Low	Low	Low
ACT OR OMISSION			
Wood.	Low	Med	Low
Timber waste	Low	Med	Low
Paper, packaging	Low	Low	Low
Flammable liquids	Low	Low	Low
LPG	Low	Low	Low
Dust	Low	Low	Low
Waste	Low	Low	Low

Electrical equipment	Med	Low	Low
Cooking	Med	Low	Low
ARSON			
Waste stored near boundary	N/A		
Trespassers	Low	Low	Low

These assessment levels are based on the control measures being managed on site i.e. after measures have been taken to reduce the risk.

Step 4 Effectiveness of Existing Fire precautions to Manage Identified Hazards.

A. Provision and Protection of Escape Route.

There are numerous exits from the work areas during the phased works. At least two for each work area.

Action: Ongoing monitoring and revisions of fire points plans to be completed as required ensuring up to date with current site layout.

B. Emergency Lighting.

Temporary lighting will be installed throughout the work area. There is currently no provision for emergency lighting as there is enough natural light to the building for all work areas.

Action: This would need to be confirmed and lighting to be monitored and relocated accordingly as construction work evolves.

C. Emergency Signage.

Emergency signage is displayed highlighting routes of escape from the work area in the event of an emergency.

Action: Ongoing management of signage on display is required as works on site develop ensuring sufficient for the site layout at all stages through the phases.

D. Fire Detection

During the construction phase of the works, there will be 7no. RF Howler Site Alert installed throughout the building in strategic locations. The Master Unit will be located on the 1st floor. Each unit is checked on a daily basis and once a week the system is tested and results recorded.

Action: Ensure the devices are kept free from obstructions.

E. Portable Fire Fighting Equipment

8build Limited will provide fire extinguishers in the work area and welfare area. These consist of Foam and Co2 fire extinguishers. Point's plans are displayed at points highlighting the route of escape.

Action: Ongoing regular inspections of all fire points must be completed with records of these available to view. Examination expiry dates to be monitored and re-testing completed as applicable. A review of point's plans and available equipment to be completed as the project develops.

F. Staff Training and Drills

1. Management Policies

The responsibilities of Management and Employees is clearly laid down in the Company Health and Safety Policy Document Part 1, Part 2 of the Policy clearly lays down the Fire, Smoking, Housekeeping, Hot Work and Visitors Policy.

Induction training is required for all staff in the evacuation procedures when formulated.

Fire drills are to be carried out as a minimum of once every 6 months.

General must be of a good standard.

Action: Evacuation training will be carried out during the works.

2. Evacuation Plan

A fire evacuation plan has been produced. This follows the 8 Build procedures. Fire warden checks names off at assembly point against signing in sheet.

Action: Fire action notices must be displayed.

3. Security Measures to Prevent Arson

The works area is secured at the end of each day to prevent unauthorised access and signage will be placed at all exits. **Action:** Ensure these areas are clear and free of combustible material at the end of each day.

G. Co-operation with Neighbours

8build are in regular contact with the Neighbours.

I. Fire Brigade Access.

The Fire Brigade have clear unobstructed access to the building.

OVERALL LEVEL OF RISK - Low

Step 5 Periodic Reviews.

Review Date	Ongoing reviews of this document required. At least monthly
Completed by	Matt Stevenson
Signature	MB Stevenson
Reason for Review	2 nd Draft

5.6 Contractors Method Statements / Risk Assessments / COSHH Assessments, etc.

All documents for this section kept separately in the RAMS lever arch file located in the Project Office.

5.7 Site Safety Induction Guidance & Register

Site Safety Induction Guidance

GENERAL NOTE: No persons are allowed to work for the Company until they have received Site Safety Induction. A record should be kept of all persons who have received Induction. Induction to include the following:-

Company Health and Safety Policy:

- Remind personnel of the Policy and its contents;
- Inform personnel where a copy of the Policy is displayed.

Clients Health and Safety Policy:

- Where appropriate, inform personnel of the Client's safety requirements.

Site Management Structure:

- Outline Line Management for the Site.

Welfare and First Aid facilities:

- Inform personnel where canteen and toilet facilities are located;
- Ask personnel if they have any health issues that the Company should be aware of, or which may affect their work or their interaction with others;
- Ensure personnel complete a Health Questionnaire;
- Inform personnel where the First Aid facilities are located;
- Inform personnel who are the Company First Aiders and appointed persons;
- Remind personnel about good hygiene practices.

Personal Protective Equipment:

- Standard requirement to wear safety footwear and Safety helmets where there is a risk of head injury;
- PPE to be worn when using potentially hazardous substances;
- PPE to be worn related to other risk factors and conditions.

Emergency Evacuation Procedures:

- Outline the important factors of the Fire Plan for the Company premises, in particular:-
- The fire alarm, how it sounds and how to raise the alarm;
- Fire escapes;
- Fire fighting equipment;
- Fire Wardens;
- Fire prevention.

General Site Safety Rules:

- Outline any agreed Company safety rules;

Risk Assessment:

- Outline Risk Assessments to Company personnel where necessary.

Method Statements:

- Ensure that Company personnel understand Method Statements for their work.

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- Ensure personnel complete a Health Questionnaire;
- Inform personnel where the First Aid facilities are located;
- Inform personnel who are the Company First Aiders and appointed persons;
- Remind personnel about good hygiene practices.

Personal Protective Equipment:

- Standard requirement to wear safety footwear and Safety helmets where there is a risk of head injury;
- PPE to be worn when using potentially hazardous substances;
- PPE to be worn related to other risk factors and conditions.

Emergency Evacuation Procedures:

- Outline the important factors of the Fire Plan for the Company premises, in particular:-
- The fire alarm, how it sounds and how to raise the alarm;
- Fire escapes;
- Firefighting equipment;
- Fire Wardens;
- Fire prevention.

General Site Safety Rules:

- Outline any agreed Company safety rules;

Risk Assessment:

- Outline Risk Assessments to Company personnel where necessary.

Method Statements:

- Ensure that Company personnel understand Method Statements for their work.

Site Safety Induction Guidance

Other Safety Information:

- Ensure that personnel are provided with drawings, Manufacturers Safety Data, etc., where necessary.
- Explain current and imminent works in progress, including any specific hazards and control measures.
- Ensure personnel understand they should only use plant and equipment for which they have been properly instructed on.

Phasing and Scheduling of the works:


- Ensure that all personnel understand the importance of the scheduling of works in relation to the safety of themselves and others who may be working in their working environment.

General Safety Precautions and Rules:

- All site operatives will sign in and out of the site with security or make their presence known on site to Management.
- Safety footwear and safety helmets will be worn at all times.
- General public safety will be maintained at all times.
- Use the right tools for the job.
- Plant and equipment to be kept in good order and not misused.
- Report any safety defects to Site Management.
- No smoking, no naked flames in areas at risk from fire and explosions.
- Check the working environment for hazards before working.
- Ensure instructions are fully understood before working.
- Maintain personal hygiene.
- Be aware of others safety - do not create hazards.
- Always take precautions to prevent materials and tools etc., from falling.
- Ensure that debris does not accumulate unsafely.
- Do not obstruct access ways unsafely.
- Do not carry loads that cannot be managed comfortably to prevent the risk of injury.

