

Construction Phase Health & Safety Plan

For the Project of:

**32 Ferncroft Avenue,
London,
NW3 7PE**

PROJECT TITLE:

32 Ferncroft Avenue NW3 7PE.

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1.0 HEALTH AND SAFETY POLICY, SITE RULES AND INITIAL SITE SET UP.

GENERAL STATEMENT OF COMPANY SAFETY POLICY

THE HEALTH & SAFETY AT WORK ETC. ACT 1974.

The Health and Safety at Work Etc. Act 1974 imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees and any other person who may be affected by their undertakings throughout the planning, execution and completion of the construction work associated with the planned structural alteration and refurbishment of the existing property, installation of a new double storey basement and in accordance with the latest revision construction drawings and engineer's specification for this Project.

Employees also have a statutory duty to take care of themselves and others that may be affected by their acts or omissions.

To enable these duties to be carried out, The Managing Director of:

Knowles & Associates Limited declares that their policy is to achieve and maintain a safe and healthy environment for all persons who may be affected by the Company's operations. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

The Company will maintain safe and healthy working conditions taking account of current statutory requirements, which it will regard as a minimum standard, by careful planning, organisation, monitoring, control, training, and the application of recognised industry best practice and associated Approved Codes of Practice.

The risks to employees and others who may be affected by the activities of the Company will be assessed, reviewed as required and arrangements made to eliminate or control such risks.

This will be achieved by consultation, providing health surveillance as may be required, arranging for competent health and safety advice, instituting procedures to be followed in the event of imminent and serious danger and identifying danger areas; providing information to employees of risks to their health and safety and the preventative and protective measures taken; co-operating with other employers where necessary to promote health and safety; having regard to the capabilities and training of employees in relation to their work.

The Company requests, requires and expects all persons who are either employed by the Company, self-employed or sub-contracted to the Company, consulting practices, Clients and others, visiting the Company's premises or sites of operation, or to whom the Company owes a duty of care, or over whom the Company exercises control, to co-operate with and conform to the Health and Safety Policy of Knowles & Associates Limited, comply with arrangements made and actively assist in the implementation of the policy.

Objectives: To prevent, insofar as it is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may direct or indirectly result in:-

- a) Injury to any person.
- b) Damage to, or loss of any plant, equipment, property, materials or products.
- c) Delays in any processes or operation.
- d) Events, which may otherwise be detrimental to efficiency and/or prestige.

Responsibility: The Application and promotion of the Policy is the responsibility of the Managing Director of this Company, Mr Robin Knowles. Whilst duties and tasks may be delegated, the overall responsibility remains that of the Managing Director.

Personnel Obligations: All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable, we also expect the co-operation of all those mentioned within the Scope of this Policy to work in such a way, that accidents to themselves and others will be prevented.

Application: The following principles shall be applied to all operations undertaken by the Company and shall be the basis of any specific instructions, methods or systems which may be necessary, in order to achieve the Policy objective. To ensure that this Policy can be successfully implemented, it will provide such reasonable funds and resources including time and manpower, as may be necessary.

Precautionary Measures: Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will take into account at tendering stage, those factors that help to eliminate injury, damage and waste.

Training and Instruction: Employees shall be made aware of the known or suspected hazards associated with, or arising out of the work or duties assigned to them and where necessary shall be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner.

The Company's Health and Safety Manager, Mr Barry Hart TechIOSH, MIIRSM, RMaPS, will carry out training with regards to safety matters. The Company's Safety Consultant will carry out practical and theoretical training, relating specifically to the nature and scope of works likely to be carried out, during the execution of this Project.

Employees will be trained in the safe use of plant/equipment they will be using for their work by the appropriate ConstructionSkills Plant Operators course (Construction Plant Certification Scheme) where required. Where ConstructionSkills certification is not required, employees will be instructed on how to use plant/equipment safely, directly by the manufacturer/supplier/hirer, or by the Company's Safety Consultant/Project Managers/Site Managers/Supervisors who themselves would have been instructed on how to use the plant/equipment properly and safely. To ensure all the Company's employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practice and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc.

The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises in which they are undertaken shall be observed.

Planning and Control: All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and to understand their joint responsibilities, joint consultation will be necessary.

Health and Welfare: Adequate provision shall be made for the Welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

The policy will be reviewed, periodically and revised as required to meet the changing needs of the Company, technical innovation and legislative developments.

The policy is available for inspection at the Company offices and all Company sites.

Name of designated Director with overall safety responsibility:

Mr Robin Knowles

Signed: _____ **Date:** _____

SITE RULES

These site rules will be made known to all persons on site by the display of the rules in both the Site Office, Canteen and through induction. Any person found having disregard for these rules will be requested to leave site immediately.

The site safety rules are given below and are for the protection of everyone. They apply to all persons on site, including visitors. Non-compliance will mean exclusion.

- All personnel shall undergo induction training relating specifically to this Project at 32 Ferncroft Avenue London NW3, in particular focusing upon the layout of the building, emergency escape routes, means of raising the alarm, housekeeping standards and the sequencing of the basement construction and associated building works. The Site Manager appointed for this Project or our Health and Safety Manager will ensure that the Inductions are provided and attendance recorded within the Project Health and Safety File.
- Appropriate Personal Protection Equipment, suitable for the nature and scope of the works being undertaken must be worn at all times. Details of the type of Personal protective Equipment required will be further detailed within the Site Specific Risk Assessments and Method Statements prepared for the site operations.
- Every accident and near miss event must be reported to the Site Manager of Knowles Associates Limited, who will then be required to notify our Health and Safety Manager for the purpose of identifying any further requirement for formal reporting and/or investigation.
- Any person found to be interfering or misusing fixtures, fittings or equipment provided in the interest of health, safety or welfare will be excluded from the site.
- Smoking will be prohibited on site except in specific locations as designated by the Knowles & Associates Limited, Site Manager. Therefore arrangements will be made to designate an external area at the rear of the property for smokers, provided with a fire bucket and receptacles for extinguishing cigarettes. Failure to comply may, at Knowles Associates discretion, result in removal of offenders from site.
- Visitors must report to the site office, which shall be located at the rear of the property on the ground floor along with the welfare facilities that will be made available for use during the execution of the prescribed works.
- Directions to the site office shall be conspicuously sign posted and whilst on site, visitors and delivery drivers are to wear suitable and sufficient personal protective equipment.

- Vehicle drivers must wear a safety helmet at all times when at risk. Vehicles are not to be reversed in construction areas unless under the control of a competent person acting as a traffic marshal/banksman.
- Safety signs and notices must be followed.
- Personal stereos / MP3 players / IPODs & headphones are not to be used whilst on site.
- All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's safe system of work i.e. method statements, permits to work, Etc.
- Site fire and emergency alarms, equipment and instructions are designed and provided in the interest of preserving life. They must be used correctly, maintained and regularly checked and all fire safety instructions followed.

Personal Safety - Site Rules

- All personnel are required to wear a safety helmet, safety footwear and high visibility vests. Personal protective equipment will be donned as per risk assessment and be task specific.
- Those personnel with specific duties i.e. First Aiders/Traffic Marshals will be provided with suitable Hi-visibility waistcoats/jackets with their role/function clearly displayed so as to make those key duty holders readily identifiable.
- The consumption of alcohol and drugs is prohibited. Any person under the influence of alcohol or drugs will not be permitted entry to site, and if found on site will be removed. Prescribed drugs for medical reasons are permitted provided they in no way reduce the person's ability to carry out his duties safely. No person is to operate any mechanical plant or equipment unless they have been trained and have been found to satisfy the requirements of "competency" i.e. possess the necessary, skill, knowledge, attitude, training and experience.
- Any mechanical plant or equipment found to be defective shall be isolated, removed from the working areas and/or rendered inoperable in the interest of preventing its use until such time as the equipment has been repaired or replaced as necessary.
- Ladders are only to be used as work platforms for tasks of short duration and only if no alternative means of access is readily available. Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.
- Bandstand/trestle systems may be used; however edge protection must be incorporated into the design in accordance with the Working at Height Regulations 2005. Thereafter properly constructed podium type step ladders, scaffold towers and/or mobile aluminium scaffold towers are to be used. Mobile towers without guardrails must not be used.
- Food is only to be consumed in the designated welfare accommodation / messing areas.
- No person, other than a designated & qualified electrician, is to make connection / disconnection, other than at approved plug & socket points, or make alteration to the temporary electrical supply.
- Where it may be necessary to divert services, in particular any existing gas supply, then only a Gas Safe registered Engineer/Installer is permitted to divert, disconnect and/or re-connect any gas apparatus including any pipework.
- Any services that require diversion or where these services are exposed or likely to become unsupported due to the strip out works, must be temporarily supported so as to eliminate the potential for any damage likely to be caused as a result of any potential movement of the service pipework/rigid connections.

- Fall prevention: Adequate fall prevention is to be maintained at all times in the following priority:
- Safe work platform – min. 600 wide, with minimum height edge protection 950mm and no unprotected gap of greater than 470mm. Where there is any risk of falling tools, equipment or materials then toe board protection must also be installed in accordance with the Working at Height Regulations 2005.

Where this is not practicable the following:

- Fall arrest nets or collective fall prevention measures must be provided i.e. Birdcage scaffolding, independent tied scaffold.

