



**ORBITAL**

## **Health and Safety Plan**

In pursuance of the Construction Design and Management Regulations 2015



**1 St Marks Crescent  
London  
NW1 7TS**

**Rev: 1.0**



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This plan will form part of our site safety folder which includes all the relevant management documents, inspection reports and induction records. It will be managed and controlled by the local site manager with support from his site safety representative.

## **DOCUMENT CONTROL**

This Construction Phase Health and Safety Plan will be regularly reviewed and updated as necessary throughout the duration of the construction phase. The OBL Contracts Manager is responsible for ensuring the CPP is kept up to date through the construction phase.

Revision	Date of Revision	Revised By	Reason for Review
Initial Draft		MSA	Initial Draft

## 1 Introduction

This Health and Safety Plan has been produced in pursuance of the Construction (Design and Management) Regulations 2015. Orbital Basements recognise that due to the nature of the works and the high degree of risks involved this document has been produced with a view to offering a description of the works and the primary risks involved.

This document is therefore intended to provide an overview of the project, identification of its most significant risks and information on the emergency procedures and other safety critical elements for the benefit of all involved. All works will be undertaken in accordance with the method statement provided in appendix 5 and the temporary works design notes provided in appendix 11.

## 2 Nature of Project

**Project Address:** 1 St Marks Crescent

**Client:**

**Start Date:** December 2019

**Programme:** 40 weeks

**Document Compiled By:** MSA (Safety) Ltd

**Site Foreman**

**Contracts Manager:**

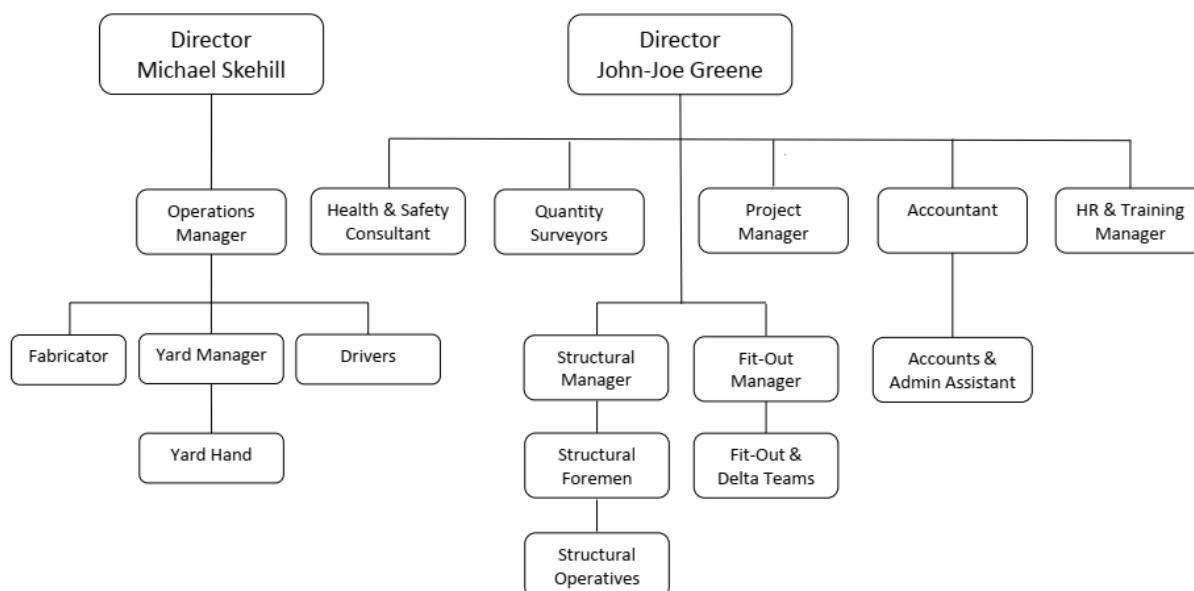
**Architects:** Jonathan Freegard Architects