Report all accidents and dangerous occurrences immediately to the Foreman.

Report all accidents and dangerous occurrences immediately to Management.

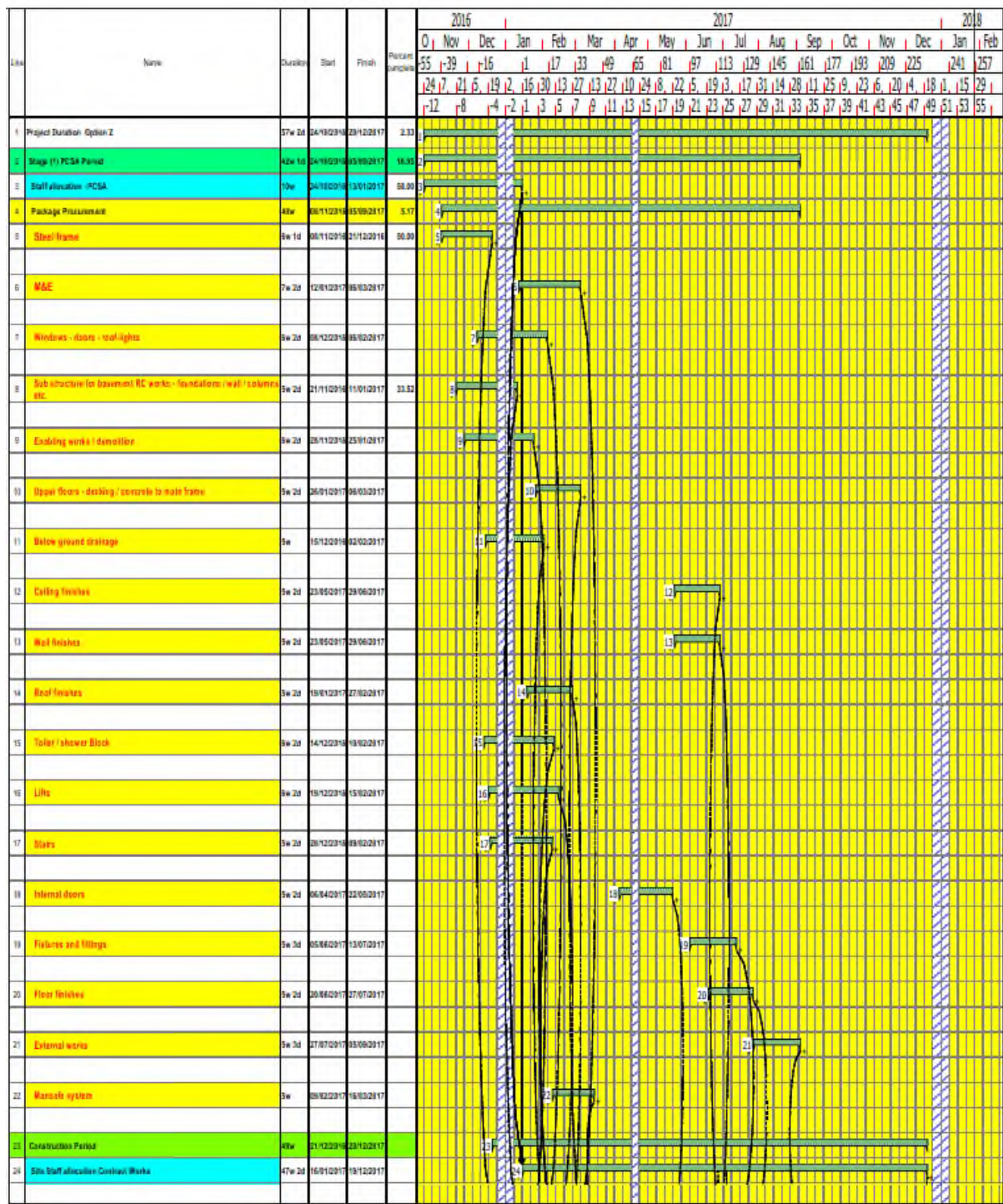
Site Safety Induction Register									
Site Location / Name	G.L.H Hampstead Road, London, NW1 7QX							Sheet No.	1 of
Job No.	8494								
Company Name	Name (Print)	Date	Signature	Town or Borough of Residence	ID Badge issue		CSCS card holder		Type of CSCS Card
					Yes	No	Yes	No	

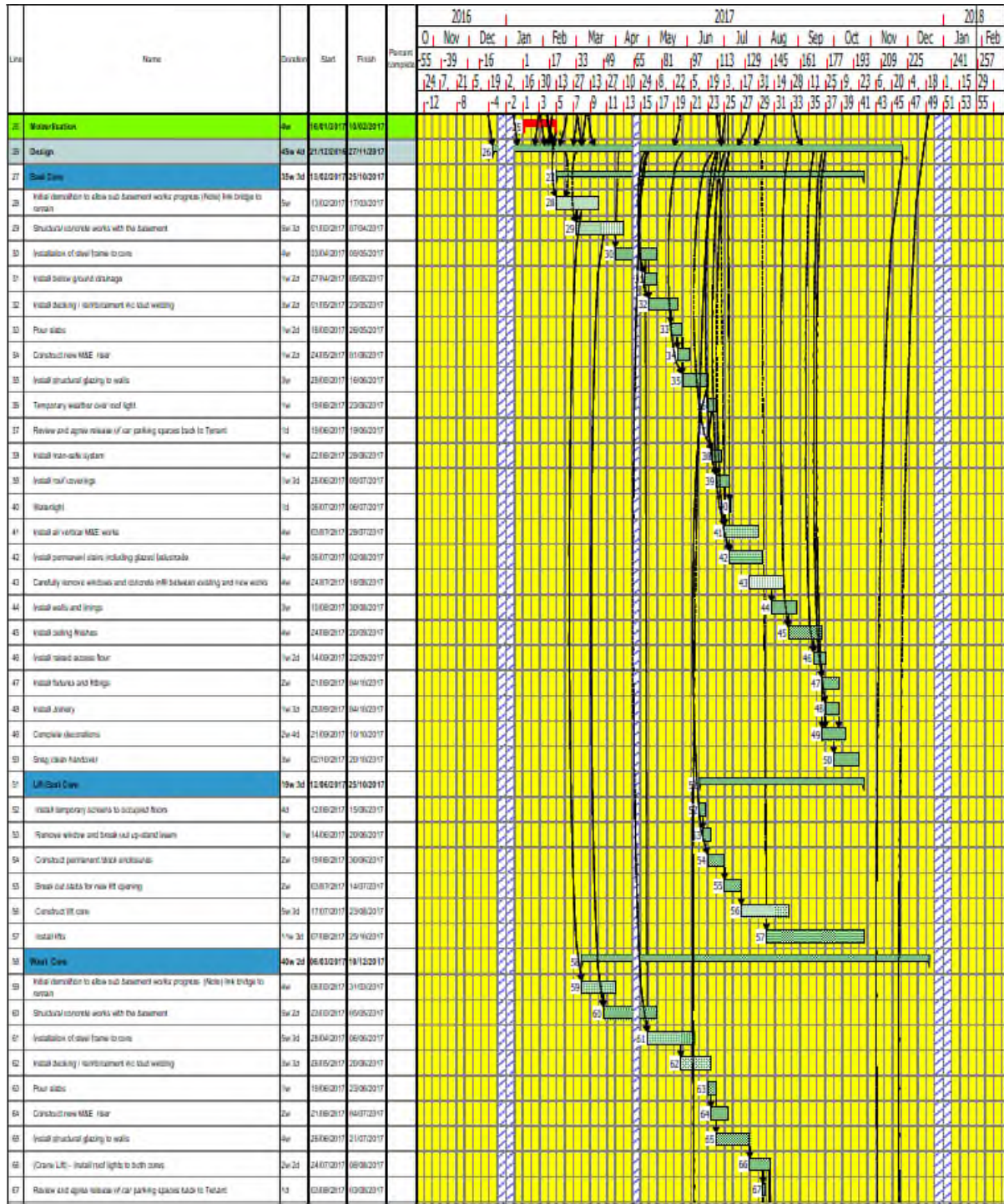
Guidance Note: Site Induction is to include specific Site Safety Rules based upon the Company Health & Safety Policy, the Construction Phase Health & Safety Plan (where applicable), the Risk Assessment and Safe Method of Work Statement for the job and for the Sub-Contractor where applicable, the Fire Plan, COSHH information and any other relevant information which will safeguard site personnel and others who could be affected by site operations. A copy of this Induction Register should be filed on site and the original forwarded to Head Office.