Where this is not practicable the following:

- An Alsipercha System (Gallows type brackets) and fall arrest harnesses will be used.
- Safety Harnesses must only be used as last resort.
- All operatives using harnesses must be trained in their use.
- A rescue procedure must be in place together with necessary equipment and trained personnel to affect a rescue within 10 minutes of a fall.
- Only trained competent persons (possessing PASMA accreditation), to erect lightweight tower scaffolds.
- No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.
- Vehicles/ mobile plant/site transport is not to reverse without 360 degree all round vision or trained banksmen in attendance. All vehicles to have flashing light and reverse audible warning. Traffic Marshals and Banksmen to wear Orange Hi-Visibility waistcoats or jackets.
- All tube and fitting Scaffolds to be erected only by competent scaffolders (CISRS Ticket holders) as NASC guidance, regarding precautions and sequence, unless equal or safer systems can be used. All scaffolding must comply with the requirements of BSEN: 12811 (TG20:13) and SG04:15 Only competent scaffolders (CISRS Card Holders) shall be permitted to make any alterations or adaptations to any scaffold working platforms or edge protection provided in accordance with the Working at Height Regulations 2005.
- All personnel must be aware of the pedestrian access routes at all times and not walk in / on site vehicle routes.

- Suppliers will be provided with our traffic management plan clearly showing our proposed means of access for deliveries to 32 Ferncroft Avenue, via the site hoarding gate, and wherever possible the attendant security personnel will be notified of any significant deliveries and expected waste removal contractor vehicles necessary throughout the construction phase of this project, so as to reduce the potential for these operations to impinge upon the flow of traffic.
- There is no parking currently available on site, there is however, restricted parking on the surrounding public roads, however limited parking will be available for the purpose of unloading small plant and equipment, tools Etc within the suspended bays (when available) located off of Ferncroft Avenue. All personnel will be encouraged to use public transport wherever reasonably practicable.
- Waste removal contractors will have access to the site, with unloading/loading taking place from a designated area within the site compound. Consideration will be afforded to maintaining a presence with these vehicles at all times, particularly during loading and unloading.
- Our appointed traffic marshal will assist in the direction and control of large vehicles i.e. muck away wagons, lorries, plant Etc when attempting to perform any manoeuvre that could give risk to a risk of damaging/contacting adjacent vehicle's and/or any contact with third parties or property.
- All deliveries are to be agreed with Knowles & Associates Limited's management team, a Minimum of 48 Hrs in advance; no parking or waiting on public approach roads to the site is to take place. Delivery Drivers are to contact the Site Manager 30 minutes prior to arrival and again 5-10 minutes before their estimated time of arrival in the interest of avoiding double booking and to ensure that adequate laydown and storage areas have been prepared so as to limit and coordinate deliveries to 32 Ferncroft Avenue in accordance with the CTMP.
- The maintenance at all times of vehicle and pedestrian access to and egress from all nearby residential properties is paramount. All escape routes from the site and emergency access routes for emergency services must be kept clear at all times. No vehicles or plant may be situated or allowed to park beyond the perimeter of the previously agreed and suspended parking bays and designated holding areas.
- Courtesy and tact must be used at all times when dealing with members of the public. Anyone found to be behaving in a disrespectful manner will be removed from site, including use of foul language/gestures, wolf whistling, suggestive remarks etc.
- All personnel must be suitably dressed for the operations they are carrying out. No bare chests or shorts, and no offensive slogans on articles of clothing.
- All site personnel will be expected to book in and out of site at all times.

- Site visitors (i.e. those visiting site for no more than 4 hours and/or once only to attend a meeting i.e. not to carryout survey works or work on site), will undergo a short induction and must be accompanied by a fully inducted person at all times.
- Any appointed sub-contractor will present to Knowles Associates at least monthly, a health and safety report in writing covering all health and safety issues including but not exclusive to the following:
 - Accidents/incidents
 - Accident/incident follow-ups.
 - Health and Safety issues.
 - Labour on site.
 - Training Records:
 - Inductions
 - Toolbox talks
 - Skills training
 - 1st Aid
 - Manual handling
 - Abrasive Wheels
 - Plant and Equipment.
 - Method statements - those issued.
 - Method statements - those required for next week's work.
 - Plant maintenance.
 - Scaffold inspections/ladder inspections.
 - PAT testing.
 - Examination inspections.
 - Any other information as required by Knowles & Associates Limited.

Site Set-up

The Site Office

The Site Office will be located via the pedestrian only access route through the hoarding entrance. The location of the site office will be clearly and prominently displayed.

Welfare facilities will be made available throughout the execution of this contract, these facilities shall consist of rest areas, drying room, toilets and hand washing facilities in accordance with the Construction (Design and Management) Regulations 2015.

** The Construction (Design and Management) Regulations 2015 came into force on the 6th April 2015.*

Access will be via the security hoarding located at the front of the property and all contractors are reminded to ensure that mud and debris is cleaned from boots and not then transferred into the site office or out onto the footpath and surrounding area.

The rest facilities and drying room will be located within the property, however; this may change as the refurbishment of the property progresses. Clear and unobstructed access shall be maintained at all times and the location of the facilities shall be conspicuously signed.

All Personnel are reminded that this area must be kept clean and free of rubbish.

Receptacles' shall be provided for disposing of any waste and rest areas provided with hot and cold running water and suitable seating together with a refrigerator, microwave oven and tea urn, supplied by Knowles & Associates Limited, throughout the construction phase of this project.

Purpose placed signage will direct Visitors to the exact location of the Site Office. The route to the Site Office will be kept clear at all times to ensure Visitors are not exposed to any danger areas.

All operatives on site will be requested, during induction, to escort any Visitor they see entering the site, directly to the Site Office.

Site rules will be displayed in the Site Office / mess room. The Site Manager shall ensure that the site rules are clearly explained during the site induction.

Welfare facilities

As stated above, toilets and hand washing facilities shall be located in the welfare facilities located in a designated area within the property. It may be necessary to relocate the facilities as works progress and the Construction Phase Plan will be regularly reviewed and updated as necessary throughout the duration of this project.

Hot or warm and cold running water will be made available and Knowles Associates Limited will ensure that washing, cleaning and drying supplies are available at all times.

Potable drinking water will be available from the welfare facilities.

The First Aid Box, accident book and the Construction Phase Plan will be located within the Site Office. Details of the appointed first aider, first aid equipment locations will be displayed upon entering the site.

Secure lockers shall also be provided for the storage of personal items and securing of personal effects.

Rest areas shall be provided with suitable and sufficient seating with back support.

2.0 PROFESSIONAL SAFETY ADVISORS STATEMENT

Re: Knowles & Associates Limited.

The service our Consultancy provides is to advise and assist our Client by undertaking a general Health and Safety Risk Assessment which identifies all general risks and the need for any specific or detailed risk assessments as required under various statutory provisions. I.e. COSHH 2002, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999, Manual Handling Operations Regulations 1992 etc. Our service also includes the provision of a comprehensive Health and Safety control system and Policy. The Health and Safety Management Control System is specifically prepared for our Client and includes the following:

1. Policy Statement.
2. Management Structure for Health and Safety.
3. Specific responsibilities for each member of that Management Team.
4. Health and Safety rules and responsibilities for all employees.
5. Safety arrangements for the selection and control of contractors, sub-contractors and site visitors.
6. First aid arrangements.
7. Fire procedures.
8. General working guidance, covering various aspects of our clients activities enabling them to formulate safe systems of work and where necessary details for compiling method statements for specific construction operations.
9. Procedures for the reporting of accidents and dangerous occurrences.
10. Procedures for identifying and managing training requirements.

The design of this document fulfils the parameters of our Client's statutory requirements and also provides an effective system of Management Control.

The provision of this document forms only a part of our Consultancy Service. Mr Barry Hart, TechIOSH, MIIRSM, RMaPS also makes available to his Client the following:

- An accident Investigation Service.
- Health and Safety Updating Service, which maintains the Policy and Safety Management Control System in line with, company developments in addition to supplying information on new legislation affecting their business needs.
- The provision of all necessary registers and abstracts.
- Auditing, Monitoring and reviewing.
- Inspections.
- Health and Safety Training.



Mr. B. J. Hart TechIOSH, MIIRSM, RMaPS

3.0 NATURE OF PROJECT, EXISTING ENVIRONMENT, SITE WIDE ELEMENTS.

The project comprises of initial pre-construction survey works, site set up and enabling works including the installation of a 2.4m timber and ply hoarding to the front elevation and suitable welfare facilities, only then will construction work commence, proposed works include for the construction of a single storey rear extension in connection with an excavation to enlarge an existing basement level, the installation of a lightwell to the front and side elevations along with a roof light installed into the property's roof and alteration to windows to the side elevation in line with the latest issue construction drawings and specification.

Ancillary operations will include for the manual removal of any waste and debris from the building.

This is a long term project of approximately 52 Weeks.

The project start date is to be confirmed.

Outline description of the works

- The operations referred to within this document consists of the following operations:-

Following on from site set up and enabling works, including the installation of a perimeter hoarding to the front elevation boundary and suitable welfare facilities compliant with the requirements of Schedule 2 of The Construction ((Design & Management) Regulations 2015.