**Structural Engineer:** Conisbee Consulting Structural Engineers

**Health and Safety Consultant:** MSA (Safety) Ltd

**Brief Scope of Works:** New basement excavation.  
The Project exceeds 500 person days and is notifiable to the HSE.

### Organisation:

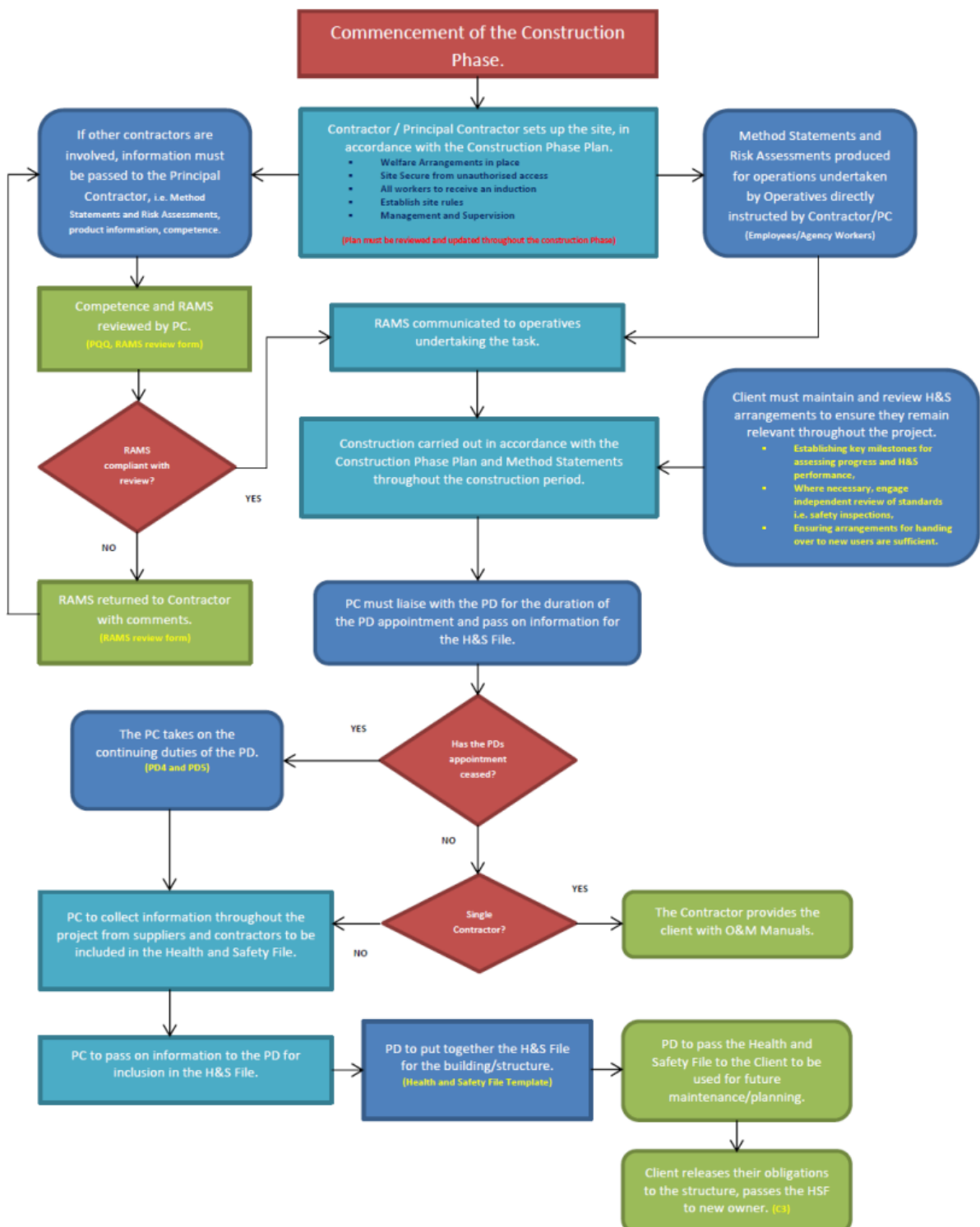


### Project Health and Safety Goals;

- To target zero for harm to public; personnel; plant and the environment
- For safety to be number one priority and an integral part of everyone's role and responsibilities
- To adopt a proactive approach in identifying and solving potential health, safety and environmental issues
- To ensure that the design and construction of the works minimise the hazards to the public and others

- To ensure that the public and adjoining properties are not exposed to significant additional health and safety risks and that disruption is reduced to the minimum
- To ensure that the contractors constructing the works have sufficient competence; resources and information to carry out the works safely
- Ensure the project is subject to a health, safety and environmental audit by a competent appointee on a minimum 2 weekly basis.
- Ensure all personnel are satisfactorily skilled in the use of the English language, or supervised by someone who is, to ensure adequate awareness in respect of the requirements of health & safety standards.
- Ensure all personnel are CSCS card holders or are registered on an authorised scheme to obtain their CSCS card including obtaining the relevant NVQ skills training level where necessary.
- To ensure that all operatives working on the project are DBS approved.

### Management of the Construction Phase:



### 3 Existing Environment

1 St Marks Crescent is an existing three storey end of terrace house with an attic floor. The site is located in a residential area of North London, between Primrose Hill and Camden Town. The site back onto the Regents Canal.

#### Asbestos

A refurbishment and demolition survey has not been undertaken for the project. MSA (Safety) Ltd have advised Orbital that a refurbishment and demolition survey is required before significant strip out and construction works are undertaken.

Observation by the site management and the safety team will be ongoing throughout the project with a view to identification of any possible untested/suspected Asbestos Containing Materials (ACM's) during the construction phase.

Should any materials be discovered in addition to the above that cannot be managed or require disturbance by the works, a full test and correct removal will occur including the statutory notification to the HSE. All removal works will be carried out by a licensed contractor and in accordance with the HSE's advice in their publication "Asbestos Essentials - task manual". This publication is available from HSE books, ISBN No: 0-7176-1887-0.

