

Construction Phase Traffic Management Plan

Ventra House, 50 Palmerston Road, Kilburn,

Version	Date	Details/Comment	Prepared By
V1	29.01.2021	Initial Draft	M. Walcott
V2	25.02.2021	Deliveries/Traffic Marshalling	M. Walcott
V3	09.03.2021	Parking Bay Suspension	M. Walcott

1. INTRODUCTION

The purpose of this Traffic Management Plan is to provide information with regard to the hazards identified during pre-construction planning of the project.

Every year around 70 people are killed or injured by vehicles at work. This document provides practical guidance on the planning of these issues, the control measures that will be implemented and highlights the points for consideration and necessary action.

The principal aims of this Plan are to provide information about how to manage operational work activities and how risks to health and safety are controlled for the duration of the project, and aims to:

- a) Minimise the interface wherever possible between Public and Site traffic.
- b) Record arrangements for health and safety, and the organisation necessary to secure the health and safety, of all persons who may be affected by the project undertaking, and the monitoring procedures required to ensure compliance, taking into account the risks involved in the construction works.
- c) To co-ordinate the activities of all sub-contractors to ensure that they comply with all relevant provisions for health and safety.

Any other relevant matters, are considered in conjunction with the client and their specialist advisors, and the HSE where appropriate.

Avoiding hazards and controlling the risks arising from the use of the vehicles in construction work is essential. This traffic management plan includes:

- Planning and managing both vehicles and pedestrian route
- The elimination of reversing where possible
- Safe driving and working practices
- Protection of the public
- Adequate vision and lines of sight
- The provision of signs and barriers
- Adequate parking and off-loading/storage area

This Plan will be made available to all relevant parties including sub-contractors, site staff and the Principle Designer and will be constantly revised and updated to reflect the various phases of the project. New information provided by sub-contractors, and any changing health and safety requirements generated from within and external to the project will also be incorporated into the plan.

It is imperative that all parties fulfil their responsibility in ensuring high standards of health and safety is maintained at all times. Issues, concerns and positive improvements must be brought to the attention of the Beni Builders UK Management Team so that these views may be considered and incorporated into the document.

The operatives undertaking the work, or those engaged in any of the task activities described in this Construction Phase Traffic Management Plan (CPTMP) must be briefed on this document's contents by the responsible Site Manager in charge of the work, and all relevant information and controls must be included in site specific risk assessments.

Where changes to work methods as described in this CPTMP occur, the work activity must cease until such time that the Health and Safety Plan and the site specific risk assessments have been updated.

2. PROJECT DESCRIPTION

Client:			
Site Address:	Ventra House, 50 Palmerston Road, Kilburn, London		
Telephone No:	07736 467 806		
Site Manager:	Saqeem Molla	Contact:	07736 467 806
Project Start Date:	01 st February 2021		
Duration (weeks):	32 weeks		
Project End Date:	30 th September 2021		

i. OCCUPANCY

Times the site is in use:	<ul style="list-style-type: none"> 8.00am to 6pm on Monday to Friday 8.00am to 1.00pm on Saturdays No working on Sundays or Public Holidays <p>Note that during construction activities that may over run or planned to take longer than the agreed working hours, contact will be made to the local environmental officer in advance.:</p>
Total No. of persons employed on site at any one time:	6
Total No. of persons who may resort to site at any one time:	8

ii. GENERAL DESCRIPTION OF SITE

The site (Ventra House) is located at the rear of 308 Kilburn High Road building, with the main access situated on 50 Palmerston Road.

The site currently comprises 4 residential units, one at ground and second floor and two at the first floor. The locality is well served with a full range of amenities and facilities all nearby. The site has an excellent accessibility, with excellent bus, Underground and Overground rail services within close proximity.

iii. SCOPE OF WORKS

The proposed development seeks the conversion of the existing residential accommodation to create a mix of 7 residential units within a highly sustainable location which has been designed in accordance with the Council's residential development standards. The 7 flats have areas between 37 sqm and 94 sqm which meet the minimum requirements from London Plan and National Space Standards and are a mix of 1 bedroom, 2 bedroom and 3-bedroom flats.

The main entrance will be repositioned to create space for the area which will accommodate the communal bin store. Windows will be replaced with new ones of better quality keeping the same style and frame colour and the external render will be redone matching the existing colour. The proposed roof will replicate the existing roof and will use materials to match existing.