Excavation works will then commence to form a new enlarged basement extension to the rear of the main building and single storey full width ground floor extension at the property's rear elevation. The installation of a new lightwell to the front and side and rear elevations, along with a new roof light and alterations to the windows on the property's side elevation.

All of the above works will be undertaken in accordance with the Construction issue drawings, project specification and Engineers design.

Ancillary works will include the associated waterproofing and tanking of the basement including for the installation of any necessary pumps and specialist drainage.

Testing and commissioning of all electrical installations, post installation inspection, testing and maintenance.

Traffic Routes

In light of the busy and residential nature of the main access road leading to site, access to the site for commercial vehicles will be strictly controlled and coordinated with the requirements of the Client, the appointed Principal Designer and our project specific traffic management plan.

Where necessary, consideration shall be afforded to the provision of timed and escorted deliveries.

In any case, all suppliers will be notified of the route to site in accordance with the Construction Traffic Management Plan

Suppliers and delivery drivers will be provided with a copy of the traffic management plan and will be made aware of the restricted and largely residential nature of the area and road access i.e. no articulated vehicles and select only the appropriate/suitable type of vehicles to carry out their scheduled deliveries i.e. Rigid Chassis/small commercial vans – LWB Transit type.

Competent Personnel are to be appointed to oversee and supervise the delivery of materials and ensure that pedestrians and third parties remain protected during these times.

Separate pedestrian access shall be provided, so far as is reasonably practicable using barriers and hazard warning signage to demarcate pedestrian traffic routes and to conspicuously mark out safe routes and areas requiring the use of personal protective equipment i.e. hearing protection zones, fire escape routes and assembly points together with the designated first aid facilities and identity of the first aider/s.

All deliveries are to be agreed with Knowles & Associates Limited appointed Site Manager, a Minimum of 48 Hours in advance, no parking or waiting on public approach roads to the site is to take place.

Car Parking

There will be no arrangements/availability for the parking of contractors vehicles on site, contractors and operatives should be encouraged to use public transport.

Hampstead Underground Station is located a short distance away.

Provision may be made for the dropping off of tools and materials during off peak times and consideration must be afforded at all times to ensuring that third party access remains unobstructed.

Contractors are requested to respect nearby resident's personal car parking spaces, driveways and the impact inconsiderate parking/waiting of vehicles may have on our Client's public relations.

Working Hours

Work will be confined to between the following:

Monday – Friday	08.00 – 18.00 (No noisy works before 08:30).
Saturday	08:00 – 13:00 (T.B.C)
Sunday	No works
Bank holidays	No works

In addition, Knowles & Associates Limited will conform to any relevant Local Authority restrictions that apply.

Adjacent Premises

Nearby buildings consist of residential properties that will remain inhabited throughout the construction phase of this project.

The maintenance at all times of vehicle and pedestrian access to and egress from all buildings is paramount. All escape routes from and emergency access routes to these buildings/areas including for statutory services, will be kept clear at all times.

No vehicles, materials, temporary structures or plant will be permitted outside the agreed boundaries of the site.

Any works taking place outside the boundaries of this project are not to take place without a fully detailed method statement submitted and agreed with Knowles & Associates Limited and approved by the Client and Principal Designer in writing to ensure protection of the public at all times.

Public Safety

Due to the nature of the access road and scope of works, there is likely to be a high concentration of vehicular and pedestrian activity. All operations to be planned to take account of this and prevent any harm occurring.

Public Courtesy

Courtesy and tact must be used at all times when dealing with members of the public. Anyone found to be behaving in a disrespectful manner will be removed from site, including use of foul language / gestures, wolf whistling, suggestive remarks etc.

Dress Code

All personnel must be suitably dressed for the operations they are carrying out. No bare chests or shorts, and no offensive slogans on articles of clothing.

4.0 SITE CLEARANCE & PREPARATORY WORKS

- Elements to be removed include:
- General builders waste

Knowles & Associates Limited recognises their Duty of Care under The Environmental Protection Act 1990, the EP (Duty of Care) Regulations 1991 and The Hazardous Waste (England and Wales) Regulations 2005.

"Controlled Waste" will only be released to a "Registered Carrier" after proof (original only) has been produced by the "authorised person" all parts of the "Waste Transfer" note will be suitably completed with a copy remaining with Knowles Associates for no less than 2 years.

"Hazardous Waste" will only be moved by a "Registered Carrier" after the completion of a "Special Waste Transfer Note" and the pre-notification of the movement to the Environment Agency, a copy of which will be kept by Knowles & Associates for no less than 3 years.

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage/leakage waste blowing or falling or the pilfering of contents by third parties.

Arising's from the soft strip and enabling works will be manually removed from the building and transported to the skip location/muck away outside the front elevation of the property in Ferncroft Avenue.

Vehicles will then be directed and escorted out of the site compound to re-join the main carriageway of Ferncroft Avenue.

The process of removing these arising's from the designated waste storage area within the site compound area, should take no longer than 30-40 minutes per load and will be directly supervised by the appointed traffic marshals who shall ensure that the operation does not impinge upon the residents/ flow of traffic along Trevor Square.

There is to be no burning of waste of any type on site.

5.0 RISKS TO HEALTH & SAFETY

The following information is a compilation of risks relevant to this site and is in addition to those requirements to be met as detailed in Knowles & Associates Health & Safety Policy.

General

This will remain a hard hat site with suitable safety footwear (steel mid-sole and toe protection) worn at all times by all trades until the Site Manager deems there is no longer a foreseeable risk of head or foot injury by way of risk assessment.

All equipment on site is to be 110v or less in accordance with HS(G) 107 with all leads etc to IEE 17th Edition Wiring Regulations.

Portable appliance info as per HS(G) 107:

Type of business	User checks	Formal visual inspection	Combined inspection and test
Equipment hire	N/A	Before issue/after return	Before issue
Construction (For indication only. See <i>Electrical safety on construction sites</i> ³ for more detail)	110 V – Weekly 230 V mains – Daily/every shift	110 V – Monthly 230 V mains – Weekly	110 V – Before first use on site then 3-monthly 230 V mains – Before first use on site then monthly
Light industrial	Yes	Before initial use then 6-monthly	6 – 12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 – 12 months
Office information technology, eg desktop computers, photocopiers, fax machines	No	1 – 2 years	None if double-insulated, otherwise up to 5 years
Double-insulated equipment not hand-held, eg fans, table lamps	No	2 – 3 years	No
Hand-held, double-insulated (Class II) equipment, eg some floor cleaners, kitchen equipment and irons	Yes	6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners	Yes	6 months – 1 year	1 – 2 years
Equipment used by the public, eg in hotels	By member of staff	3 months	1 year
Cables and plugs, extension leads	Yes	1 year	2 years

All access equipment i.e. ladders are to be either CLASS ONE or CLASS TWO specification only on site.

The access will be maintained free of obstructions at all times and when necessary protected i.e. protection shall be afforded to the perimeter of the site using a minimum 2.4 metre high fully enclosed hoarding and/or security fencing, incorporating bulkhead lights and hazard warning signage highlighting the nature of the hazards associated with the operations being undertaken.

The presence of the general public and passing traffic will be given due consideration at all times.

Any skips provided for the purpose of removing general waste and debris shall be fully enclosed and retained within a secure segregated area.

Any hoarding/temporary structure will be subject to temporary works design and constructed in accordance with the Local Authority planning conditions.

Knowles & Associates Limited will consider what precautions will be employed during the execution of normal building activities, and in particular hot or noisy work. When, during the course of the works, woodworking operations are to take place on site, Knowles Associates Limited shall ensure the limitation or control of the production of dust arising from such operations, particularly in relation to hardwoods by way of local exhaust extraction/ventilation and collection methods.

Knowles & Associates Limited shall initiate regular "tool box talks" for their employees and sub-contractors. Documented evidence of the said toolbox talks will be retained on-site and carried out on a weekly basis.

Services

Where necessary all services will be isolated at source prior to operations commencing. The relevant supply authorities will, so far as reasonably practicable, undertake all service isolations.

It is not foreseeable that any overhead or underground power lines will be affected during the undertaking of the project, however in any case, areas subject to structural opening works will firstly be checked using any service drawings made available by the Client and his appointed Principal Designer and will commence, only after the areas have been scanned using cable avoidance equipment operated by competent and trained personnel.

In the absence of any accurate service location drawings, Knowles & Associates Limited shall ensure that any area likely to be subject to any opening works, chasing or demolition work are fully scanned using a calibrated cable avoidance tool, operated by a trained and competent person in the interest of identifying and accurately marking those services prior to commencement.

Furthermore, where any services are identified or where there is any doubt of the presence of services then the Site Manager must satisfy himself as to the location and position of any services by way of carrying out investigation using hand tools only in accordance with our Health and Safety Policy.

Hot Works

All hotworks undertaken on this project will be carried out under a hot work permit system with a suitable fire extinguisher to hand. Hotworks are to cease at least one hour before the end of site closure. Knowles & Associates Limited's appointed Site Manager will be responsible for issuing and monitoring hot work permits and carrying out a fire check for any permits issued, at least 1 hour prior to the end of each working shift.

Flammable or explosive materials will be stored in lockable flameproof containers sited no less than 3m from any source of ignition. Keys will be held by the Site Manager and a permit to work system used for the use of any flammable / explosive materials.