#### Site Security and Access

All measures will be undertaken to ensure the site is secure. We will operate our own site sign in book and Induction procedure for any individual who may enter our area throughout the duration of our works. Operatives working on the project will ensure the attendance register is maintained on a minute-by-minute basis.

The site will not be occupied during the works.

#### Existing Information:

There are no historical drawings or other record information of the existing property made available by the client. A limited Geotechnical survey is available within appendix 3.



## **4 Traffic Management (Vehicular Movement, Deliveries and Parking)**

### **Description**

The project is subject to an approved traffic management plan agreed with the local authority. This information is contained within Appendix 7.

## **5 Environmental Considerations**

### **Noise and Vibration**

Sufficient procedures will be adopted with regards to noise and vibration exposure of employees in accordance with Orbital Building Company's Health and Safety Policy. We hold a set of vibration and noise data in our safety folder and this identifies trigger times for each tool used and noise protection requirements.

Environmental Noise and Vibration, in particular with regards to the restrictions placed on the works by the Party Wall agreement, will be kept to the times and durations specified within the Party Wall Award in order to minimise disturbance to the neighbouring properties.

Normal site working hours shall be 0800-1800 Monday to Friday. Work shall be avoided as far as practicable on Saturdays except where programme requirements dictate them necessary. Working hours shall only be between 0800 and 1300 on Saturdays.

## **6 Drawings**

Current existing Drawings are located within Appendix 2. Up to date drawings are to be stored on site, any revisions will be clearly marked as such. Should any changes be required to dimensions, positions of underpins, size and location of Steelwork or any other design related items, the changes must first be approved by the Designer and the engineer must be informed in accordance with provisions on the drawings.

The Foreman and trade companies must be aware that any input into design carries duties under the Construction (Design and Management) Regulations 2015 and should be avoided unless approved by the operations director and/or the designer. Where possible, safety critical elements of the design will be listed on the drawings themselves through annotations and notes.

## **7 The Design**

### **Significant Hazards Associated with the Works**

In addition to standard site hazards, the following have been identified as special hazards attached to this project:

- Stability Monitoring
- Temporary Works
- Underpinning Excavations
- Confined Spaces
- Scaffolds and Sheeting Design

The above will require site specific risk assessments and method statements to be carried out, either by Orbital Building Company if the activities are to be carried out by employees, or by the subcontract trade company if otherwise. Initial assessments can be found within this file, these will require constant review by the site manager and contract manager.

### **Contractors Design**

OBL is required to inform the PD in advance of any design work that is to be carried out by ourselves or other contractors during the construction phase. Information to be provided shall include the key staff name and contact details for each package of design. All such design will be prepared in accordance with CDM Regulations and will follow the principles of prevention. The PD will be given the opportunity to attend all design team/review meetings.

### **Design Changes**

During the construction phase we shall inform the PD of any unforeseen eventuality resulting in a substantial design change, any proposal to depart from the established principles of the design or assumptions, any change to information for inclusion

in the Health and Safety File. We are required to agree with the PD proposals and changes, such as described above and to the extent that they affect design, prior to their implementation.

## **8 Selection and control of sub-contractors**

Sub-contractors are expected to work to the method of works and associated risk assessments produced specifically for this job. As a general rule contractors will be selected from our approved list of supply, however where contractor cover for a works package is not covered by our approved contractors, they shall be subject to competence assessment as detailed below and may be added to our approved list upon successful completion.

### **Contractor Competence**

It is of paramount importance that the Company employ only competent sub-contractors. OBL will endeavour to 'vet' contractors prior to placing sub-contract orders. The Contracts Manager & Project Manager will discuss whether the sub-contractor is competent and will undertake a responsible attitude to Health and Safety. Each contractor will be subject to our Sub-Contractor competency questionnaire and will include detailed questioning on the company attitude and outlook to health and Safety, their Insurances, Policy, Safety Record and Review of the contractors method statements and risk assessments. We will also request information regarding previous HSE actions and ask for external accreditations such as CHAS, Safe Contractor and EXOR (etc).

### **Risk Assessments and Method Statements (RAMS)**

Any contractors on site will be expected to provide their own risk assessments and method statements for their activities. This documentation shall be in place before the subcontractor starts on site and will be used to measure their Health and Safety performance throughout the duration of the project.

RAMS documentation shall be in place before the subcontractor starts on site and will be used to measure their Health and Safety performance throughout the duration of the project. OBL will ensure all required evidence of competence, insurance and Method Statements, Risk Assessment and COSHH information is available before any contractor is allowed to start on site.

### **Review of Method Statements:**

Each contractor RAMS will be subject to a "10 point review" system. The Review sheet can be found within Appendix 8. The Project manager will be responsible for operating this review system, with external help from MSA (Safety) Ltd if requested. Copies of RAMS for each works package will be kept on site within the site safety folder faced with the relevant review sheet for inspection. OBL reserve the right to prevent the start of any activity should the RAMS not represent the standard we expect from our Contractors.