3. PROJECT DIRECTORY

BENI BUILDERS UK KEY CONTACTS

Designation	Name	Email	Contact No.
Main Office	Beni Builders UK	beni@benibuildersukltd.co.uk	0208 952 4865
Project Manager	Jemzeeth Junaideen	jemzeeth@benibuildersukltd.co.uk	07736 467805
Site Manager	Saqeem Molla	jimmy@benibuildersukltd.co.uk	07736 467 806
Health & Safety Consultant	Milton Walcott	safetyboxconsultants@gmail.com	07939 833 267

LOCAL AUTHORITY

Camden Council	Tel:	0207 974 4444
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EMERGENCY SERVICES

Gas:	National Gas Emergency Number	Tel:	0800 111 999
Electricity:	National Grid Emergency Number	Tel:	0800 40 40 90

LOCAL EMERGENCY SERVICES

Fire Services:	West Hampstead Fire Station – 327B W End Ln, West Hampstead, London NW6 1RS	Tel:	020 8555 1200
Hospital:	St Mary's Hospital - Praed St, Paddington, London W2 1NY		020 3312 6666
Police:	Kilburn Police Station - 38 Salusbury Rd, Queen's Park, London NW6 6LT	Tel:	0300 123 1212

4. MANAGEMENT OF WORKS

i. SUPERVISION

Beni Builders UK Group have appointed a site manager to co-ordinate work activities during the duration of the project. Daily work activities are managed by the Site Manager who has overall responsibility with regards to the execution of site activities.

Sub-contractors must ensure that a competent and experienced person is available at all time to supervise any work activities under their area of responsibility. Level of competency will be dependent on the level of risk associated with the task(s) being undertaken.

ii. PUBLIC RELATIONS

Beni Builders UK recognises that we must ensure that the general public and local residents are not unduly affected by the planned works with regards to noise, dust, dirt, temporary lighting, and parking.

The local population must be taken into consideration when planning all work activities, and systems of work adopted to ensure minimal impact.

Site rules will emphasise the need for consideration for local residents and business. It is important that the works are carried out in a manner that is respectful of those living and working near to our sites.

Good relations to be maintained with neighbours, local businesses, local authority, and the general public.

Where work is taking place in a public space, suitable (chapter 8) barriers will be erected, and warning signs will be visibly displayed to help prevent unauthorised access and ensure that any persons in the near vicinity are aware of any potential hazards. Signage will be managed by the Site Manager.

iii. HANDLING COMPLAINTS

Complaints can be received in a variety of ways including letter, email, verbally, anonymously and via employees.

Complaints must be treated seriously and dealt with in a sympathetic and timely manner and must be investigated by the responsible manager.

To help prevent a reoccurrence, investigation findings should be communicated to all relevant persons, and where necessary should also be communicated during Board Meeting and Safety Committee Meetings.

Complaints are to be filed in the Health and Safety Folder.

Complaints raised by the general public will be reviewed by a member of the Senior Management Team.

Any other complaints will be initially handled by a member of staff, who shall endeavour to resolve minor problems/complaints in a courteous, quick, and efficient manner; then immediately reported to the relevant Line Manager.

iv. PROJECT OBJECTIVES

The project's objectives are to complete the works on time and within budget, to the client's satisfaction, in accordance with the specification and legislative requirements, in a safe and environmentally conscious manner, and with due consideration to local residents and the general public.

The project is to be completed with zero lost time or RIDDOR reportable accidents or incidents.

v. HEALTH AND SAFETY PERFORMANCE

It is expected that the site management team, and the management of sub-contracted staff will complete regular site safety inspections to ensure that the work is being completed in accordance with the agreed safe systems of work.

Site Managers are responsible for ensuring identified actions are reviewed/rectified. Previous inspections are reviewed during subsequent inspection where all identified actions are either formally signed off or transferred to the next inspection report.

Beni Builders UK's Health & Safety Manager will make unannounced visits to the work site to conduct safety audits.

On site health and safety must not be compromised and any identified issues must be resolved within agreed timescales. Health and safety is included as an agenda item in every project meeting.

5. ARRANGEMENTS FOR SITE SAFETY

i. **SOCIAL DISTANCING**

Coronavirus (COVID-19) Controls

- Social distances must always be practiced. Site workers should always be 6 feet apart from each other as per government instructions, including in the canteen. It may be better to avoid the canteen and bring in prepared lunches.
- Start times on site should be staggered to avoid congestion at the entrance point
- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Works will be planned to minimise contact between workers
- All site workers are urged to drive or cycle to work and avoid public transport, if possible.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts or hoists.
- The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.

ii. **ACCESS/EGRESS**

Safe access and egress to the site for labour and delivery vehicles is paramount. Beni Builders UK are aware of the constraints of the site and will cope with them in a manner that ensures that the effects on neighbouring roads and the general public is minimal and that their safety remains paramount.

Main access to the site is via the main entrance point on 50 Palmerston Road.

Site traffic will be encouraged to access the site via the Kilburn High Road, Southbound approach.

Any vehicle accessing Palmerston Road will be instructed to adhere to local speed restrictions.

All visitors are advised to call ahead of arriving to site as site logistics are subject to change as the works progress.