Asbestos

It is foreseeable, in light of the age of the property that there may be instances of asbestos containing materials being present. A suitable demolition survey has been commissioned and undertaken by a competent asbestos surveyor (Ace Asbestos and Removal) so as to identify any potential asbestos containing materials, to which any person could become exposed.

The Refurbishment or Demolition survey will be undertaken prior to works on site commencing and the results from any samples taken will determine whether or not asbestos containing materials are present in any area of the property likely to be disturbed by the proposed construction work.

Should any previously unidentified asbestos containing material(s) be suspected / discovered, work will be halted immediately and not restarted until suitable and sufficient sampling and analysis has been carried out, and if asbestos is present, it will be removed only by a licensed Contractor. The Principal Designer to the Client will be notified if asbestos is suspected of being present.

Under no circumstances will any work, likely to disturb or cause damage to any suspected asbestos containing materials, be permitted until such time as the asbestos content has been confirmed and removed in accordance with the Control of Asbestos at Work Regulations 2012.

High-level access

All scaffolding, scaffold towers, working platforms will be erected in compliance with the Working at Height Regulations 2005, The Construction (Design and Management) Regulations 2015, TG20:13 and SG4:15 the recently agreed and published guidance for the erection of scaffolding from NASC and will be inspected by a competent person (either the Scaffolding contractor or our Independent Safety Consultants) every 7 days or after adverse weather conditions, partial collapse or significant alteration/adaption. Inspections will be recorded in the scaffold register.

Any high level working access required (other than already stated) will take place off of suitable mobile towers or proprietary access systems i.e. HAKI stairs/Podiums Etc, erected by competent personnel.

Manual Handling

Manual handling operations will be avoided where reasonably practicable by using mechanical or automatic means. However where manual-handling operations cannot be avoided, contractors will be requested to instruct operatives in load reduction, team lifting and kinetic handling techniques.

Hazardous substances

The works include elements, which will involve the use of hazardous substances i.e. cement, release agent, grouts and admixtures/chemicals. Contractors are to consider using less hazardous substitutes when available, or the using of such materials off site in a controlled environment. Where the use of any such material on site is unavoidable, manufacturers, safety data sheets must be supplied and the recommendations followed. Where required by the COSHH Regulations, assessments must be carried out. All COSHH assessments must be presented to the Knowles Associates management team prior to operations commencing. This information will form part of development of this Health and Safety Plan.

Note: The COSHH hierarchy must be adhered to, i.e. should a non-hazardous or less hazardous material be available; this should be specified and used.

Noise

Knowles & Associates Ltd will respect any reasonable request to reduce the duration of noisy activities further if required.

Knowles & Associates Ltd shall endeavour to supply only equipment and tools fitted with either silencers or dampers, so far as is practicable.

Should noise levels reach 80dB (A) operatives will be informed of the risks to their hearing and supplied (if requested) with ear defenders or earplugs offering a minimum protection factor suitable to attenuate noise levels to below 80dB(A).

Should noise levels reach 85dB (A) or above operatives will be informed of the risks to their hearing and supplied with appropriately attenuated ear defenders or earplugs and instructed to wear them during noisy operations. The contractors are to ensure compliance by carrying out regular active monitoring.

Our Independent Safety Consultant will carry out noise surveys if requested, during their site inspections. However, operatives will be informed that as a general rule, if they need to raise their voice when standing 2 metres away from a noise source, it is too loud and PPE must be worn.

Biological hazards

Given the urban nature of the surrounding area, proximity of eateries and restaurants, shops and general domestic waste, there is a strong possibility of the presence of rats. This may give rise to the risk of Leptospirosis (Weill's disease) transmitted by rat urine, generally absorbed into the body by cuts from infected sharp objects.

All site operatives will be informed of the risks of Leptospirosis during the site induction.

Information as to the prime importance of personal hygiene and the use of personal protective equipment will also be issued to all operatives during their site induction.

Site Security

Suitable signage displayed i.e. No Unauthorised Access, PPE requirements, etc. will be dominantly displayed on the site hoarding, within the welfare facilities, across the project and in the site office.

Arrangements are to be made to safeguard the access and emergency exits during the progress of the works. Particular attention will be paid to fire protection, security arrangements and maintaining fire exit routes in secure areas.

No visitors will be allowed on site without the express permission of the Client & Principal Contractor's representative. The Site Manager must be informed of any visitors attending site. All visitors will be escorted at all times by a competent person while in construction areas.

The visitors will be inducted prior to being escorted around site.

An example of the signage to be displayed is as follows:

Directions to the Site Office

No unauthorised access.

Danger building works in progress.

Hard hats to be worn.

Steel toe capped and mid-sole boots to be worn. (No rigger boots).

Fire escape route.

Fire escape exit.

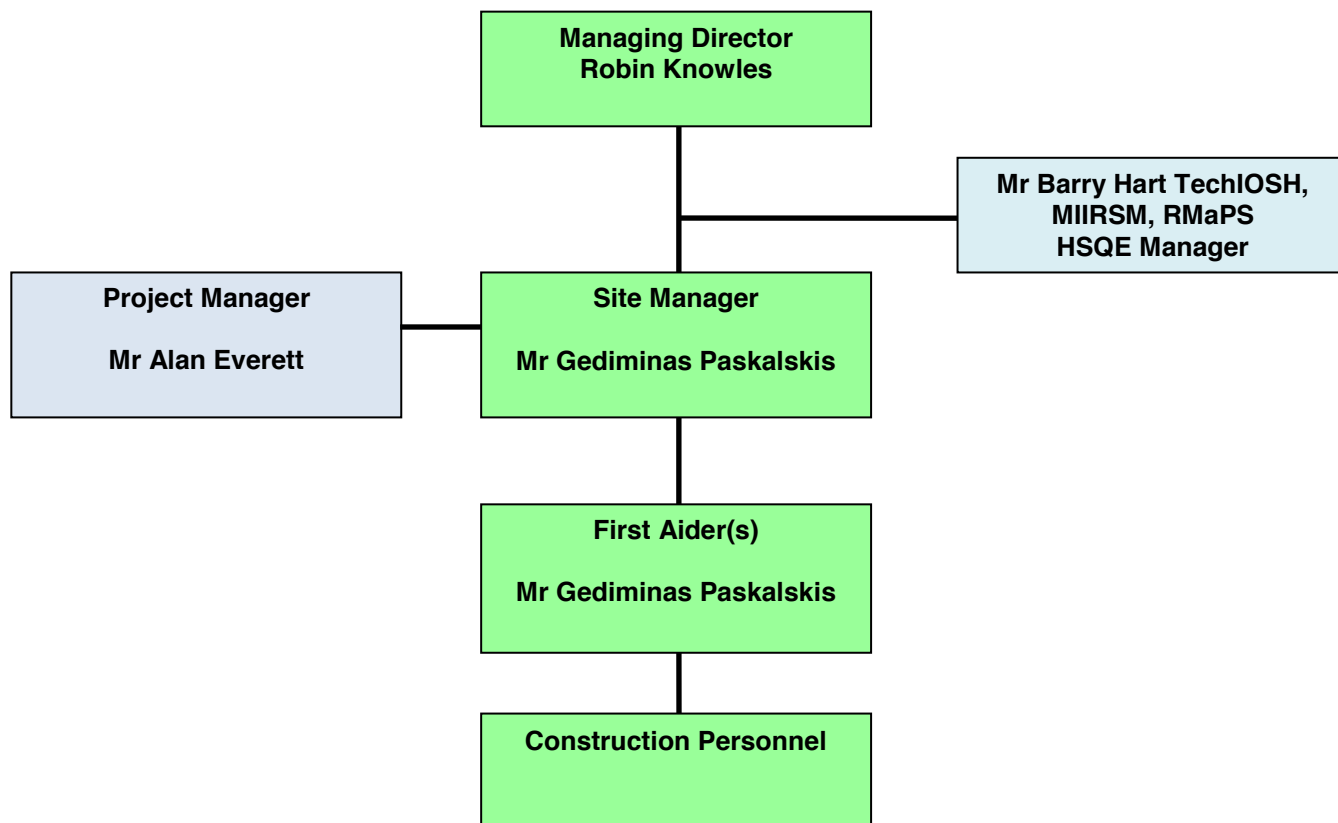
Hearing protection zone.

Eye protection to be worn.

Anyone found in adjacent or open areas not forming part of the site without authorisation may be subject to disciplinary action.

6.0 MANAGEMENT OF HEALTH & SAFETY, SETTING STANDARDS

The Project Management/Supervisory Team shall consist of the following personnel: -



6.1 Responsibilities:

THE RESPONSIBILITIES OF MR. ROBIN KNOWLES, MANAGING DIRECTOR

The overall responsibility for co-ordinating Health and Safety rests with the Managing Director but specific duties are delegated to others according to their experience, training and position within the hierarchy. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. The Managing Director together with any other appointed Directors will ensure that this Policy is applied throughout the Company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken.

Under his guidance, effective accident prevention and safety training programmes are developed and procedures introduced to bring about a Safe and Healthy working environment. Mr. Robin Knowles will also ensure that, as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the Company Health and Safety requirements. Training received by all employees will be entered in their personal training record file, this will be reviewed and any further training needs will be established. Each individual person has a duty of care to

himself, as well as to all those they come into contact with during any part of the working day.