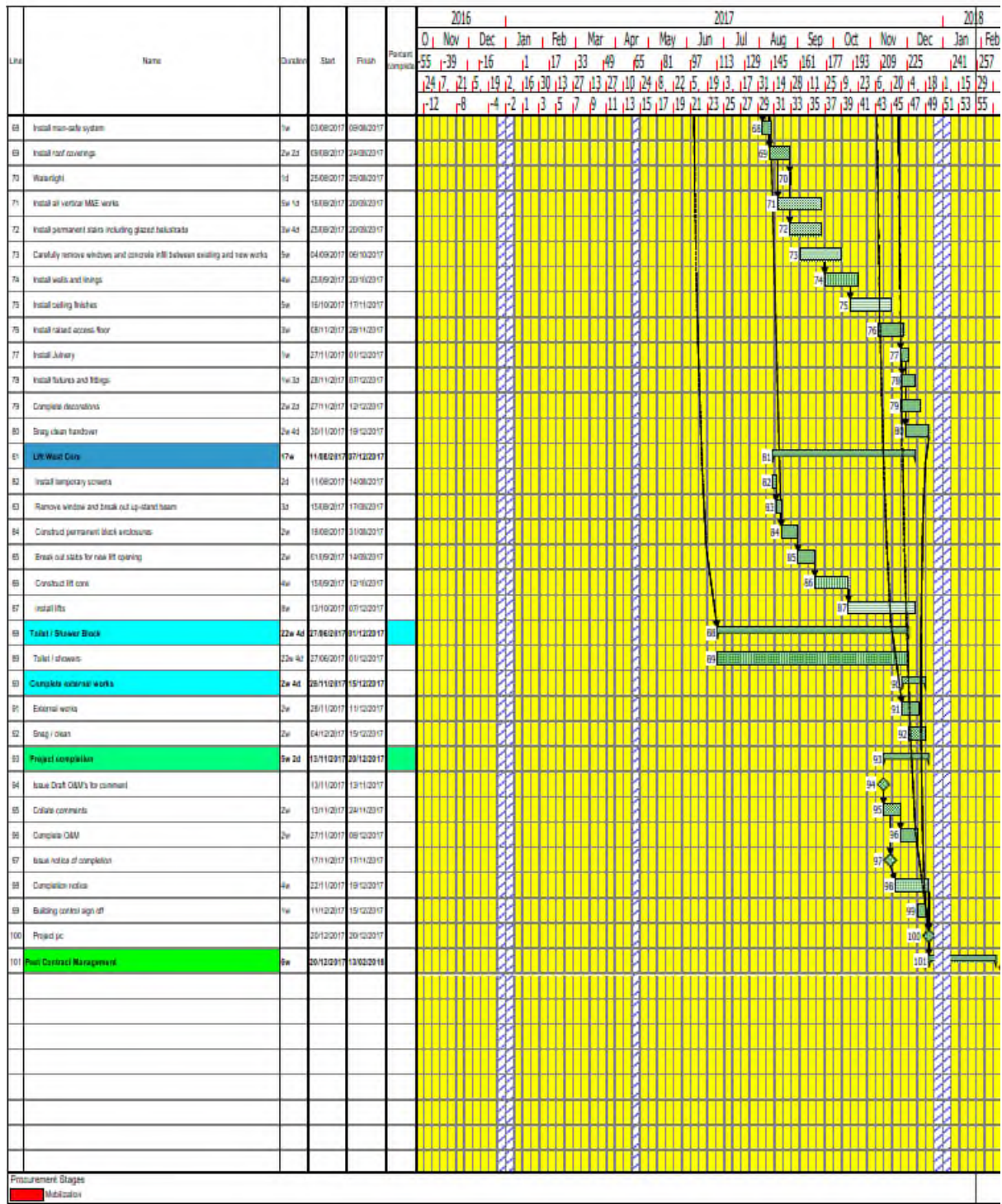
5.8 Operatives Training Records & Certificates of Competence

All documents for this section kept separately in the Training Records lever arch file located in the Project Office.

5.9 Works Programme







5.10 Company Site Rules

All personnel will sign in and out of the Company premises with security or make their presence known to Management.

- All appropriate PPE must be worn as and when required.
- General public safety will be maintained at all times.
- Use the right tools and equipment for the job.
- Plant and equipment to be kept in good order and not misused.
- Report any safety defects to Management.
- No smoking, no naked flames in areas at risk from fire and explosions.
- Check the working environment for hazards before working.
- Ensure instructions are fully understood before working.
- Maintain personal hygiene.
- Be aware of others safety - do not create hazards.
- Always take precautions to prevent materials and tools etc., from falling.
- Ensure that debris and rubbish does not accumulate unsafely.
- Do not obstruct access ways unsafely.
- Do not carry loads that cannot be managed comfortably to prevent the risk of injury.
- Report all accidents and dangerous occurrences immediately to Management.

5.11 Health and Safety File Contents

The Health & Safety File includes information that may be relevant to the health and safety of any future construction work on this site.

Brief description of the works which were carried out:

Residual hazards and how they have been dealt with:

Asbestos; The R&D Asbestos survey has uncovered areas of textured (white (Chrysotile) asbestos to the walls, soffits, beams and surfaces of the lower ground car park. It is noted that this material is non-notifiable however a strict regime is to be implemented where there is requirements for fixing, removal of any services or structures that connect to the textured coverings. Anywhere this does occur with your works then you are to seek further information from the site management team.