Care is to be taken in access routes where vehicles and pedestrians will be in close proximity, and site personnel will wear high visibility clothing. When entering or leaving the site and joining the carriageways, care should be taken for pedestrians, cyclists, and traffic on the road as they may not be expecting construction vehicles to turn.

Unauthorised Access

Access points to the site will remain locked when not in direct use.

To help prevent unauthorised access to the scaffold structure, access ladder will be removed and locked up at the end of each day.

The scaffold structure will be fitted with a monitored intruder alarm to help prevent unauthorised access.

iii. PEDESTRIAN MOVEMENT

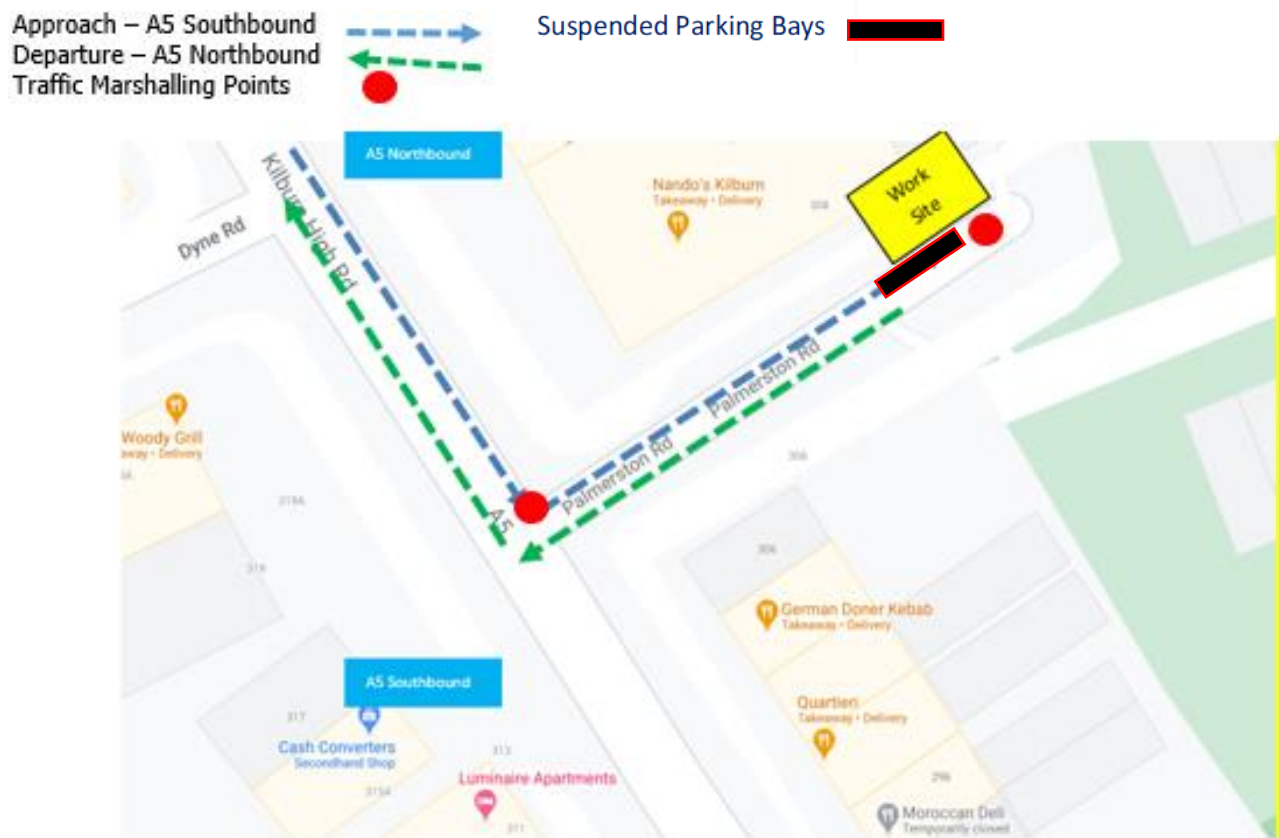
To ensure pedestrian safety and to reduce the risk to traffic, we will have a member of staff nominated as traffic marshal on site throughout the working day to manage vehicles crossing the pavement and turning into or out of the site.

Trained traffic marshals will be used at access routes where vehicles and pedestrians will be in close proximity.

Signage and pedestrian barriers will be erected to manage vehicle/pedestrian segregation and will be reviewed throughout the day to ensure all in order.

Designated pedestrian routes are provided to ensure safe access to place of work.

The map below shows Traffic Marshal Points



iv. DELIVERIES

Beni Builders UK will reduce as far as possible any potential impacts of construction traffic on during the construction phase of the project by planning deliveries and vehicle movements and encouraging site personnel to car share wherever possible.