The Directors of Knowles Associates shall, in order to ascertain the quality of the Company Health and Safety culture will randomly undertake S.M.B.W.A's "Safety Management by Walking About" this will entail visiting work sites and noting for themselves areas of safety in which they feel the Company requires the allocation of additional resources and secondly to establish the views of the workforce in relation to the Company strategies and standards with regard to Health and Safety. The outcome of such visits will be discussed at subsequent Board meetings.

Formal inspections of offices and work sites will also be undertaken to ensure that all work equipment is suitably maintained, checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations 1998 and the general office environment is assessed for Health and Safety compliance e.g. blocked access and egress routes, risk assessments and working practices.

- The Managing Director has a responsibility to ensure that adequate resources in terms of funding and time are allocated throughout the duration and execution of this project with regards to safety and health and that:-
- At all times consideration is given to health and safety in order that risks are reduced to levels which are as low as is reasonably practicable.
- Statistics are regularly checked with an aim of continual improvement.
- There is continued communication between all persons within the organisation and with any externally sourced consultant services to ensure best practice is followed and expert advice obtained where necessary.
- This Policy is implemented by all, and individuals meet their responsibilities.
- The Company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire organisation.

Ultimately the Managing Director is to ensure that management set a good example and adequate time and resources are made available to ensure the competence of all staff with regards to Health and Safety and that there is co-ordination, co-operation and communication between all employees to achieve a uniform health and safety culture throughout the hierarchy of the organisation.

Those with the responsibility for the planning of projects are to determine:-

The most appropriate order and method of working have been priced for and planned.

That competent persons are available to undertake any specialist work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.

Arrangements to ensure the provision of adequate lighting, signage, supervision, information and instruction to ensure the safety of all persons.

The safety of third persons upon whom, the undertakings of Knowles & Associates Ltd may impinge i.e. pedestrians, visitors, the general public, etc.

The availability of welfare facilities, fire precautions and First-Aiders particularly when operations are undertaken at the site of a Client or co-ordinated with the operations of an appointed Principal Contractor.

Any particular training or instruction required for specific tasks and to ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for Knowles & Associates Ltd, in the office or on site.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

Outline potential hazards at each stage and indicate precautions to be adopted. This may require the preparation of written assessments as required under the Management of Health and Safety at Work Regulations 1999. Ensure they are available to the Supervisors and persons on site and that they are discussed fully and understood.

THE RESPONSIBILITIES OF THE SITE MANAGER

- Develop a strong concern for the safety of those that the Company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement Knowles & Associates Ltd's Health and Safety Policy with the objective of ensuring a safe workplace.
- Monitor, control and correct the Health and Safety actions of operatives and contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Health and Safety Policy is fully understood and implemented by them.
- Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- At the start of the project, provide a briefing and site specific induction on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.
- Ensure the general public are not put at any risk from Company operations.
- Ensure that adequate personal protective equipment is provided and worn when appropriate, replaced when damaged and is stored in an orderly fashion.
- Stop any unsafe or potentially unsafe working practices immediately and notify your Project Manager or a Director, of personnel who persistently breach Health and Safety rules.
- Ensure that a tidy workplace and storage areas are maintained and materials not needed are removed or stored in an orderly fashion and that heat, light and ventilation are adequate.
- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- Plant & Work equipment are to be maintained in a fit state. Ensure plant & equipment requiring repairs will remain safely out of use until such time as repairs that may be required are completed.

- Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary.
- Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to your Manager immediately after they happen. Ensure that any accidents are fully documented without delay.
- Use disciplinary procedures in consultation with a Project Manager on any employee or contractor who is careless with regard to their own or others safety and take steps to restrain persons from taking unsafe risks.
- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and where necessary, provided with personal protective equipment as required.
- Ensure that all employees and any sub-contractors receive company safety induction and safety awareness training before they start work on site.
- Ensure that all employees and any contractors under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.

The Foremen must also determine upon commencement:

- That all hazardous materials are properly marked, used and stored as outlined in the COSHH assessment and accompanying material hazard data sheet.
- That a tidy site and storage area is maintained and materials not needed on site are removed or stacked in an orderly fashion and areas of works barriered and adequate signage erected.
- The means for accepting deliveries and safe stacking of materials to prevent obstruction of access and egress routes.
- That arrangements are made between employees, sub-contractors and others at the work area to avoid confusion about areas of responsibility for Health, Safety, Welfare and emergency procedures.
- That adequate supplies of personal protective equipment are available and that it is used correctly at all times.
- That competent persons are available for the use and inspection of plant used on site and that competent persons are available for signalling, slinging and traffic marshalling operations.
- That each project under your control has adequate emergency procedures, firefighting equipment and first aid kit (and a trained First Aider or appointed person where required).
- That those areas of works that may be hazardous must have access barred. Ensure that where excavations remain open that they are in a safe condition with hand rails placed and notices displayed. Wherever possible, consideration must be afforded to backfilling excavations as soon as is practicable.
- To make a Director/Project Manager aware of any Health and Safety matters that are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR 2013 if applicable, and entered into the accident book on site and related to the head office. Introduce controls to prevent a similar situation in the future.

Above all else understand and accept that those whom you observe are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

Knowles Associates Limited has adopted both HS (G) 65 and the Du Pont principles of safety management as their safety management system. These include:

HS (G) 65

Plan

- Think about where you are now and where you need to be.
- Say what you want to achieve, who will be responsible for what, how you will achieve your aims, and how you will measure your success. You may need to write down this **policy** and your plan to deliver it.
- Decide how you will measure performance. Think about ways to do this, that go beyond looking at accident figures - look for leading as well as lagging indicators. These are also called active and reactive indicators
- Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- Remember to plan for changes and identify any specific legal requirements that apply to you.

Do

- Identify your risk profile
- Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.
- Decide what the priorities are and identify the biggest risks.
- Organise your activities to deliver your plans.
- - In particular, aim to:
 - Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues - develop positive attitudes and behaviours
 - Provide adequate resources, including competent advice where needed
 - Implement your plan
 - Decide on the preventive and protective measures needed and put them in place.
 - Provide the right tools and equipment to do the job and keep them maintained
 - Train and instruct, to ensure everyone is competent to carry out their work
 - Supervise to make sure that arrangements are followed

Check

- Measure your performance
- Make sure that your plans have been implemented, 'paperwork' on its own is not a good performance measure
- Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful
- Investigate the causes of accidents, incidents or near misses

Act

- Review your performance
- Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations
- Revisit plans, policy documents and risk assessments to see if they need updating.
- Take action on lessons learned, including from audit and inspection reports

Knowles & Associates Ltd shares the beliefs of Du Pont that:

- All injuries and occupational illnesses are preventable.
- Management is directly responsible for doing this, with each level accountable to the one above and responsible for the one below.
- Safety is a condition of employment, and is as important to the company as production, quality and loss control.
- Training is required in order to sustain safety knowledge, and includes establishing procedures and safety performance standards for each job.
- Safety audits and inspections must be carried out.
- Deficiencies must be corrected promptly, by modifications, changes in procedure, improved training and / or consistent and constructive disciplining.
- All unsafe practices, incidents and injury accidents will be investigated.
- Safety away from work is as important as safety at work.
- Accident prevention is cost effective. The highest cost is human suffering.
- People are the most critical element in the Health and Safety programme. Employees must be actively involved, and complement management responsibility by making suggestions for improvement.

All persons working on this development will ensure that safety will be of the utmost concern at all times and will assist all parties in achieving this standard wherever necessary.

Any breach of safety standards will not be tolerated and may result in dismissal from the development. The Health and Safety at Work etc. Act 1974, The Construction (Design and Management) Regulations 2015 and all other associated Acts, Regulations, ACOP's and Guidance Notes will be regarded as the minimum standards for this site with the aim of no lost time accidents or dangerous occurrences.

In an effort to achieve 100% success, Knowles & Associates Ltd will ensure that all operatives working on site receive a Health and Safety induction prior to commencing work.

Knowles & Associates Limited aim to generate a culture where everyone, irrespective of his or her position, realises that they have a part to play in ensuring that accidents are prevented.

7.0 KEY PARTICIPANTS

Function	Organisation	Address	Contact Details
Client	Domestic client – see below		
Principal Contractor	Knowles and Associates Limited	Unit 2, Silwood Park, Business Centre, Buckhurst Road Ascot SL5 7PY	Mr Alan Everett (Director) Tel: 01344 886 898 Mob: 07785 567978 Email: alan@knowles.uk.com
Principal Designer	T.B.C		
Architect	Vincent & Rymill	Wharf Road Camberley Surrey GU16 6PT	Mr Trevor Vincent Tel: 01252 834242 Email: trevor-vincent@sky.com

All Contractors not having previously worked for Knowles Associates Ltd are requested to submit a completed pre-qualification questionnaire prior to being appointed. Our Independent Safety Consultant will vet these questionnaires for Health and Safety competency.