Contaminated land; Not Applicable

Water bearing strata; Not Applicable

Buried services. No Excavation taking place, so not applicable

Key structural principles incorporated in the design of the structure:

Bracing;

Sources of substantial stored energy - including pre- or post-tensioned members;

Safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

Any hazards associated with the materials used:

Hazardous substances;

Lead paint;

Lead flashings;

Special coatings;

Epoxy coatings;

Galvanised finishes;

Bitumen products;

Insulation;

Timber preservatives;

Information regarding servicing, maintenance, decommissioning or removal of installed plant and equipment:

Air conditioning; De-Commissioned by Southern Demolition all certification in the Southern Demolition Lever Arch File.

Lifts;

Electrical appliances;

Gas appliances;

Hydraulic devices.

Health and safety information about equipment provided for cleaning or maintaining the structure:

Cradles;

Anchor points;

Guardrail protection;

Installed ladder access;

Maintenance walkways.

The nature, location and markings of significant services:

Fire-fighting services / systems;

Electrical services;

Gas services;

Water services;

Mobile telephone masts;

Information and as-built drawings of the structure:

Plant and equipment;

Means of safe access to and from service voids;

Fire doors and compartmentalisation;

5.12 Contract Document Register

Contract Document Register						Sheet No:	1 of
Contract address		G.L.H Hampstead Road, London, NW1 7QX			Contract No:	8494	
Date received	Document Ref or Drawing No.	Document Description	Issued by	Health & Safety File submission date	Storage location	Checked by	

5.13 Principal Contractors Project Safety & Health Management Checklist Guidance

Principal Contractors Project Safety & Health Management Checklist Guidance				
Project		G.L.H Hampstead Road, London, NW1 7QX		Date
				04.01.2017
1	Pre-construction	Advice	Action by	✓
1.1	Appoint an Internal Projects Team	Allocate the project to internal staff and set-up a programme to instigate project requirements.	Project Director	✓
1.2	Ensure a Principal Designer is appointed by the Client if the CDM Regulations are applicable	If the project duration is more than 30 consecutive days or 500 person days, ensure the Client has appointed a Principal Designer and produced a Pre-Information File. If the Client has not appointed a Principal Designer where one is required, Richardson-Hill could offer this service on behalf of the Client. Richardson-Hill would need to be contacted as soon as possible to allow sufficient time for the Principal Designer duties to be performed.	Project Director	✓
1.3	Obtain Designers Risk Assessments	Risk Assessments should include considerations to eliminate construction and residual risks or detailed controls to minimise risks.	Construction Manager	✓
			Financial Manager	✓
1.4	Obtain engineering calculations and design details	Check engineering calculations and include the information in the Pre-Information File.	Construction Manager	✓
			Temporary Works Co-ordinator	✓
1.5	Obtain up-to-date services and utilities information, including existing M&E details	Electric	✓	Construction Manager
		Gas	✓	
		Water	✓	

	such as Manufacturers Information, Maintenance Records and Registers where appropriate	Sewerage	✓		
		Telecom	✓		
		Asbestos Register and	✓		
		Mechanical details	✓		
		Electrical details	✓		
1.6	Obtain up-to-date Surveys and Investigation information from the Client and carry out any other necessary Surveys / Investigations. Submit information to the Principal Designer for inclusion into the Pre-Information File	Structural	✓	✓	
		Asbestos	✓		
		Ground Contamination	✓		
		Building Contamination	✓		
		Services	✓		
		Historic information	✓		
		Neighbouring issues	✓		
		Other	n/a		
1.7	Check the details of the Pre-Information File to ensure it is applicable to the project.	Consider and take into account this information carefully, particularly Designers Risk Assessments and advice / control measures on how to eliminate or reduce hazards and risks.		Construction Manager	✓
				Senior Safety Advisor	✓
1.8				Construction Manager	✓

	Carry out a Site Wide Safety Survey of the project	Carry out an overall Survey of the works to identify hazards and risks and to formulate further control measures where necessary.	Senior Safety Advisor	✓
1.9	Obtain Clients Site Rules and Safety Policy arrangements	Review the Clients arrangements so that appropriate arrangements are included in the planning and execution of the works.	Construction Manager	✓
			Senior Safety Advisor	✓
2	The Principal Contractor	Advice	Action by	✓
2.1	Select a competent Site Management Team	Appoint a competent Team to manage the project on site. Ensure Site Managers and Supervisors have attended SMSTS and SSSTS Training Courses.	Project Director	✓
2.2	Induct the Site Management Team	Inform the Team of all the important safety and health issues related to the project.	Project Director	✓
			Senior Safety Advisor	✓
2.3	Designers Risk Assessments	Review these Assessments prior to the applicable works being carried out. Take account of the control measures to eliminate or reduce risks / hazards.	Construction Manager	✓
			Senior Safety Advisor	✓
2.4	Formulate a Construction Phase Plan when required under the CDM Regulations	If the project duration is more than 30 consecutive days or 500 person days, formulate a Plan and Programme to accommodate the Pre-Information File, involving the Site Management Team, Specialist Contractors and the Company's Senior H & S Consultants.	Construction Manager	✓
			Senior Safety Advisor	✓
			Project Team	✓
2.5			Construction Manager	✓

	Produce a Fire Plan & Policy for the premises, Fire Alarm and detection information, etc.	Carry out a Fire Risk Assessment for the project. Check whether the existing system is in order, maintain or provide new arrangements in accordance with the Assessment.	Designated Safety Advisor	✓
			Specialist Contractor	✓
2.6	Ensure that Risk Assessments and Method Statements are produced for the works	An overall Risk Assessment and Safe Method of Work Statement controls are to be produced and incorporated into the Construction Phase Plan.	Construction Manager	✓
			Designated Safety Advisor	✓
			Site Management Team	✓
2.7	Formulate a Lifting Plan for the project	Ensure that a Lifting Plan is produced by competent persons involving the Designated Safety Advisor. Incorporate this information into the Construction Phase Plan.	Construction Manager	✓
			Senior Safety Advisor	✓
2.8	Formulate a Working At Height Plan	Make arrangements for safe access and protecting persons from falling, involving the Designated Safety Advisor for the project and incorporate into the Construction Phase Plan.	Construction Manager	✓
			Senior Safety Advisor	✓
2.9	Formulate a Pedestrian Plan	Make arrangements for safe access and egress for site pedestrians and the general public to protect persons from construction activities and construction vehicles, etc., involving the Designated Safety Advisor for the project and incorporate into the Construction Phase Plan.	Construction Manager	✓
			Senior Safety Advisor	✓
2.10	Supply a copy of the Construction Phase Plan and Programme to the Principal Designer and Professional Team for review	Discuss the details of the Construction Phase Plan, Programme and support documentation and arrangements, taking on board appropriate advice and detail the Plan and Programme accordingly.	Construction Manager	✓