Specified delivery times are to be communicated to the delivery company and no deliveries will be accepted out of these times. Deliveries will be scheduled and managed by the site manager. All suppliers making deliveries will be informed of these rules prior to attending the premises, and details will be included in all orders issued.

All subcontractors appointed are made aware of the CLOCS and FORS policy and required to comply with. All vehicles over 3.5t are fitted with blind equipment along with the audible alerts for left turn movements. This is part of the FORS and CLOCS policy that subcontractors are made aware of and required to comply with.

Delivery vehicles will arrive via Boleyn Road and access the site via Gillet Street. A traffic marshal will be positioned by the site access point to help ensure pedestrian safety.

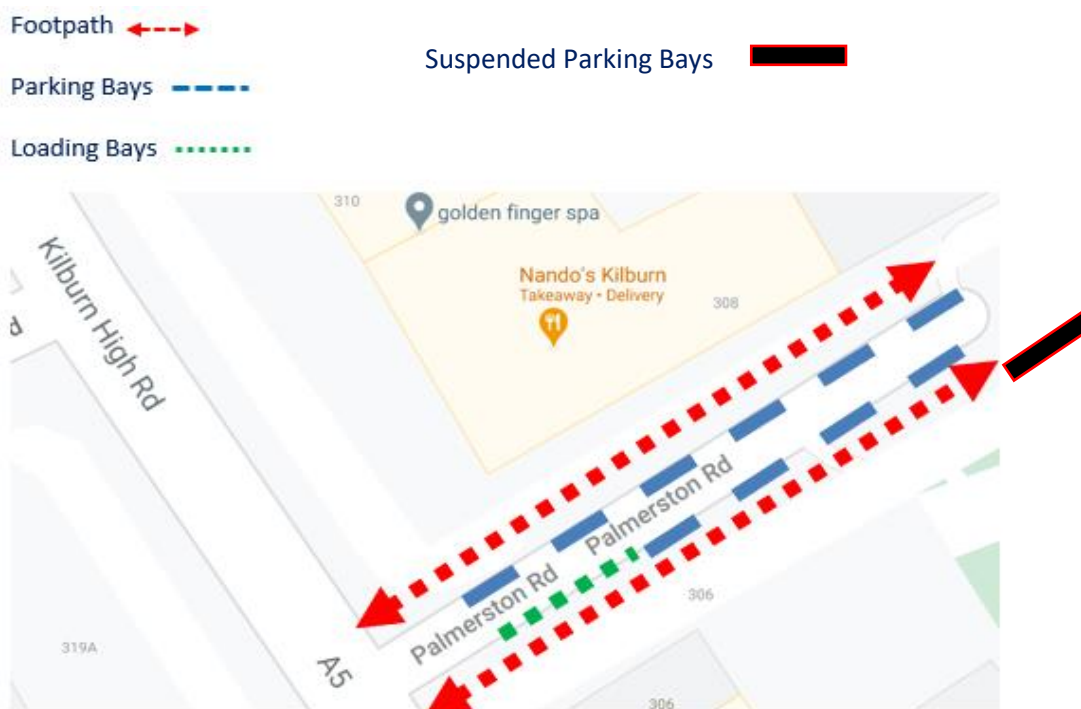
Delivery drivers must exercise extreme caution when accessing the delivery area due to the presence of pedestrian & other traffic in the site approach roads.

To ensure pedestrian safety and to reduce the risk to traffic we will have a member of staff nominated as traffic marshal on site throughout the working day to manage vehicles crossing the pavement and turning into or out of the site.

It is recognised that all deliveries are not notified to Beni Builders UK. Such deliveries are usually smaller deliveries by third parties and on occasion simply not booked in. Deliveries from overseas often have difficulty in providing accurate arrival times. The Site Manager will then manage the delivery situation with the priority to get the vehicle off the shared road system and within the site. Other options open to the Site Management Team are to send (persistent offenders) deliveries away with a return time.

operatives are not to mount the vehicle to remove transit ropes, lashings, or straps. This is to be carried out by the driver.

The image below shows the road layout directly outside the site.



Reversing Vehicles

Delivery vehicles are fitted with appropriate warning devices. Suppliers are instructed to ensure reversing warning lights and alarms are in good working order.

All vehicles, once nearing the site, will be escorted by the Beni Builders Traffic Marshals.

Vehicles will need to be reversed into Palmerston Rd. A traffic marshal will attend all times to supervise reversing vehicles.

Signallers should not be put at risk from vehicle movements, e.g. by standing directly behind reversing vehicles.

Display suitable warning signs for vehicle drivers and pedestrians. Use barriers to stop pedestrians walking into the roadway.

Adequate visibility must be maintained around the vehicle for the driver at all times during reversing operations. Drivers and traffic marshals need to be in constant communication during reversing operations.