### **Evidence of Individual Competence:**

As a minimum, all operatives on site will be required to hold CSCS and Asbestos Awareness certification. Additionally, CPCS certification will be required for plant operators on site, and suitable training certification will be requested for Banksman appointed for delivery and vehicle movement operations. Furthermore, those mounting and using abrasive wheels will require evidence of training. All other trades will be expected to provide evidence of training received by their employees specific to their activities, for example CISRS Scaffolding competence. Training certifications will be obtained and compiled into the site safety folder as part of the initial site induction process. We reserve the right to prevent or halt the activities of any operative unable to produce suitable evidence of Health and Safety training.



## 9 Site Wide Elements

### Fire Detection and Alarm

There is no provision for providing a powered fire alarm system within the existing building. Alarm media will be mounted upon fixed fire points consisting of a Fire Bell. Additionally a Klaxon will be available to the site manager for raising the alarm in the event of an emergency and triggering a site evacuation. These details will be communicated to all site personnel via a comprehensive site induction.

### Fire Extinguishing Media

Adequate fire extinguishers will be supplied and located in strategic locations in and around the property.

Additionally, fire extinguishing media will be sited within the site welfare facilities. The fire points will be inspected on a weekly basis by the site manager and these inspections will be recorded within the operational site safety file.

### Hotworks

Any operative carrying out hot works such as cutting, welding and soldering, including any bituminous works will be expected to have their own extinguishers with them while working and will be provided with a daily hotwork permit. Cutting will cease 1 hour before the end of the day and the workplace checked before closure for smoulders or possible sources of ignition.

### Noise and Vibration

Works are not expected to produce any significant noise or vibration risks. Majority of the tools will be hand held battery tools.

### Electricity on site

Access lights running in principle escape route areas will be back-up powered emergency lighting. The appointed electrical contractor will provide the site manager with a temporary electrical installation certificate for any temporary site supply. This will be kept in the operational site Health and Safety Folder.

110v or battery powered tools will be used at all times. 240v power is to be avoided by site workers, however a 240V supply will be fed to the canteen for welfare appliances and a Battery Charging station, protected back at the mains board with an RCD.

Users of electrical tools are expected to ensure that their equipment is safe and adequately tested. Battery powered tools are preferred, particularly in areas where leads would otherwise cause a tripping hazard.

### Confined Spaces

Before work commences, the Site Foreman must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered. Entry into any Confined Space will be carried out under the conditions formed as part of the Company Confined Space Entry Permit (OBL\_SMS\_021). Method statements must be prepared before any work in confined spaces can commence.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc. The Site Foreman will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

### General Safety Requirements;

PPE use will be applied appropriately but as a minimum we expect Head Protection, Hi-Visibility tabards, Steel toe-cap protected safety footwear and FFP3 dust masks where deemed appropriate to the task (i.e. where operations are dust generating). Waste materials will be collected regularly and removed. Waste shall not be allowed to build up to generate a possible fire loading. The site foreman is to ensure throughout the operations that the floors, working platforms and other structures are not overloaded. Wherever possible manual handling shall be mechanised. Where manual handling issues are significant, a site specific manual handling assessment shall be undertaken by the site foreman in liaison with the contracts manager to determine suitable additional controls. Details of the COSHH assessment relating to the generation of concrete dusts will be communicated to operatives. Wetting down techniques will be employed.

**Use of Pneumatic Tools, Compressors and high pressure lines;**

Pneumatic FL22 breakers will be used for major breaking and some excavation works. In all cases the foreman/contracts manager is to ensure that the exhaust fume arising from the compressor cannot leach into the excavation area and is suitably ventilated away from site in a manner as not to cause a nuisance to members of the public or neighbors. Flues will be utilised where necessary. All tools will be inspected for integrity before use by the operator. Whip retention straps will be utilised at all hose intersection and between compressor, tool and hose joints.

**General Work at Height Strategy**

Works at height will be undertaken from Mobile Aluminium Scaffold towers. MASTs shall be used in accordance with OB health and Safety Policy i.e. erected in accordance with manufactures information by PASMA trained operatives, inspected before first use and after any significant alteration or adaption and in any case at periods no longer than 7 days. MASTs will be set up below the structure being worked on and the structure will be removed in a sequenced manner from below, ensuring that items are removed safely and without the risk of falling materials. Where required, temporary support may be needed as determined by the foreman/contracts manager (i.e., when removing floor joists). Materials shall never be thrown from the MAST. Where edge protection is formed, Handrails will be set at 950 height and be fitted with 150mm high toe boards (minimum) and an intermediate handrail to ensure that there is no gap greater than 470mm.

**Stability Monitoring**

Structural integrity is to be monitored by OBC Foreman and Contracts Manager throughout the duration of the structural installation. Before the works commence, collate a photographic record of the existing conditions. As a minimum inspections will be carried out during all propping operations and following removal of temporary support. If problems are identified and movement or similar issues arise we will cease works immediately and assess the extent of the movement. If the problem is considered to be of sufficient concern we will cease works and call in our structural engineers for advice on remedial action.