2.11	Source and vet competent Trade Contractors / Sub-Contractors and direct employees	Check Contractors competency utilising the Contractors Competency Safety Questionnaire Stage 1, contained in Part 3 of the H&S Policy. Check that direct employees have appropriate skills and experience.	Project Director	✓
			Financial Manager	✓
2.12	Circulate the Construction Phase Plan and any other relevant safety and technical information to potential Contractors	Ensure potential Contractors are given the Construction Phase Plan and any other relevant safety and technical information prior to them tendering to ensure that all appropriate safety precautions are resourced and that safety controls are accommodated.	Administrator	✓
2.13	Appoint Trade Contractors	Check their site specific safety arrangements utilising the Contractors Competency Safety Questionnaire Stage 2, contained in Part 3 of the H&S Policy. Check that the Contractors accommodate the safety information provided in the Construction Phase Plan.	Construction Manager	✓
			Designated Safety Advisor	✓
2.14	Complete an F10 Notification	This task must be performed prior to works commencing and submitted to the local Health & Safety Executive. If the Principal Designer has already notified the HSE, additional information will need to be added to the original notification and forwarded onto the HSE. Obtain assistance from the Senior Safety Advisor.	Construction Manager	✓
3	Construction Phase	Advice	Action by	✓
3.1	Existing service drawings	Study all existing service drawings and arrange to carry out a Survey to clarify the services locations, clearly marking and protecting where necessary.	Construction Manager	✓
3.2			Construction Manager	✓

	Fire Plan, Fire Alarm and detection for the works, etc.	Ensure new arrangements are installed prior to work starting. Check that the arrangements are in order and maintained.	Designated Safety Advisor	✓
			Specialist Contractor	✓
3.3	Review applicable Survey reports, structural, site contamination, Lead, Asbestos, etc., (including Asbestos register).	Arrange for applicable Surveys, check the Survey findings and provide all appropriate safety measures.	Site Management Team	✓
			Designated Safety Advisor	✓
			Temporary Works Co-ordinator (TWC)	✓
3.4	Engineering details	Engineering details, calculations and checks are to be collated.	TWC	✓
3.5	Design drawings	Maintain a Drawing Register to ensure the latest drawings are used.	Designers	✓
			Site Management Team	✓
3.6	Request and review Sub-Contractors Risk Assessments and Method Statements	Sub-Contractors Risk Assessments / Method Statements are to be reviewed in advance of their works being carried out. These should include appropriate detailed arrangements.	Construction Manager	✓
			Designated Safety Advisor	✓
3.7	Pre-contract meeting minutes	Ensure these meetings take place with the Professional Team and Sub-Contractors.	Project Director	✓
			Site Management Team	✓
3.8	Road & pavement licences	Obtain these Licences taking into account the time frame normally given by Local Authorities where pavements and roads could be affected.	Construction Manager	✓
3.9	F10 Notification	Provide a copy of the F10 to site for displaying purposes.	Construction Manager	✓

3.10	Arrange Site Safety Inspections	Statutory Inspections for scaffolding, excavations, lifting appliances and lifting gear. Make arrangements with the Company's Health & Safety Consultants to carry out weekly Inspections - notify on a Contract Notification Form.	Construction Manager	✓
3.11	Check plant and equipment supplied to the site	Check thorough examination Certificates & maintenance records, etc.	Construction Manager	✓
3.12	Check the competency of Site Personnel	Check competency Certificates and keep copies in site records.	Construction Manager	✓
3.13	Carry out Site Safety Induction	For all new Site Personnel. Keep a register of all persons receiving Induction.	Construction Manager	✓
3.14	Management Project Safety Audits	Arrange for Audits to be carried out monthly. Copies to be submitted to the Project Director and Senior Safety Consultant.	Construction Manager	✓
3.15	Obtain a Site Supervisors Safety Compendium	Obtain from the Company's Health & Safety Consultants.	Construction Manager	✓
4	Construction Works	Advice	Action by	✓
4.1	Set-up site access	Ensure that you have appropriate permission from the Local Authority Planning & Highways Departments.	Construction Manager	✓
4.2	Erect security provisions around the perimeter of the site	Erect security arrangements, i.e., hoardings, fencing, gates, security alarms and lighting, etc., to sufficiently keep out trespassers, particularly children. In build-up areas the minimum requirement is 2.4m high hoarding.	Construction Manager	✓
4.3	Display safety signage	Display safety signage, i.e., 'Caution – Site Entrance', 'Danger - Keep Out' and appropriate PPE signs.	Construction Manager	✓

4.4	Set-up welfare facilities	In accordance with the Construction Phase Plan, i.e., adequate washing and toilet facilities, changing rooms, pathways and lighting etc.	Construction Manager	✓
4.5	Provide a Safety Notice Board	This should be displayed in the canteen.	Construction Manager	✓
4.6	Display Safety Notices and Information	These should be displayed on the walls in the canteen.	Construction Manager	✓
4.7	F10 Notification	The F10 should normally be displayed in the site office and on the site noticeboard.	Construction Manager	✓
4.8	Ensure Site Supervisors Safety Compendium is on site	This Compendium contains Inspection Report Forms which will need to be completed in accordance with the Regulations.	Construction Manager	✓
4.9	Set-up a First Aid station	Obtain an appropriate First Aid Kit and display First Aid signage. Appoint First Aiders and Appointed Persons.	Construction Manager	✓
4.10	Display a copy of the Company's Health & Safety Policy	This should be displayed on the site notice boards and a copy kept in the Site Safety File.	Construction Manager	✓
4.11	Set-up a Site Safety File for the project	This should be kept in the site office.	Construction Manager	✓
4.12	Appoint Banksmen / Slings	These can be direct employees or sub-contracted personnel. Check that they have received appropriate training to carry out this role.	Construction Manager	✓
4.13	Hold weekly Safety Management Meetings	With the Designated Safety Advisor, Site Management Team and relevant Trade Contractors.	Construction Manager	✓

4.14	Carry out regular Tool Box Talks	Keep a register of Tool Box Talks given, which includes the topic and the persons receiving the Tool Box Talks.	Construction Manager	✓
4.15	Carry out weekly Site Safety Inspections	Refer to 3.11.	Designated Safety Advisor	✓
4.16	Maintain the Site Safety File	As the job progresses, gather information from the construction details.	Construction Manager	✓
4.17	Carry out regular Safety Management Audits	Safety Management Audit document is contained in Part 3 of the Company Health & Safety Policy. Audits should be carried out at least monthly.	Senior Management or Designated Safety Advisor	✓
4.18	Handing over the information to the PD for the Safety File	At the end of the project, review the documentation required for the Health & Safety File and hand over relevant Health & Safety information to the PRINCIPAL DESIGNER.	Construction Manager	✓

5.14 Ground Survey Reports

Not Applicable for this project.

5.15 Underground Service Drawings

There is proposed underground drainage. Proposed and new.

5.16 Scope of Works

The scheme require the partial infilling of an existing light well over three floors. A steel frame infill construction to allow for the infill of an existing light well, the frame will have a composite metal deck with RC floors. The façade will be wrapped with structural glazing, where the new works interface with the exiting building localised break out panels will facilitate access between the new and the old. Two new roof lights will be installed and a new green roof will form the permanent weathering. The new works will allow for an internal light well to run through to level from roof to level 1.


Two new 15 person passenger lifts will be installed to service the space.

The high level services will be exposed and installed under the MF ceiling which will be suspended below the composite decking.

A new raised access floor will be installed throughout.

M&E services, the full scope is currently under review.