On completion, the vehicle driver is to make the vehicle ready for road use and drive off site using the site traffic route and under the supervision of the traffic marshal.

Delivery Times

Delivery drivers are to contact the Site Manager 1hr ahead of the scheduled delivery and report to the site offices on arrival to the site. Where practical, deliveries will avoid peak times between 8.30-9.30am and 2.45-3.45pm during term times.

Unloaded Materials

An area within the site compound has been allocated for storage of unloaded materials. All unloaded materials will be kept away from passing traffic, pedestrians and will not obstruct emergency routes/exits.

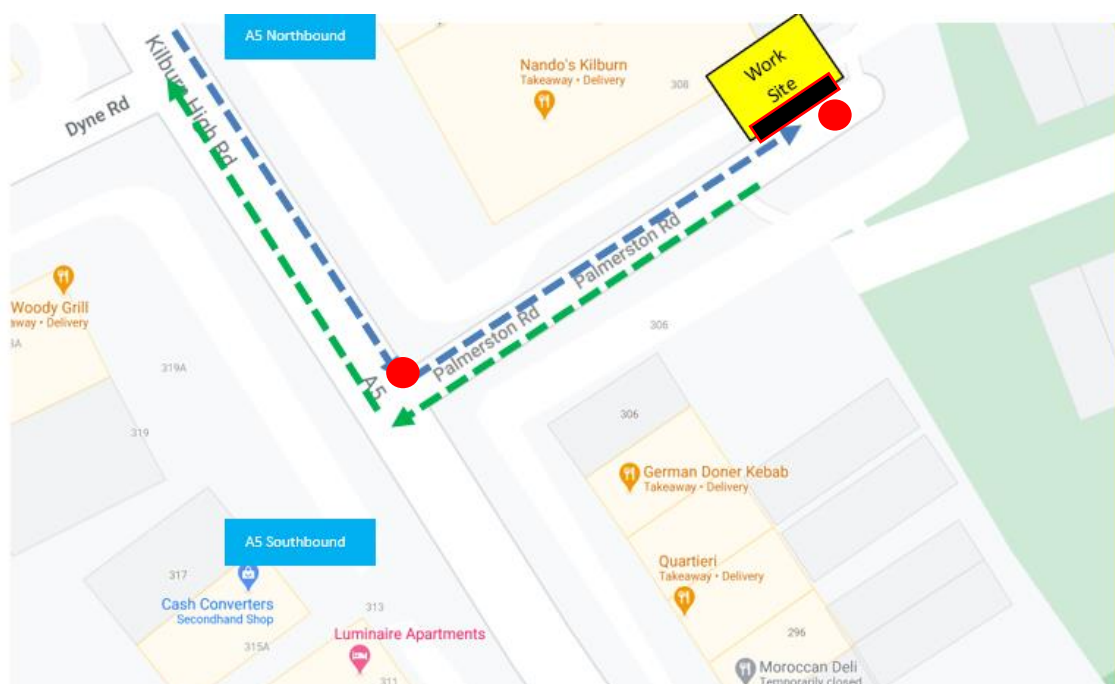
v. VEHICLE ROUTES

The Route Map below, shows the proposed routes that all site vehicles will be directed along to gain access to the site. They also highlight the routes to be taken when leaving the site.

All deliveries to the site will be by prior arrangement and will be scheduled and managed by the site manager.

All suppliers making deliveries will be informed of these rules prior to attending the premises, and details will be included in all orders issued.

Approach – A5 Southbound
Departure – A5 Northbound
Traffic Marshalling Points
Suspended Parking Bay



vi. SIGNALLERS SAFE WORKING PRACTICES CHECKLIST

- Ensure you know and understand relevant safety procedures and the correct signalling system.
- Ensure drivers understand the correct signalling systems.
- Signal instructions clearly.
- Ensure you are visible to the driver and the driver is visible to you; if not, stop the moving vehicle.
- Stand in a safe location at all times.
- Warn pedestrians, and make sure they are kept away from vehicle operations.
- Wear appropriate protective equipment, including high-visibility clothing.
- Report work hazards to supervisors.
- Make sure you can get to and from your work location safely.
- Do not ride on the vehicle you are directing unless you are in a designated safe position.
- Do not direct vehicles if your ability is affected by alcohol or drugs.