**Inspections of Temporary Works**

Temporary Works are to be installed as per the drawings and sequence provided by the Temporary Works Engineer. Following installation of temporary works, the Temporary Works Co-ordinator will inspect the installation to ensure it is in accordance with the design and will permit the structure to be loaded. A record will be made within the Temporary Works Register. The Temporary Works Co-ordinator will carry out regular inspections of the works at maximum intervals of 7 days and a record made in the register. Following the completed demolition and installation of the permanent support, the temporary works co-ordinator will inspect and permit the removal of the temporary works.

**General Safety Requirements for Underpinning works;**

Edge protection consisting of 4" x 2" timber posts, double handrails and toeboards will be erected around the top of all excavations. Suitable access will remain in place within the shaft at all times. If deemed necessary, i.e. if there are dewatering issues on this project or if any other significant risk is identified, confined space measures may need to be employed for rescue purposes. The safety consultant will be contacted if this is the case to produce a site specific confined space risk assessment to identify the appropriate controls. The temporary works co-ordinator will ensure the shoring provided for each underpin excavation is constructed in accordance with the temporary works design before allowing an operative to enter the excavation. This inspection will be recorded in the excavations register. The installation will be further inspected by the temporary works co-ordinator on a shiftly basis and a record of this inspection made within the excavations register. The requirements of the COSHH assessment relating to concrete materials will be applied during the concreting, dry-packing, brickwork and pointing operations. Operatives will wear impermeable gloves and be instructed to wash any mortar from exposed skin promptly.

## **10 Welfare Facilities and First Aid**

Welfare facilities will be supplied by Orbital Basements in accordance with the current regulations. Welfare and office arrangements will be organised, canteen/toilet arrangement and drying area as required. This will be sited at the rear of the Building. First Aid facilities will be provided by Orbital Basements within the site office. The site manager will be trained in First Aid and will be the nominated person for this site. The foreman will be trained in first aid (full) to provide cover for the manager in the event of absence. The second in command will provide the third tear of support (FA emergency training – up to 10 operatives).

## **11 Statutory Notices**

The following Statutory notices will be displayed on site:

**F10 Notification**  
**H&S Law Poster**  
**Certificate of Employers Liability Insurance**

And as part of the site specific Health and Safety File:

**Construction Phase Health and Safety Plan**  
**Specific Method Statement and Risk Assessments**  
**Accident Book**

## 12 Communication and Co-operation

We will ensure that the Site Manager co-ordinates site Health & Safety with all contractors working on the site. It will also be necessary for the Site Manager to co-ordinate activities with suppliers and contractors. This will typically take place on a daily basis via a brief informal meeting and will include an indication of necessary access requirements etc.

### Inductions

Everyone who works on the site will receive a site safety induction from the site manager/foreman. This will enable the site manager to communicate any site-specific risks and the site rules. Information on Emergency Procedures will also be included in the induction. The content of the Induction and procedure for operating it can be located within Appendix 12.

Signage indicating the need for inductions will be erected. All personnel entering the works will be required to sign in on a daily basis. The site manager is responsible for ensuring all bodies on site are signed in and inducted and have read and understood the site rules.

### Communication of Risk Assessments and Method Statements

It is the responsibility of each contractor to communicate the provisions of their safe system of work to the operatives affected by it. Orbital Building Company Ltd will keep records of this communication and each operative will confirm that they have read and understood the provisions at the time of the site induction.

### Consultation with Employees

Under the requirements of the Health and Safety (Consultation of Employees) Regulations 1996 and in accordance with our current H&S policy, OBL shall consult with employees or their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, eg the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements;
- arrangements for getting competent people to help them comply with health and safety laws;
- the information given to our employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and the health and safety consequences of introducing new technology.

The importance of involving workers in decisions about health and safety is a vital element to securing health and safety in the construction industry. OBL recognise that as a company we have a duty under CDM 2015 to involve the workforce in matters of health, safety and welfare.

As a result, OBL shall consult and engage with the workforce to ensure that measures for their health, safety and welfare are developed, promoted and checked for effectiveness. Consultation must be carried out in a timely manner.

Effective worker involvement will develop from effective consultation and cooperation between the principal contractor and other contractors on site. The following techniques help in achieving this:

- commitment by managers to lead by example, to provide the resources and
- set the standards of health and safety expected;
- implementation of a range of ways to communicate, ensure cooperation with
- and consult the workforce in managing health and safety; and
- collecting evidence that worker involvement is effective and that cooperation
- between contractors is effective.