5.17 Site emergency procedures

Site Emergency Procedure Form		
This procedure is required to be followed in the event of site emergencies i.e. Fire/Explosion/Road Spills/Scaffold Collapse. For accidents follow accident procedures contained in the Safety Policy Procedures Section.		
Contact the appropriate services immediately		
Fire Brigade – Telephone No.	999	
Ambulance	999	
Police	999	
Head office	0207 710 4488	
Projects Manager Mobile Phone No.	020 3198 0455	
Health & Safety Advisors	Richardson Hill - 0208 524 83 96 – Contact Brett Lee 0793763017	
Client's Manager for the Contract	Rob Lewis - 07872 107770	
The Local Health & Safety Executive	Rose Court, 2 Southwark Bridge, London, SE1 9HS – Tel: 0300 003 1747	
The Local Environmental Health Department	Camden Environmental Department - Tel: 020 7974 4444	
Please complete the telephone numbers for the above and display on site where they can be easily seen by all persons on site		

Emergency Procedures



Prepared by:	Matt Stevenson	Date:	05.12.2016
Checked by:	S Jones	Date:	06.12.2016
Revision:	02	Draft:	Approved
Review due:	To be reviewed following a change to the site of max 6 months after the last revision.		

Emergency Details

Site Address:	G.L.H Hampstead Road, London, NW1 7QX
Site phone no.	020 3198 0455
Emergency No. from site	(999)
Client Emergency Contact:	Rob Lewis – 07087 5368
Client Engineer No:	Not Applicable
8build Emergency Manager:	Matt Stevenson
Contact No:	020 3198 0455
Emergency Warden:	Not Applicable
Contact No:	Not Applicable
Incident Recorder:	8Build Ltd
	64 Leman Street
	London
	E1 8EU
	020 7710 4488

Contents:

- 1.** Roles and Responsibilities
- 2.** Site Emergency Measures
- 3.** In the event of an Emergency
 - 3.1.** Life Safety
 - 3.2.** Damage Limitation
 - 3.3.** Systems Reinstatement
 - 3.4.** Reporting
- 4.** Remedial Works
- 5.** Emergency Contacts
 - Appendix A Emergency Contractors Directory
 - Appendix B Incident Record Checklist
 - Appendix C Bomb Threat
 - Appendix D List of Dangerous Occurrences

Roles and Responsibilities

For each project a dedicated person must be appointed to each of these roles. Depending upon the size of the project, these roles can be appointed to the same person or a number of people. The name of the person appointed to each role must be recorded and the appointed person must sign to say that they accept the role and that they are trained to carry out the role.

Emergency Manager

Name:	Matt Stevenson
Signed:	MB Stevenson
Dated:	05.12.2016

This person is to:

- Ensure the procedures are in place
- Ensure that a person has been appointed to each of the roles
- Ensure that any revisions to the procedures are updated and distributed.
- Ensure that the procedure is adhered to during the emergency
- Contact the emergency services
- Deal with the emergency services on their arrival

Emergency Warden

Name:	Selda Scott
Signed:	S Scott
Dated:	05.12.2016

This person is to:

- They understand the procedure to be undertaken in the event of an emergency.
- Aid the Emergency Manager in carrying out the process of managing the emergency.
- Manage any necessary evacuation

Incident Recorder

Name:	Selda Scott
Signed:	S Scott
Dated:	05.12.2016

Is responsible for:

- Recording the events that have taken place:
- Details of any persons involved, including any witnesses.
- Taking photos of any damage
- Recording the time of key activities
- Producing a report of the incident following
- The form Appendix B at the back of this document can be used as a guide during an incident.

Site Precautionary Measures

Fire Fighting Equipment

Fire Extinguishers will be kept at pre-determined Fire points on site. These should be fully inspected annually. The Fire points will be clearly marked and will be identified on the Fire Plan. A copy of the Fire Plan will be displayed at the Fire Point. It is the responsibility of the emergency manager to ensure that the Fire Fighting equipment is appropriate and properly maintained.

Fire Detection

The requirement for Fire Detection will be determined by the client and their insurers and will be identified in the Pre-Construction Health & Safety Plan. If required, it is the responsibility of the Emergency Manager to ensure that it is appropriate and properly maintained.

Fire Alarm / Evacuation Signal

Unless otherwise specified by the client and / or their insurers a manual bell positioned at each of the Fire Points will be used as a fire alarm / evacuation signal.

It is the responsibility of the Emergency Manager to ensure that these are appropriate and properly maintained.

Fire Alarm Testing

The fire alarms should be tested weekly.

A full fire alarm / evacuation drill should be carried out on a 6 monthly basis or every time that the site logistics / layout changes significantly.

Escape Routes

Escape routes must be clearly identified on site and kept clear at all times. Escape routes are identified on the site Fire Plan which is displayed at each Fire Point. Should an escape route be blocked due to works in progress an alternative must be provided and clearly identified?

Emergency Plan

The current emergency plan must be kept on display in the site office.

Emergency equipment

In case of emergency the following should be maintained and readily available on site at all times:

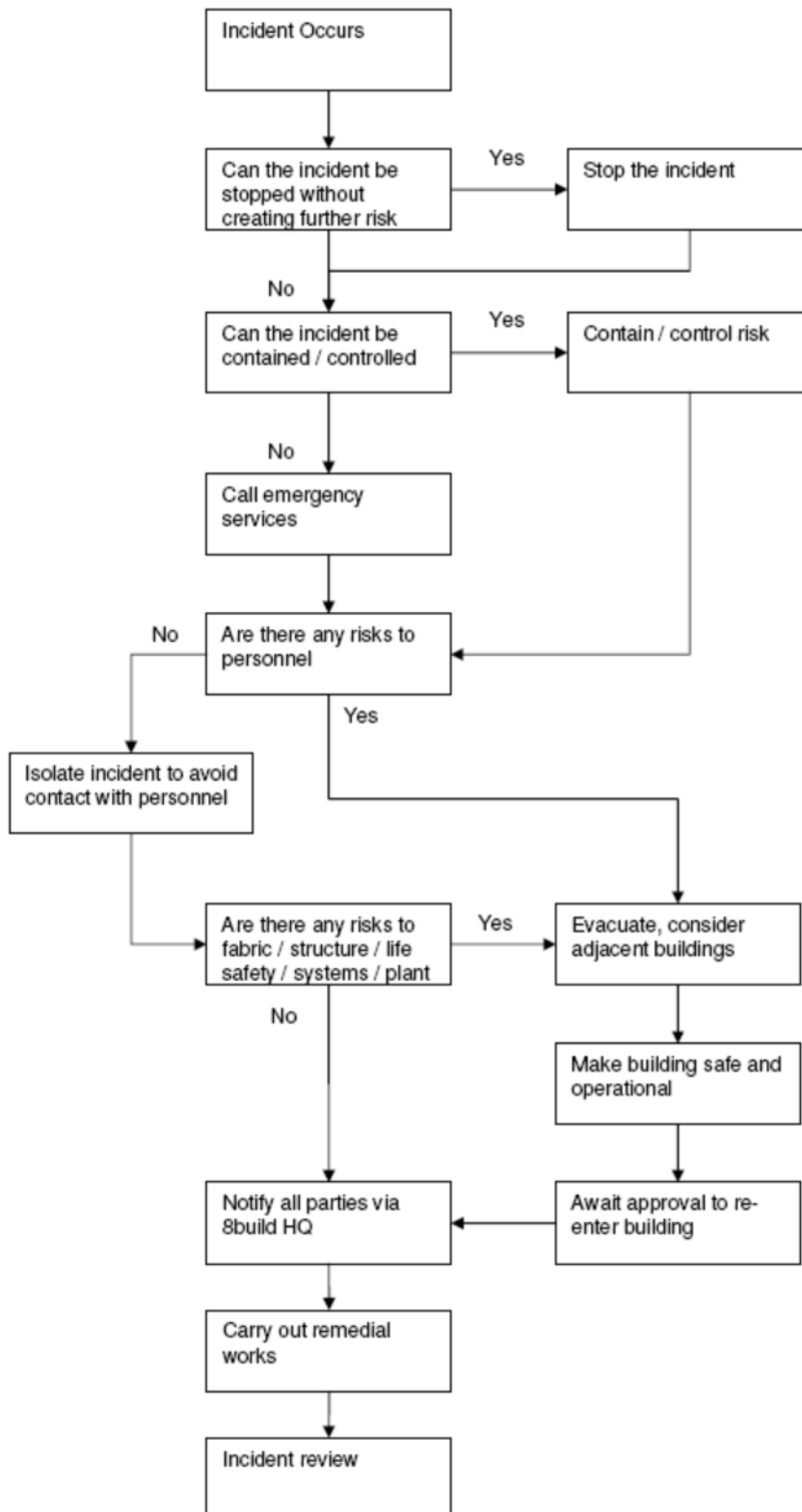
- | | | |
|---------------------|-------------|------------------|
| → Wet Vac | → Tie wraps | → Torch |
| → Spill kit | → Rope | → Basic Tool kit |
| → Disposable camera | → | → |