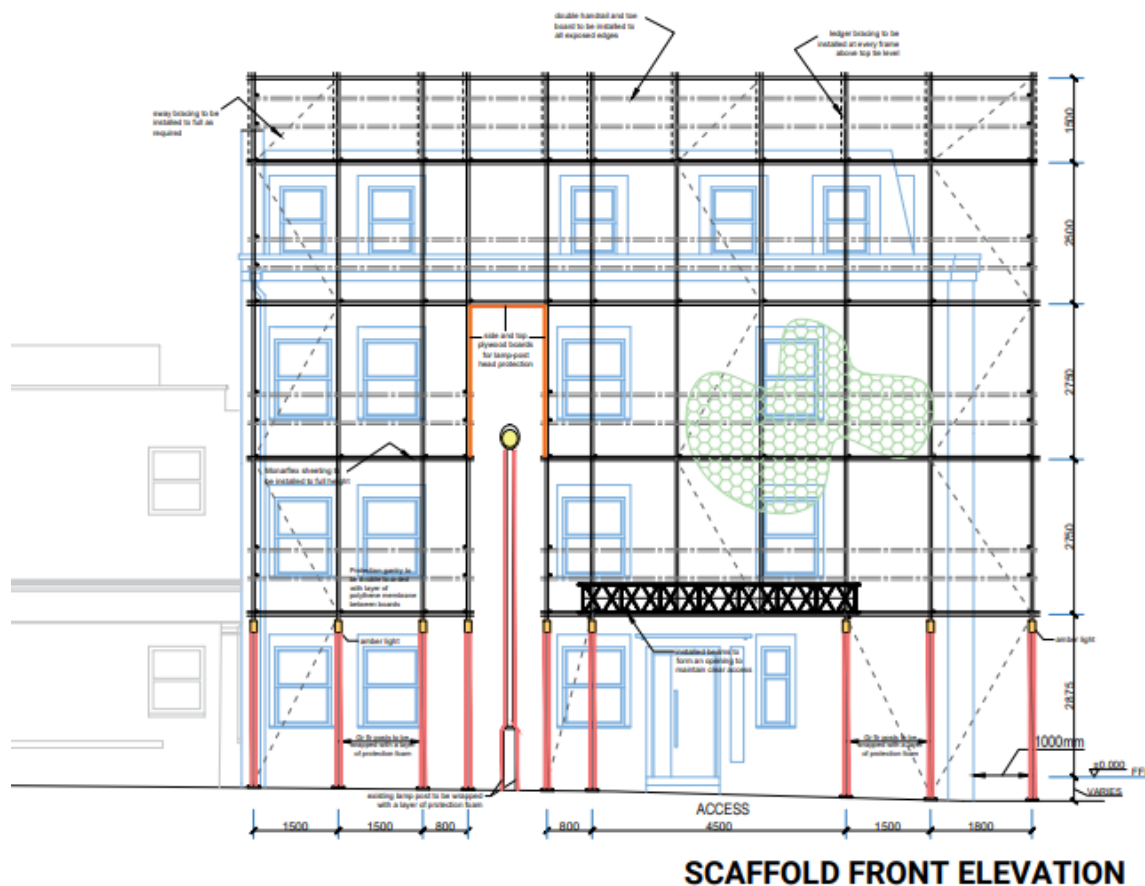
vii. LIGHTING

Construction lighting will be limited as majority of works will be completed during daylight hours. Existing lighting will be used as much as possible. Where necessary task specific lighting will be provided.

Where work extends beyond daylight hours, 8kVA lighting towers will be used to ensure site lighting levels remain sufficient.

In all cases, site management will ensure that lighting levels are always adequate for safe working purposes. Beni Builders UK site manager to ensure that lighting is suitably positioned, is focused on the work area and does not shine directly onto neighbouring buildings.

The scaffolds structure has been designed to ensure it does not obstruct the existing street lighting. Scaffold design shown below.



vi. ENVIRONMENTAL

Noise

Noise will be minimised by the use of modern, silenced Low noise and vibration rated equipment wherever possible. Noise levels not to exceed 75db as advised by the local enforcing authority's environmental department. No noisy works will be undertaken outside of the normal working hours.

Mud & Dust

There will be no foreseeable potential for mud on the access road and adjacent highways during this project. However, we will enforce strict measures to avoid the environmental nuisance on the roads and will include:

- Loading and unloading of materials on designated hard-standing areas,
- Banks-men to clear large debris immediately and sweep area,
- Adequate sheeting of vehicles carrying waste materials

Engine Idling

It is the policy of Beni Builders that driver of any vehicle belonging to the business, employees, customers, and delivery vehicles must turn the engine off when a vehicle is stationary for more than 30 seconds, except when in traffic.

The policy of turning the engine off when stopped does not apply for the periods during which idling is necessary under the following circumstances:

- To provide for the safety of vehicle occupants, such as extreme cold conditions (e.g. to run the air heaters).
- When a driver is conducting a daily driver walkaround check of a vehicle which requires the engine to be idling to check for excessive smoke, to build up air pressure and to check for air/liquid leaks and dash faults.
- To use lifting/auxiliary equipment powered by the engine for the loading and unloading of products or goods.
- When stopped in traffic.
- When unforeseen traffic, safety, or emergency situations arise.