The construction workforce should also have access to, and be able to take copies of, any information the principal contractor has which may affect their health, safety and welfare. The exceptions to this are set out in regulation 14(c)

## **13 Site Rules**

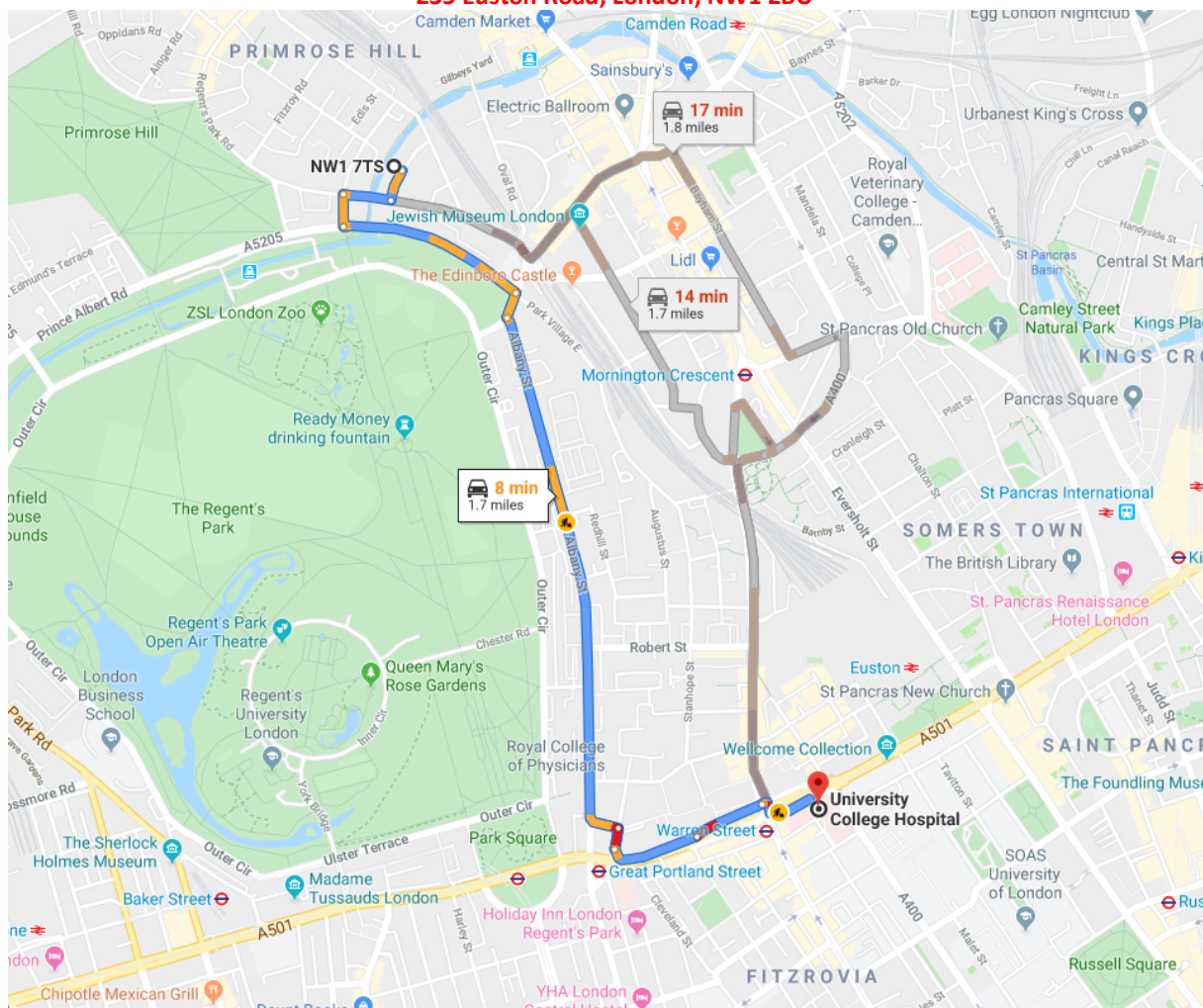
- 1. Use Personal Protective Equipment when specified ie. Head Protection, Hi-Vis clothing and Safety Footwear. Use eye and ear protection when a specified hazard is identified in a COSHH or Risk assessment and as directed by signage. All PPE must be kept in good condition and maintained. Report any problems to your foreman or supervisor.**
- 2. Do not disturb asbestos containing materials (ACM's) if you suspect a material or find a warning label inform your supervisor immediately. Check with the foreman if there are ACM's in your working area.**
- 3. Ensure you read and understand the contents of Control of Substances Hazardous to Health (COSHH) assessments for materials you use on site. Do not store flammable liquids/substances on site without the written authorisation from the Principal Contractor.**
- 4. Do not work near live services unless a safe method of work has been agreed and authorisation given. All electrical equipment used on site shall be 110v or battery operated, properly tested and in serviceable condition. Watch for trip hazards created by trailing leads.**
- 5. Do not work in any excavations unless it is adequately supported or battered back and safe access is available.**
- 6. If you are required to work near edges where you can fall ensure that edge protection is fitted.**
- 7. Only use ladders that are in good condition, tied and extended sufficiently (5 rungs approx.) past the step off point with suitable hand-holds.**
- 8. Do not use any plant/equipment that is defective and report any defects to your foreman/supervisor. Do not use any plant unless you are trained and authorised to do so.**
- 9. No parking, unloading or other operation shall obstruct the other occupiers/users access and egress. Only use designated access routes. Large vehicles and plant should be guided by a trained banksman.**
- 10. Ensure you follow the sites Fire Evacuation Procedures in an emergency. Any fire protection measures on site must be maintained at all times. These are displayed in the canteen and site office and included within Induction Talks.**
- 11. All Hot works to be agreed with site management and a permit issued prior to starting work. If you require a fire extinguisher for your work, see your foreman / supervisor.**
- 12. A safe system of work will be adopted by all operatives, in accordance with Method Statements and Risk Assessments provided by your Employer.**
- 13. Keep your work area tidy and place waste/debris in suitable containers/skips.**
- 14. Welfare facilities have been provided for the comfort and safety of all on site. Please ensure that these facilities are properly used and NOT abused. Smoking is not permitted.**
- 15. The site should be left in a secure state at the end of each working day. Safety notices should be clearly displayed and maintained.**
- 16. It is essential that you report ALL accidents and ensure first aid is given, even for minor injuries. Report accidents/incidents to the site manager immediately. Ensure the accident book is completed.**
- 17. Strict adherence to OBL's Drugs and Alcohol Policy will be enforced.**