Useful Contact Numbers

Telecommunications:

Supply Authority: BT
Telephone: 0800 800150
Emergency Telephone: 0800 800154

Environmental Agency:

Telephone: 0800 807 060

Nearest A&E Hospital:

Royal Free Hospital
Pond Street
London
NW3 2QG

Tel: 020 7794 0500
Emergency: 999

8.0 INFORMATION FOR CONTRACTORS

All Contractors on this project will be made aware of the risks applicable to them at the tender stage and again at the beginning of the Construction Phase. This information will be updated as and when changes occur and it will be the responsibility of the Contractor to ensure that this information is passed to all operatives under their control, i.e. employed, self-employed and other Contractors. Knowles & Associates Ltd will share this duty and as far as is practicable will give notice of changes to all concerned.

All Contractors will be made aware of this Construction Phase Health and Safety Plan before their commencement on site and will return similarly before commencement full method statements or risk assessments for any significant hazards. All documentation will be available for inspection by operatives in the Site Office and Knowles & Associates Ltd will be responsible for ensuring all information that may be required by others will be added to the plan. I.e. Health and Safety Policies, COSHH, Noise, PPE, Manual Handling Assessments, Statutory Inspection Registers, etc.

All site operatives will attend a full site induction upon entering the site for the first time. In addition the operatives will sign a register confirming that they have received the induction and accepted the Site rules.

Contractors will be instructed to carry out toolbox talks on a weekly basis. All toolbox talks must be documented and signed by the operatives receiving the toolbox talk. This information must be passed to the Knowles & Associates Ltd's management team for inclusion in their files.

9.0 DEVELOPMENT OF THE HEALTH & SAFETY PLAN

Knowles & Associates Limited management team, with the assistance of our Health and Safety Consultant, will throughout the life of the project, develop this Health and Safety plan. It will become a specific document which sets out the arrangements for securing the Health and Safety of all those carrying out the work and all others who may be affected by it.

While developing the Health and Safety plan Knowles & Associates Limited will identify the hazards and assess the risks at each of the main stages of the construction phase. We will also ensure the Safety Plan is kept up to date, modified and altered in the light of changing circumstances. Information from contractors will invariably mean parts of the Health and Safety plan will have to be amended and updated.

Reviews of parts of the Health and Safety Plan may also need to be made if there are design changes, unforeseen circumstances, etc. It is vital that such changes are notified to all those working on site who may be affected. Knowles & Associates will update, amend and modify as necessary the Safety Plan to address any Health and Safety risks associated with individual design elements modified during the works. To ensure at all times the Plan may be considered suitable and sufficient.

Our Independent Safety Consultant will review and verify the plan during their site inspections or prior to new works commencing.

10.0 CO-OPERATION & COMMUNICATION

All Contractors are required to co-operate fully with other parties with regards Health and Safety matters. If a contractor does not co-operate and co-ordinate his activities with others and / or prevents them from complying with their duties he is in breach of various statutory provisions. A warning will be given and action will follow should the situation not be rectified.

Knowles & Associates Limited will ensure all Contractors involved in this development are regularly updated with any changes in Health and Safety matters that may affect them by way of displaying any pertinent matters upon the Site Safety Notice Board.

The views of any person on site can be expressed directly to the appointed Site Manager. Knowles & Associates Limited will act on any reasonable Health and Safety request made by any individual.

Any breach of safety rules or standards will result in the operative responsible receiving a written warning with any further breach resulting in their immediate dismissal from site, unless the breach is severe, in which case immediate dismissal will take place.

11.0 EMERGENCY PROCEDURES

The projects emergency procedures as well as the site Safety Plan will be discussed during the site induction. This will include:

- raising the alarm,
- situation of fire extinguishers,
- when and how to tackle a fire,
- emergency escape routes,
- Assembly points.
- Call points
- First aiders.
- Fire marshals

These procedures together with a detailed plan/fire strategy will be prominently displayed throughout the site.

Knowles & Associates Limited shall ensure that an Accident Book is kept on site for recording all accidents and incidents. Any accident or incident which is governed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be recorded / reported by the injured party's employer.

All reportable accidents and incidents under R.I.D.D.O.R. will be immediately reported to our Independent Health and Safety Consultants who will notify the HSE and assist the Site Manager in the completion of form F2508 (A) in either hard copy or online formats.

Measures to secure the site and prevent unauthorised entry and procedures to ensure the safety of Visitors will also be undertaken.

12.0 FIRST AID

A suitably equipped First Aid Box will be available within the first aid rooms at all times.
The designated First Aider for this project will be: Mr Gediminas Paskalskis

Welfare Facility		Level of Provision					Shared	Non Shared
First Aid								
Personnel On Site	Appointed Person/Emergency First Aid at Work	First Aider	Nurse or Medic	Number of First Aid Kits	Sets of Additional Equipment	First Aid Room		
1-20	1	-	-	1	-	-	✓	
21-50	1	1	-	1	1	-		
51-100	1	2	-	1	1	-		
101-150	1	3	-	1	1	-		
151-249	1	4 or 5	-	2		1 Standard		
250-300	1	5	1	2		*1 Medium		
301-450	1	6-8	1	3		*1 Medium		
451-600	1	9-11	1	4		*1 Medium		
601-750	1	12-14	1	5		*1 Medium		
751-900	1	15-17	1	6		*1 Medium		
901-1050	1	17-19	2	7		*1 Large		
1051-1200	1	20-22	2	8		*1 Large		
1201-1350	1	23-25	2	9		*1 Large		
1351-1500	1	26-28	2	10		*1 Large		
1500+	CONSULT HEALTH AND SAFETY CONSULTANT							

13.0 WELFARE FACILITIES

Welfare Facility	Level of Provision			Shared	Non Shared
Sanitary Conveniences	<ul style="list-style-type: none">Separate provision for male and female personnel on the following basis.			✓	✓
	No. of Persons on Site	No. of WC's	No. of Urinals		
	1-25	1	1		
	26-50	2	2		
	51-75	3	3		
	76-100	4	3		
	101-135	5	4		
	136-170	6	5		
1500	44	34			
For every 35 persons above 170 on site an extra WC is required. For every 50 persons above 170 on site an extra urinal is required					
Washing Facilities	<ul style="list-style-type: none">Hot and cold running waterSupplies of soap and towelsWash basin, suitable for the immersion of the hand and forearm, on a basis of				✓
	No. of Persons on Site	Number of Wash Basins			
	1-25	2			
	26-50	3			
	51-75	4			
	76-100	4			
	101-135	5			
	1500	44			
For every 35 persons above 170 on site an extra wash basis is required.					
Drinking Water Supply	<ul style="list-style-type: none">A freely available supplyAdequate supply of clean cups or beakers			✓	

Welfare Facility	Level of Provision	Shared	Non Shared
<i>Accommodation for clothing and changing</i>	<ul style="list-style-type: none"> An adequate sized drying room for drying wet clothing, storing protective clothing i.e. Wellington boots, overalls and for changing clothing not being used during working hours will be provided for the expected number to be working on site. Lockers are recommended for the storage of day clothes. The heaters provided for drying clothing will be tubular electrical heaters with high temperature cut out and protected by a mesh guard to prevent direct contact with clothing. Separate changing facilities are required for men and women. 	✓	
<i>Rest Room/Area</i>	<ul style="list-style-type: none"> Facilities will be provided for taking breaks and meal breaks. The facilities must provide shelter from the wind and rain, be heated, fitted with tables and chairs with suitable back support. The rest facilities will be designated no smoking to protect non-smokers from the discomfort caused by tobacco smoke and where necessary suitable facilities for any person at work who is also a pregnant woman or nursing mother at rest. The rest facilities will have a kettle or urn for boiling water and means for preparing food, i.e. electric cooker or microwave oven. 	✓	
<i>Fresh Air</i>	<p>Contractors will be required to ensure adequate mechanical ventilation where;</p> <ul style="list-style-type: none"> Areas are not adequately vented naturally Or where excessive levels of unavoidable exhaust fumes from powered plant or process emission are present 		
<i>Temperature & Weather Protection</i>	<p>Contractors will be required to provide in exposed working environments;</p> <ul style="list-style-type: none"> Adequate means of temporary protection from inclement weather in addition to the provisions identified above. As a minimum tee shirts and long trousers will be worn during exposure to strong sunlight. 		

In addition to the above, consideration shall be afforded to the provision of sun screen within the welfare facilities where current weather conditions may give rise to a risk of exposure to UV radiation from sunlight.

14.0 Standard Setting

The contract works will be carried out in accordance with the following requirements:

N.B. The term "contractor" as used below shall be deemed to refer to all or any of the following: "Tenderer", "Works Contractor", "Sub-contractor", "Trade Contractor" or "Contractor".

Generally

All contractors and suppliers are to ensure that they are familiar with and have allowed for working within the relevant standards contained within the following publications:-

1. All relevant legislation, ACOP's & HSE current published guidance (available from HSE Books; tel. 01787 881165). Contractors are reminded of their duty to comply fully with the requirements of the Construction (Design & Management) Regulations 2015, including where relevant their duties as designers.
2. Construction Health & Safety Manual published by CIP (available from CIP; tel. 0870 078 4400).
3. Fire Prevention on Construction Sites, The Joint Code of Practice 9th edition (available from The Fire Protection Association; tel. +44 (0)1608 812500).
4. Relevant Health & Safety Guidance published by industry federations and associations (contact addresses contained in the Management of Construction Safety Manual, available from Croner Publications; tel. 0800 634 1700).
5. Relevant British Standards (available from BSI Publications; tel. 01908 221166).