In addition the following are compulsory on all construction sites:

- 1st Aid kit
- Suitable Fire extinguishers

In the event of an Emergency

In case of an incident or emergency the Emergency Manager must be contacted.
The following Procedure can be used as a guide only.



Escalation

In the event of an incident the escalation plan should be implemented:

- All operatives and staff on site will be inducted. This induction will advise all staff that if an emergency or incident occurs, an 8build member of staff must be contacted at the earliest opportunity.
- If the incident / emergency are not immediately and permanently resolved then the 8build manager must inform the 8build Emergency Manager.
- The 8build Emergency Manager is responsible for managing the emergency until it is either permanently resolved or handed over to the Emergency Services on their arrival to site.

The tenant must be advised if:

- The Emergency Services are called; the tenant must be advised prior to their arrival.
- A building needs to be evacuated; the tenant must be advised at the earliest opportunity.
- Any tenant space or services are left isolated or inoperable; the tenant must be informed at the earliest opportunity.

The HSE must be contacted if:

- In the event of a 'Dangerous Occurrence', see Appendix D. In this instance, the report must originate from an 8build Director.
- In the event of a 'Reportable Incident'. In this instance, the report must originate from an 8build Director. A full list of reportable incidents can be found at <http://www.hse.gov.uk/riddor/guidance.htm#what>
- Do not contact any third party without first contacting an 8build director. This includes the submission of any 'incident reports'.

Emergency Services

On discovery of an emergency the Emergency Manager must decide whether or not to call the emergency services. If there is any danger to life or property or the incident cannot be controlled or contained, then they should be called at the earliest opportunity.

State the site address and how best access will be gained. Remain on the line until otherwise instructed.

The coordination of the emergency services upon their arrival is the responsibility of the Emergency Manager. Consider where they will park and how they will gain access to the incident scene prior to them arriving.

Evacuation

Following a quick analysis of the situation the Emergency Manager must decide if the site should be evacuated. If there is any risk to life, then an evacuation should be carried out. Any risk to neighbouring buildings should also be considered.

Ensure that the muster point is identified on the Fire Plan and is communicated in the site induction. A role call should be carried out and records maintained. This is the responsibility of the Emergency Wardens.

Life Safety

The first priority is life safety and controlling the emergency to prevent any risk to life safety is critical. The emergency, if possible the source, must be controlled or stopped. This should only be considered if there is no further risk to safety.

Consider:

- Fire
- Put the fire out (if easy to do without causing further risk)
- ensure that fire doors are shut
- remove any potential fuel
- Evacuate the area
- Flooding
- Can the source of water be stopped?
- If this is not possible, can the source be diverted, drained, controlled?
- If the flood continues, what dangers could develop?
- Evacuate to higher ground (or floor).
- Could the flood come into contact with electrical equipment, in which case can it be isolated?
- Spillages
- Does the spillage cause an H&S risk?
- Has the spillage travelled anywhere?
- Can it be safely cleared?
- How does the spillage need to be disposed?
- Are there any COSHH requirements?
- Electrical
- Isolate the supply
- Restrict access
- Gas leak
- Isolate the supply
- Evacuate the area
- Pollution
- Can the source be stopped, controlled or removed.
- Traffic accident
- Remove the risk: is there a petrol leak, fire or spillage?
- Could other traffic get involved? Use available staff to manage traffic.
- Human invasion.
- This could be due protesters, political demonstration, terrorist attack, isolated instance of an individual.
- Do not get involved. Call security / police.
- Plague / infestation.
- What is attracting the infestation? Can this be removed?
- Can the entrance be blocked?
- Explosions
- Are there any further risks of explosion?
- Can the explosive substance / gas be controlled?
- Has the explosion caused additional risks? Structural? Leaks?
- Evacuate to a safe distance?
- Bomb threat
- See Appendix C

- Evacuate to a safe distance?
- Structural Collapse
- Is there further threat of collapse?
- Has the collapse caused any leakages? Flammable? Explosive?
- Evacuate to a safe distance?
- In all cases, the safety of the public must be considered as well of that of site or office staff.
- Consider:
- Air quality / Environment
- Structural Stability
- Traffic routes
- Pollution – Noise, dust, gas, oil, contaminated water.

Damage Limitation

Once the risk to life has been removed, the next stage is to limit the extent of the damage. This can be summarised in the following priority:

- ➔ Remove the risk
- ➔ Isolate power
- ➔ Turn off water / gas / fuel
- ➔ Distinguish fire
- ➔ Isolate the risk
- ➔ Stop it spreading
- ➔ Secure the site to avoid risk to others
- ➔ Reduce further damage
- ➔ Evacuate the site
- ➔ Call the emergency services
- ➔ Repair and reinstate the site / building / services

Systems Reinstatement

Once the risk has been isolated and there is no further risk of further damage directly from the incident, an investigation can take place to review the safety prior to re-opening the site. The Emergency Manager will determine when the site can be opened. Any client or landlord considerations must be taken into account.

The most common emergencies, fire or flood, will involve a clean-up operation. Consider closing the area of the clean-up and, if possible, relocating to another area which will enable business to continue without having to reinstate the damaged area. This could even involve leasing alternative office space or fitting out another floor / area.

The main priority will usually be in reinstating any live occupied space and associated services. E.g. trading floor, residential space, retail units. The following systems must be considered:

- ➔ Life Safety
- ➔ Power
- ➔ UPS
- ➔ Cooling
- ➔ Security
- ➔ I.T.
- ➔ Controls
- ➔ Any ongoing hazards must be identified and communicated before opening the site:
- ➔ Structural weaknesses
- ➔ Changes in layout
- ➔ Additional fire risks
- ➔ Have the fire extinguishers been replenished / replaced

A number of Contractors have offered their services to 8build in the event of an emergency. These have been listed in Appendix A. The first priority would be to use the Contractors on site or involved with the project.