## 14 Emergency Procedures

**The closest known accident and Emergency Hospital to the site is University College Hospital.**

**Telephone: 02034567890**

**235 Euston Road, London, NW1 2BU**

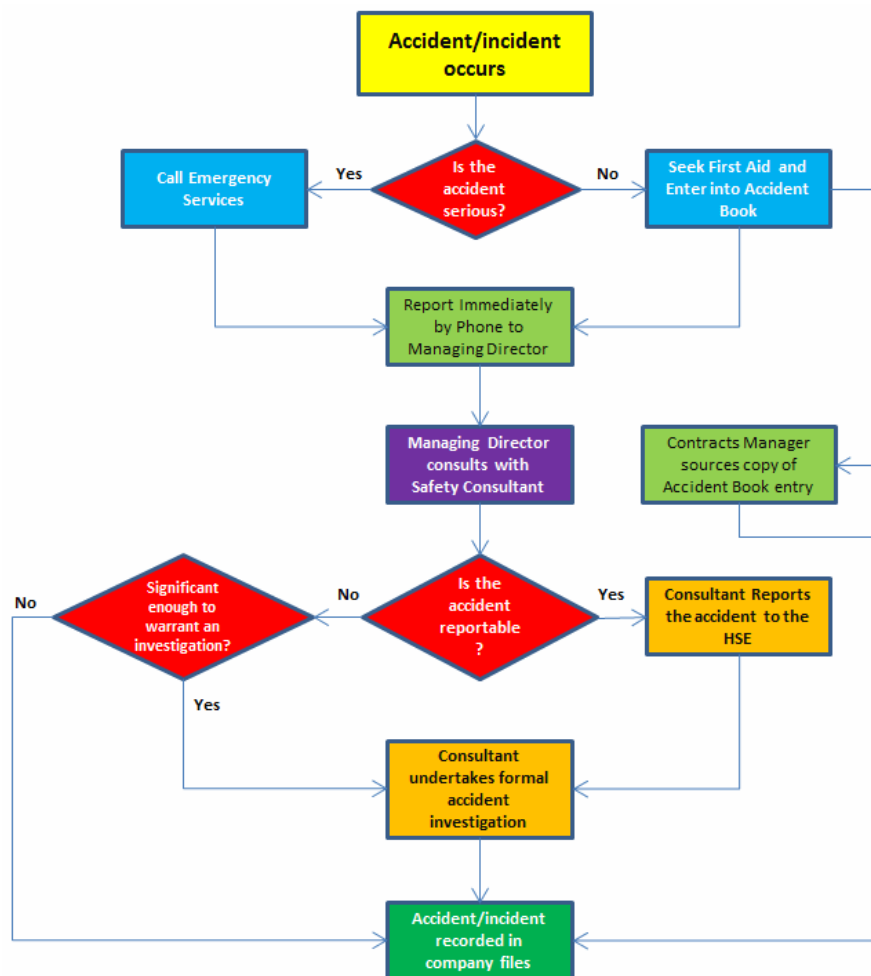


**Please display the map to the hospital on the wall of the canteen.**

### **Accident Reporting Procedure (RIDDOR)**

All operatives, either directly employed by OBC or Sub-Contractor or Agency operatives on site have a role to play in reporting accidents efficiently and effectively and the company will actively promote the reporting of accidents that occur in the workplace. The site induction procedure will cover the requirement to report all accidents or near miss incidents to the Foreman by the fastest possible means.

All accidents, be it in the office or on a site, however minor, will be entered into the accident book. It is important that if an accident occurs on site, then it is reported to the Foreman who can ensure that the accident is recorded. It is then the duty of the Foreman to inform the Contracts Manager of the accident and return the form back to head office for further consideration/investigation where necessary.