Working Platforms

- 1 All scaffolds will have a visual inspection tagging system, which will also bear the date of the next inspection due upon it.
- 2 All mobile scaffold towers are to be of the aluminium type unless otherwise agreed with Knowles & Associates Ltd.
- 3 All persons erecting, altering or dismantling mobile tower scaffolds are to be trained and certificated.
- 4 Trestle scaffolds are not to be used on Knowles & Associates' site unless provided with a secured means of access and full all-round edge protection in accordance with the Working at Height Regulations 2005.
- 5 Step ladders will only be permitted subject to a specific assessment where preference is given to other working platforms assessed as safer e.g. mobile towers.
- 6 All hop-ups are to be purpose made, not makeshift.
7. Only CISRS accredited scaffolders are to erect any scaffolds (including all systems scaffolds) or lightweight towers over 4m.
8. All scaffolds to be erected and dismantled as NASC guidance TG20:13 (SG4:15).

Personal Protective Equipment

- 1 Safety helmets must be to BS EN 397 type 1. The wearing of safety helmets is mandatory.
- 2 Sensible and suitable footwear must be worn at all times. The wearing of steel toe cap and mid sole footwear is mandatory.
- 3 All safety harnesses are to be full body rather than belt type, unless the belt is attached to a fixed line acting as a limiter to movement and the limit avoids the risk of persons falling through any voids, holes or over any edges.
- 4 Where harnesses are used as the primary means of fall protection and it is necessary to disconnect lanyards to facilitate movement then 2 lanyards will be used.
- 5 High visibility vests are required to be worn in vehicle movement areas.

Tools & Equipment

- 1 All electrical tools, leads & equipment will be subject to 3 monthly PAT testing and shall be included within a register of testing retained within the site file.
- 2 Heavy-duty jackhammers will only be used if noise suppression systems are an integral part.
- 3 An additional labourer(s) will accompany heavy-duty breakers used in the horizontal position to ensure that daily vibration exposure levels are not exceeded.
- 4 Liquid Petroleum Gas Cylinders are to be moved on a proprietary trolley, which will have, an appropriate fire extinguisher attached.
- 5 All fuel and oxygen bottles are to be fitted with appropriate flashback arrestors.
- 6 All flexible gas lines are to meet the relevant BS.
- 7 All temporary protective coverings will be to LPS 1207.
- 8 Rubbish bins in offices, canteen and welfare areas will be metal.
- 9 All craft knives i.e. Stanley type are to have automatically retractable blades.
- 10 Halogen lights are not permitted to be used unless properly mounted on a rigid structure.
- 11 The use of gas ring and exposed electric element fires within welfare areas is prohibited.

Environment

- 1 A good neighbour policy/Considerate Contractor scheme is in force on all Knowles & Associates projects and all contractors will be expected to contribute positively to its success. Contractor's supervisors must enforce the site rules.
- 2 The provisions of any Section 60 or 61 noise restriction notice must be strictly observed.
- 3 Residual waste must not be washed into drains or watercourses.
- 4 No hazardous waste or containers may be dispersed of in general waste skips. Contractors will be required to remove all such waste themselves in an approved manner to a licensed tip.
- 5 Tropical hardwoods including plywood are not to be used. All timber and plywood must be obtained from sustainable sources (FSC Certified).
- 7 All plant and equipment must be well maintained to minimise environmental noise, maximise fuel economy and minimise emissions to the atmosphere.
- 8 Fires are not allowed on any Knowles & Associates Ltd's sites.
- 9 Lights and heaters should not be left burning overnight.
- 10 As part of Knowles & Associates' environmental stewardship programme contractors will be given credit, when tendering ideas for and commitment to:
 - Recycling of construction / demolition materials and paper
 - Minimisation of packaging
 - Minimisation of materials wastage
 - Minimisation of energy and water consumption
 - Avoidance of pollution

Arrangements

- 1 Each contractor is to allow for his or her operatives to participate in the site induction and at intervals hereafter should the nature of the site significantly change.
- 2 The contractor is to prepare a programme of toolbox talks and is to deliver them to all persons under their control.
- 3 All contractors' managers or supervisors will carry out daily briefings of their operatives prior to the start of work on the tasks to be undertaken, location, equipment, materials, personal protective equipment and safety considerations.
- 4 Unless otherwise agreed each contractor will arrange for a professional safety adviser to conduct a safety inspection at monthly intervals as a minimum, with a copy of the report submitted immediately following the inspection to Knowles Associates.
- 5 There will be a weekly inspection by Knowles & Associates Ltd's Site Manager for which all contractors are to make their most senior person on site available. Should the Site Manager thereafter have to instigate a further clean up then the costs of this will be borne by the contractor.
- 6 The contractor will maintain a representative on site who is available to receive and implement safety instructions from Knowles & Associates Ltd at all times when the contractor is undertaking work.
- 7 Fire extinguishers are to be serviced at not greater than annual intervals and visually checked weekly.
- 8 Knowles & Associates Ltd shall be responsible for the removal and safe disposal of its waste and surplus materials from the building, and the maintenance of a clean and tidy work area.
- 9 Knowles & Associates Ltd's Managers and their appointed Health and Safety Consultants have the authority to stop works if there is, or likely to be, contravention of the requirements of health, safety and environmental legislation. Failure to rectify the situation will entitle Knowles & Associates Ltd to make other arrangements and reimburse the cost.
- 10 Third party drawings and calculations for temporary works must be submitted to the appointed Structural Engineer and Temporary Works Designer for review and approval.

Competency and Training

The Construction (Design and Management) Regulations 2015 impose a duty on those placing contracts to make reasonable enquiries regarding the suitability of the contractors that they employ. Such enquiries include checks of competency and training. We support a number of registration schemes and it is required that appropriate trades skills certificates, or an approved alternative, are provided to Knowles Associates on request. These certificates shall confirm that the employee is - Fully Trained, Competent and Authorised.

Knowles Associates recognised competence based registration schemes are:-

1 Construction Skills Certification Scheme (CSCS)

Occupations to be covered:

Construction operative:		
General Construction Operative		

2 Construction Plant Certification Scheme (CPCS) - Construction plant operators

Not applicable during these operations

3 UK Register of Electricians, NICEIC Registration

4 UK Accreditation Service for Gas Installers (GAS SAFE Register)

5 JIB Plumbing Registration Scheme

6 JIB Electricians Scheme

7 Scaffolding Registration Scheme (CISRS)

8 Other plant operator schemes will be assessed by Knowles & Associates Ltd on an individual basis, but should be identified by the contractor with the tender if the CPCS scheme is not to be adopted. Knowles & Associates reserves the right to refuse non-CPCS schemes.

9 Trades not covered by the above schemes should be assessed on the basis of the employer's in-company skills and safety training, i.e., steel erection. It will be a requirement that all operatives undertaking skilled tasks have the appropriate skills training as described above or as deemed acceptable by Knowles Associates.

Supervisors / Site Managers – All contractors Site Managers and supervisors must have attended a CONSTRUCTIONSKILLS 5 day Site Management Safety Training Scheme course or equivalent or suitable courses acceptable to Knowles Associates.

All Site Personnel: - Will attend a site induction course before commencement on site. Refresher Training will be given if and when deemed necessary by Knowles Associates.

Proof of training: - The original certificates of training / CONSTRUCTIONSKILLS cards must be presented by each individual person to Knowles Associates for approval prior to their commencement on site.

15.0 INFORMATION & TRAINING

Knowles & Associates Ltd will ensure that all their employees have at least the minimum Health and Safety training prior to commencement of the project.

The Site Manager and Site Supervisory personnel will monitor training requirements during the construction phase of this project.

Any work requiring specific training or competence will require proof of training certificates prior to work commencing.

Our Independent Safety Consultant will assess the level of training required for specific tasks.

All hire companies; material supplier's etc. will ensure adequate Health and Safety information is made available for all materials being used on site.

Statutory notices will be displayed in prominent positions and will include the "Health and Safety" Law poster, a copy of the F10 (rev), Employers Liability insurance certificate, site rules and emergency information.

Warning signage will be displayed around the perimeter of the site or high risk areas, warning of potential site dangers.

16.0 HSE NOTIFICATION / HEALTH AND SAFETY FILE

The Principal Designer/CDM advisor to the Client has submitted notification of the project to the Health and Safety Executive.

Knowles Associates' will ensure information required by the Principal Designer for inclusion in the Safety File is collated from all parties and relayed back to them. Assistance will be afforded to the Principal Designer when necessary to ensure the production of the Health and Safety File upon completion of the project.

A copy of the F10 Notification is included below: -

17.0 ARRANGEMENTS FOR MONITORING

It will be the responsibility of the Site Manager to monitor the agreements with Contractors to ensure they are undertaking their activities in a safe manner.

The Site Manager will then ensure site operations comply with the agreed methods of work. The Site Supervisors have the ability to comment on a Contractors approach to safety and compliance with agreed methods of work using a warning notice.

18.0 Design Changes & Management of Information

Where there is any requirement to review existing design information then this will be formally undertaken and any design changes subject to the approval of the Principal Designer/ CDM Advisor to the Client. Any design change information will therefore be issued following such approval and issued to all relevant parties by way of a formal document transmittal process so as to ensure that the latest information remains available and that construction operations remain unaffected so far as is reasonably practicable.