With the exception of exemption 4, if in the above exemption cases equipment can be run from the battery alone i.e. tail lifts, drivers must refrain from idling unless there is a significant concern of draining the battery.

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
Schedule Management	Failure to follow Site schedule may increase the risk of an on-site accident. Disruption to local residents Working outside of normal working hours	Employees Client Representatives Client visitor/customers General Public	2	3	6	Beni Builders UK will liaise with the client to ensure all schedules meet sufficient deadlines and have suitable working hours Beni Builders UK will schedule work as agreed with client Where required additional staff will be provided Considerations to be made for busy times (rush hour). Beni Builders UK will identify in advance the need for extended working hours and adjust the staffing levels accordingly. Beni Builders UK's management team must ensure that the undertaking of 'Safety Critical' duties is minimised when extending work hours	1	2	2
Working in Public Spaces	Lack of suitable arrangements to protect the general public Loading/unloading of materials, tools & equipment	Employees Client Representatives Client visitor/customers General Public	4	3	12	Due care and attention must be taken whenever working in a public space Where applicable the relevant Work Permits must be obtained from the local enforcing authority (Council) prior to starting work in a public space Site Manager to obtain relevant permits where required Where necessary the work area must be cordoned off to restrict access to unauthorised persons Tools and equipment to be kept within the work area and should not encroach onto public walkways/footpaths, and highways. Appropriate safety/warning signs to be displayed wherever necessary Where possible, suitable safety signs must be visibly displayed in a safe location warning persons in the near vicinity of the existing hazard(s) Do not leave tools, equipment or materials unattended at any time Due care and attention must be taken in access routes where vehicles and pedestrians will be in close proximity Where possible a second employee should act as a traffic marshal to help prevent members of the public coming into contact with our work activities All debris, waste materials and unwanted items must be cleared from site on completion of work Any accidents, incidents & near miss situation involving a member of public must be reported to the H&S Manager and Operations Manager, by the quickest means and at the earliest opportunity. Hi-visibility clothing must be worn at all times when working in public spaces	1	2	2

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
Deliveries	Collision	Employees Suppliers General Public	3	3	9	<p>Specified delivery times are to be communicated to the delivery company and no deliveries will be accepted out of these times. Deliveries will be scheduled and managed by the site manager. All suppliers making deliveries will be informed of these rules prior to attending the premises, and details will be included in all orders issued.</p> <p>Delivery drivers are to contact the Site Manager 1hr ahead of the scheduled delivery and report to the site offices on arrival to the site. Where practical, deliveries will avoid peak times between 8.30-9.30am and 2.45-3.45pm during term times.</p> <p>Separate vehicles from pedestrians</p> <p>Display suitable warning signs for vehicle drivers and pedestrians.</p>	1	3	3
Unloading cargo that have shifted during transit	Items falling from height Falls from height Manual handling	Employees Suppliers General Public	3	3	9	<p>The vehicle should be parked on firm level ground.</p> <p>The general condition of the load should be assessed.</p> <p>Consider what effect the movement of each item will have on the rest of the load.</p> <p>A decision must be made about how best to unload the vehicle. Checks should be made before unloading to make sure items are not likely to move or fall when restraints are loosened.</p>	1	3	3
Loading and unloading of vehicles	Manual Handling	Employees Suppliers General Public	3	3	9	<p>In all instances the need to work at height must be avoided wherever possible.</p> <p>The driver is ultimately responsible for informing site staff that the load is safe to unload.</p> <p>Mechanical aids must be used wherever possible to reduce manual handling.</p> <p>Unloaded materials must not obstruct escape routes.</p> <p>All items should be suitably packed for transportation i.e. on a suitable pallet or in a suitable transport case.</p> <p>The driver is responsible for ensuring adequate load restraint is used & loads are suitably secure for transit.</p> <p>The driver should give instructions on positioning of loads.</p> <p>When loading items considerations should be made for safe unloading.</p> <p>Damage to loads to be reported to relevant manager.</p> <p>Hi-Vis vests/jackets and safety boots must be worn at all times. Safety gloves and hard-hats to be worn wherever necessary.</p> <p>Suitable & sufficient PPE must be worn at all times.</p>	1	3	3