### Accident and Incident Investigation

OBC recognise that any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees, contractors and visitors.

In order to learn more from accidents that take place the company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them. Each circumstance will be different however; accident investigations will usually lead to a change in the risk assessment or even policy arrangements. Investigations will include employee interviews, statements and site visits. Our safety consultant may be called in to assist in this and will investigate all RIDDOR reportable accidents and incidents.

### Accident Records

Records of accidents and incidents will be held in accordance with the OBC Health and Safety Policy.

### Fire Emergency Procedure

Generally, in the event of a fire on site, the alarm is to be raised by ringing the nearest fire bell mounted on a fire point located at strategic positions as marked on the fire plan. The person locating the fire must then report the fire immediately to the Foreman by the fastest possible means. The Foreman will confirm that the fire is present and will call 999 and alert the emergency services.

If the fire is small and can be controlled, fire extinguishing media will be deployed to attempt to extinguish the fire. If the person who identified the fire is not confident on his ability or the fire is of a size that would put persons at risk, the person who located the fire should immediately evacuate to the local muster point. The Foreman will evaluate the situation and if required will co-ordinate the emergency evacuation measures.

Upon hearing the fire alarm bell, all operatives will make safe all machinery and power tools then calmly evacuate the site to the site muster point. This will be identified on site in the site induction and signed appropriately. Our

Foreman will take a copy of the site sign in register and undertake a roll call to ensure the complete evacuation of site to relay to the site and/or the emergency services.

No re-occupation of the site is to take place until the all clear has been given by the Fire Warden and/or the Emergency Services.

#### **Asbestos Incident Procedure**

In the unlikely event of an Asbestos incident on site, either the uncovering of a suspected ACM that has not been previously identified, or any other incident involving ACM that may have been disturbed, the following emergency procedure will be put into place;

- Works in the area will stop immediately and the area will be sealed off.
- A sample will be taken of the material by a licensed contractor to confirm its content and from this a risk assessment will be undertaken with assistance from our safety consultants to determine the most appropriate course of action.
- If the material has been disturbed with the potential to release fibre into the air, any operative that may have been exposed will proceed to the welfare arrangements and decontaminate themselves, including the removing of clothing. The welfare facilities will need to be sealed and decontaminated by a licensed contractor.
- The area where the suspected incident occurred will be sealed and all accesses taped up with Duct tape and signed with Asbestos warning signage.
- A licensed contractor will be employed to undertake an air test of the suspected area and provide a certificate of reassurance.
- If the air test comes back as positive, or it is confirmed by other means that the material contains asbestos, a sample of the material will be taken for analysis and the licensed contractor will be instructed to undertake decontamination of the area as soon as possible under controlled conditions.
- The area will only be re-occupied upon receipt of a certificate of reassurance indicating that the levels within the area are <0.01 f/ml.
- Our Health and Safety Consultants will be consulted to advise on the need to notify the incident as a Dangerous Occurrence under RIDDOR.

#### **UXO Incident Procedure**

There is a low risk of UXO Hazard on this site. In the event of any incident involving a potential UXO that may have been discovered, the following emergency procedure will be put into place;

- Works are to stop immediately.
- The supervisor is to report to the Foreman that a possible UXO has been found.
- The Foreman will then call the appropriate authority for additional consultation and identification.
- Mitigation and evacuation will then take place under the instruction of the competent authority.
- The Foreman will be responsible for liaison with the sites responsible person and a formulation of action to be determined (which may involve orderly evacuation of the site).



## 15 Continuing Liaison

**Site Manager/Foreman:** Adam Obloj  
**Contracts Manager:** John Joe Green  
**Safety Advisor:** MSA Safety Ltd

### **Monitoring Procedures**

The site manager/foreman will carry out day to day monitoring of site activities by making use of the supervisors check sheets located in the safety file for the project. These will be completed on a weekly basis or after any event that may affect the safety elements of the project.

To support the site foreman a site safety representative will be allocated to the project and will also carry out specific duties in relation to site safety compliance.

The contract manager will visit the site on a regular basis and assist the site manager/foreman in identifying any issues that may arise with the design, the ongoing build and the ongoing construction phase. The Contract Manager will be responsible for directing the site manager/foreman in all elements of the project.

In addition, MS Associates (Safety) Ltd may visit the site by invitation to carry out a health and safety inspection. A report will be left on site with the findings. These reports can be found within the safety folder.

**Telephone advice is available to all site operatives free of charge throughout the project. A telephone number will be displayed on the wall of the office or canteen for persons to call with safety queries. This number will be for Matt Stevens and is: 07779110768.**

## **Appendix 1**

### **PCI and F10**

## **Appendix 2**

### **Architectural Drawings**

## **Appendix 3**

### **Geotechnical Report**

## **Appendix 4**

### **Temporary Works Design**

## **Appendix 5**

### **RAMS**

## **Appendix 6**

### **Scope of Works**