All 8build staff will, if possible, be available to offer assistance. Please use the contact list below to assist:

Construction

Matt Stevenson	020 3198 0455
Selda Scott	020 3457 7544

Engineering

Iain Dewale	020 3651 2298
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Reporting

HSE

The law states that the HSE must be contacted immediately in the event of a dangerous occurrence.

A list of dangerous occurrences is included in Appendix D.

An 8build director must be contacted before contacting the HSE when reporting an incident.

The HSE can be contacted on **0845 300 99 23**.

The Environment Agency

The Environment Agency should be contacted to report incidents such as:

- damage or danger to the natural environment
- pollution to water or land
- poaching or illegal fishing
- fish in distress or dead fish
- watercourse blocked by vehicle or fallen tree causing risk of flooding
- illegal dumping of hazardous waste or large amounts of industrial waste
- Incidents at waste sites we regulate such as landfill, transfer station etc.
- Illegal abstraction from watercourses
- unusual drop in river flow
- collapsed or badly damaged river or canal banks

The Environment Agency can be contacted on **0800 807 060**

Insurance

An 8build director must be contacted before contacting our insurers or reporting to any other concerned parties for the purpose of insurance.

Client

When producing a report of an incident for a client or part of the professional team an 8build director must check the report prior to its issue.

8build

Head Office must be contacted following any non-planned evacuation. Ensure that a director is notified. It is not enough to leave a message / voicemail.

The 8build Directors are:

Stephen Jones	07818 593311	Project Director
Andy Tooley	0799 055 7514	Health & Safety
Wayne Ramson	0797 383 4141	Construction
Paul Gredley	0787 948 5288	Construction
Chris Dyer		
Nigel Bellamy	0783 119 5879	
Paul Norman	0770 237 0549	
Gemma Fenton	07989 177 264	

Media

An 8build director must be contacted before contacting any media / publication. If in doubt, redirect any questions to an 8build director.

Remedial's

Immediate

Immediate repairs should be carried out to ensure that any loss to “business as usual” is kept to a minimum. The order of priority should be:

- ➔ Public
- ➔ Neighbouring tenants
- ➔ Client
- ➔ Site

It may not be possible or necessary to immediately provide a long term solution but temporary works can be considered in order to ensure business as usual is maintained.

Programme of Repairs

Once any neighbouring tenants are reinstated to “business as usual”, a programme of works for any long term remedial works can be produced and agreed with all parties.

Costs and allocation of the costs of these works should be agreed prior to works commencing.

Site

Once all other parties have been addressed, the site and any programme implications can be addressed. The client must be informed of any changes to the programme.

Lessons Learnt

At a suitable time after the incident a “lessons learnt” exercise is to take place with the project director. Minutes of this meeting must be recorded & maintained. A suggested agenda would be:

- ➔ Details of the incident
- ➔ What were the causes of the incident
- ➔ What shortfalls were there that lead to the incident
- ➔ How could the incident be prevented in future
- ➔ How was the incident dealt with?
- ➔ Could anything have been done differently?
- ➔ Have all records been archived?

Appendix A - Emergency Contacts

The following is a list of contractors that have volunteered their services should an emergency occur. This list of contacts is for a Central London project. Projects situated outside of this area must develop their own contact list. **Please Note: This list will be populated once the sub-contract base has been appointed.**

Electrical

Emergency Generators

Craneage / Plant Movement	Plant Movement
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Cleaning

Drywall & Suspended Ceiling

Security

Carpet

Fire Suppression

Furniture

Controls

Logistics

Builders work

Decorations

24HR Hire Company

Hardware Store

Electrical Panel / UPS
Spares

Labour

Skips (out of hours)

Glazing

Courier	City sprint	0207 880 1000
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Temporary Offices

Toilet Facilities

Radios

Appendix B - Incident Record Checklist

Date:

Site:

Location of incident:

Brief description of incident:

- Initial action taken?
- Were the emergency services called?
- What time were they called?
- Who called them?
- What time did they arrive on site?
- Was the building evacuated?
- Was a roll call carried out and recorded?
- Photographs are to be taken to provide as much detail as possible.
- Was the site closed?
- What time was it closed?
- When did the site re-open?
- Was power shut down in the building?
- Where was this done?
- What time was power isolated?
- Who isolated the power?
- When was it reinstated?
- Were water / gas shut down?
- What time were water / gas isolated?
- Who isolated the water / power?
- When was it reinstated?
- Were any injuries recorded? These must be recorded in the accident report book held on site.

Appendix C - Bomb Threat

If a bomb threat is received then the following should be considered:

If possible, ask someone else to contact the police immediately.

- Keep the person on the line as long as possible
- Record as much of the conversation as possible
- Make a note of the time and extension number of where the call was received.
- Ask them to repeat parts that you don't make note of
- Ask the person for as much information about the bomb:
- Appearance?
- Where is it right now?
- What kind of bomb?
- How will it be detonated?
- Did you place the bomb?
- Why?
- Location?
- Time of the detonation?
- Pay attention to background such as engines, crockery, machinery, music, children, conversation, traffic or anything else that may help identify the location of the caller
- Listen to the voice.
- Is it male / female
- Estimated age of caller
- Was the language used abusive / well-spoken / irrational
- Was the callers voice calm / excited / crying / angry / disguised
- Does the person have an accent / speech impediment
- Is the message recorded
- What are the specific instructions?
- What is required?
- When is it required?
- Where?
- Take notes if possible; ask for time to write down any instructions?

If not done previously, call the police as soon as possible. Do not put the phone down if possible.

Appendix D - Dangerous Occurrences

Dangerous Occurrences listed include (briefly):

- Collapse, overturning or failure of any load-bearing part of any lift, hoist, crane, derrick, mobile powered access platform, access cradle, window cleaning cradle, excavator, piling rig or forklift truck
- Explosion, bursting or collapse of any closed vessel, boiler, etc.
- Contact with, or arcing from, any overhead electric cable caused by any plant or equipment
- Electrical short-circuit with fire or explosion
- Explosion or fire caused by any material resulting in stoppage of work or plant for more than 24 hours
- Uncontrolled release of 100kg or more of a flammable liquid, 10kg or more of a flammable liquid above its normal boiling point or 10kg of a flammable gas, inside a building, and 500kg or more of such substance outside a building.
- Collapse or partial collapse of any scaffold over 5metres in height or fall of any cradle, etc.
- Collapse of 5 tonnes or more of any building or structure , or any false work, or any wall or floor in any workplace
- Uncontrolled release of any biological agents
- Accidental ignition of any explosive
- Failure of any load-bearing part of a freight container
- Bursting, explosion or collapse, or fire involving a pipeline
- Specific incidents involving road tankers
- Specific incidents involving dangerous substances being conveyed by road
- Escape of any substance in quantity sufficient to cause death, injury or damage to health
- Malfunction of any breathing apparatus whilst in use or when being tested before use
- Contact with or arcing of any overhead power line.