19.0 The Health and Safety File

All necessary information relating to the nature of the construction work, including any information or manufacturer's literature relating to the installation of pumping and alarm systems, waterproofing methods and materials, as built information, installed services, testing and commissioning certification Etc will be retained on site and collated in preparation for hand-over upon practical completion to the appointed Principal Designer/ CDM Advisor to the Client for inclusion within the Project health and Safety File.

A suitable number of A4 Lever Arch Files will be provided on site for the collection and maintaining of any such information.

Where requested, the information shall be scanned and stored electronically onto an automatically backed up hard drive for ease of retrieval.

METHOD STATEMENTS RISK ASSESSMENTS, COSHH 2002 PHOTOGRAPHS

Front & rear elevation



Existing Front View

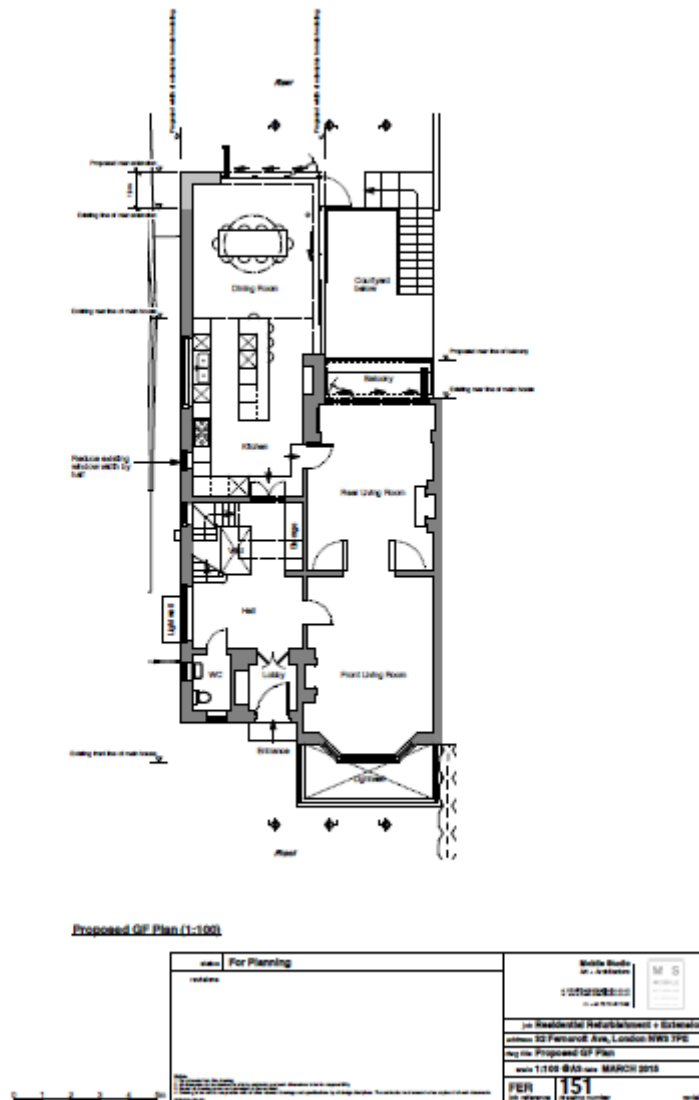


Existing Rear View

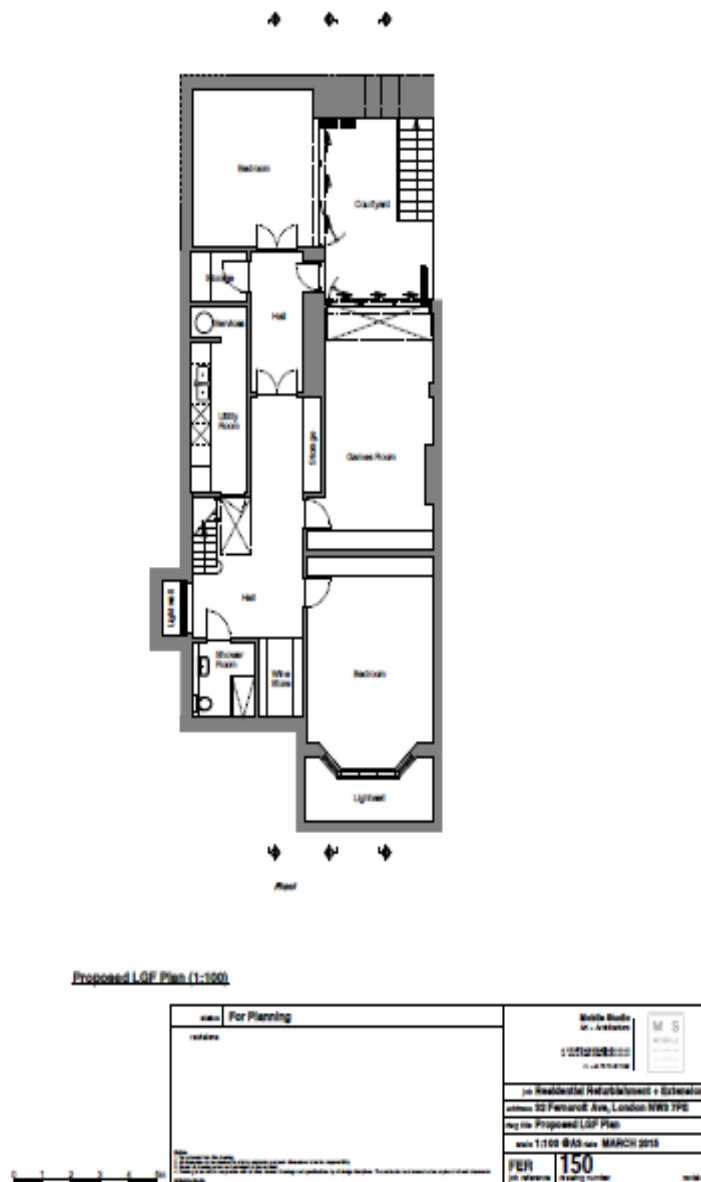
Existing Images (NTR)

name For Planning address 		Mobile Number or e-mail 01753 610000 01753 610000 01753 610000
on Residential Refurbishment & Extension address 10 Perceval Ave, London NW3 7PB from the Existing Images www.NTR		date MARCH 2015 PER 015 job reference drawing number

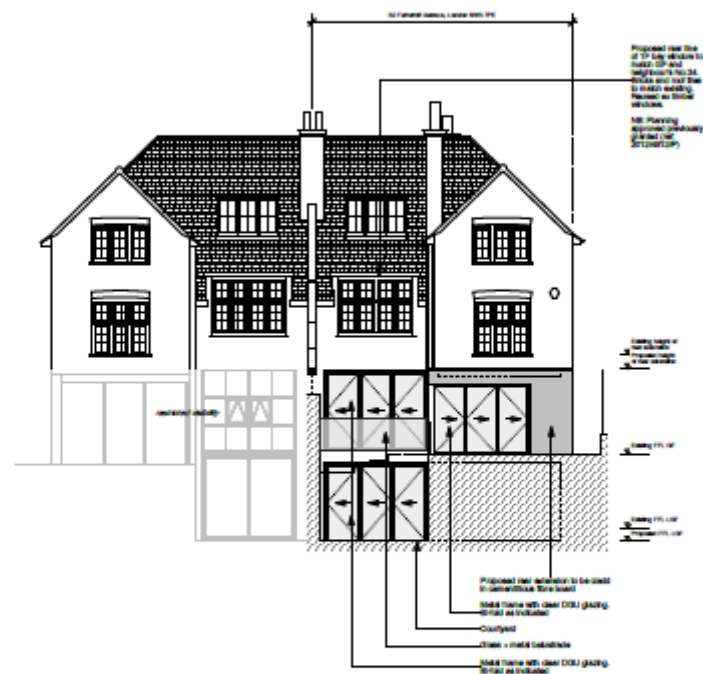
Proposed ground floor



55 Knowles | Unit 2, Silwood Park Business Centre | Buckhurst Road | Ascot | SL5 7PY
T: 01344 886 898 | Email: info@knowles.uk.com | | 12.12.2016 |



Rear elevation



Proposed Rear Elevation (1:100)

	FOR PLANNING 1. DATE 2. TIME 3. LOCATION 4. REMARKS		Mobile Study 5. DATE 6. TIME 7. LOCATION 8. REMARKS	
	FOR PLANNING 9. DATE 10. TIME 11. LOCATION 12. REMARKS		Mobile Study 13. DATE 14. TIME 15. LOCATION 16. REMARKS	
	FOR PLANNING 17. DATE 18. TIME 19. LOCATION 20. REMARKS		Mobile Study 21. DATE 22. TIME 23. LOCATION 24. REMARKS	
	FOR PLANNING 25. DATE 26. TIME 27. LOCATION 28. REMARKS		Mobile Study 29. DATE 30. TIME 31. LOCATION 32. REMARKS	

Mr Robin Knowles of Knowles Associates has checked this Health and Safety Plan on 24th October 2016 and confirms that Knowles & Associates Limited will provide Health and Safety resources and procedures in accordance with this document.

Mr. Robin Knowles

On behalf of Knowles Associates Limited