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
Drugs & alcohol	Persons under the influence of alcohol or drugs	Employees Client Representatives Client visitor/customers General Public	4	3	12	<p>Anyone reasonably suspected to be under the influence of Alcohol or Illegal Drugs will be dismissed with no exception</p> <p>Anyone who suspects persons to be under the influence must report this to a member of Beni Builders UK management team</p> <p>Employees are encouraged to provide details of any existing medical conditions for which they are taking prescribed medication that may adversely affect their work. Employee specific risk assessments are prepared where necessary to establish suitable controls to reduce risks to an acceptable level</p>	1	2	2
Work Lighting	Inadequate lighting levels leading to increased likelihood of slips, trips and falls	Employees Client Representatives Client visitor/customers General Public	3	3	9	<p>Existing lighting should be used as much as possible to ensure lighting levels remain sufficient for safe working purposes.</p> <p>Majority of works are undertaken during the day and there is no expectations for works to extend beyond daylight hours.</p> <p>Where necessary task specific lighting will be provided.</p> <p>Potential hazards will be denoted and highlighted where low lighting levels may make it hard to identify.</p> <p>Area lighting defects reported to Beni Builders UK Senior Management for escalation.</p>	1	2	2
Noise	Accidental exposure to high noise levels	Employees Client Representatives Client visitor/customers General Public	3	2	6	<p>Noise levels not expected to exceed those associated with general construction work.</p> <p>Beni Builders UK employees are provided with adequate ear protection</p> <p>Toolbox talks regarding Noise at Work conducted with employees</p> <p>Ear protection to be worn where there are increased noise levels</p> <p>Any complaints regarding noise must be communicated to the Beni Builders UK Senior Management for escalation by senior management</p> <p>All complaints must be treated in a positive manner</p>	1	2	2
Housekeeping	Poor housekeeping standards leading to increased risk of An incident occurring	Employees Client Representatives Client visitor/customers General Public	4	3	12	<p>Housekeeping to be treated as a matter of importance, with high standards of housekeeping being maintained at all times.</p> <p>No waste materials to be allowed to accumulate. All unwanted materials, e.g. off-cuts, packaging, etc. will be regularly removed and safely disposed.</p> <p>Deliveries of site materials/supplies will be controlled to prevent waste from over deliveries.</p> <p>Regularly clear site and leave clean/tidy on completion</p>	1	2	2

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating $L \times S = R$			Control Measures	Residual Risk Rating $L \times S = R$		
Public Relations	Increased noise levels resulting in complaint by local residents &/or general public	Employees Client Representatives Client visitor/customers General Public	4	2	12	Beni Builders UK recognises that we must ensure local residents are not unduly affected by the planned works with regards to noise, dust, dirt, temporary lighting, and parking. The local population is taken into consideration when planning all work activities, and systems of work adopted to ensure minimal impact. Where work is upsetting local residents and the noise generated cannot be easily reduced, Beni Builders UK's responsible person will report this to the client contact and Beni Builders UK Senior Management to help escalate and resolve the matter	1	2	2
Storage of equipment	Incorrect storage increasing potential for an accident to occur	Beni Builders UK personnel & Building occupants	4	3	12	Storage of tools, equipment and materials must firstly be agreed with the client All items will be safely and appropriately stored and walkways will be kept clear of obstruction. Should the work take more than a single shift, the work area must be left in a safe condition with all plant and materials locked away.	1	2	2
Recycling	Lack of suitable arrangements for recycling waste	Employees Client Representatives Client visitor/customers General Public	4	3	12	Beni Builders UK Group Limited is registered as an Upper Tier Waste Carrier, Registration Number: CBDU228500. Facilities are available onsite for separation of materials for recycling. All waste materials will be disposed of at a Licenced Recycling Centre No fly-tipping	1	2	2
Sharp Objects	Needle-stick Injury leading to Hepatitis B Cuts & Abrasions from sharp materials Broken Glass	Employees Client Representatives Client visitor/customers General Public	4	4	16	Open bladed knives and other sharp tools to be carried and used so as not to cause injury Employees to ensure that they are up-to-date with Hepatitis B vaccinations Beware of risk of hidden discarded needles and other sharp objects i.e. broken glass, sharp metal edges, etc. If you discover a discarded needle or bodily fluid, Stop Work, secure the area and inform the client contact. Do not attempt to retrieve the needle or clean the bodily fluid In the event of a needle-stick injury: stop work immediately, Do Not suck the wound, apply pressure to the wound to encourage it to bleed, if possible wash the affected area with cold running water, seek medical attention (A&E), Raise any health and safety concerns with the work environment with the Beni Builders UK H&S Consultant Take photographic evidence of the work affected area if it is safe to do so Suitable & sufficient protective equipment must be used/ worn wherever necessary i.e. safety boots, protective gloves, etc.	4	1	4

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
General Site Issues	Lack of knowledge of how to report general site issues leading to increased potential of an accident occurring	Employees Client Representatives Client visitor/customers General Public	4	3	12	Do not work in any environment if it is considered to be unsafe Immediately raise any health and safety concerns about the work environment to the Beni Builders UK site manager and/or H&S C Take photographic evidence of the work affected area if it is safe to do so	4	1	4
Use of (PPE) Personal Protective Equipment	Insufficient equipment provided Personal injury	Employees	4	3	12	Beni Builders UK employees are provided with suitable and sufficient PPE Hi-visibility clothing and safety boots must be worn at all times Hand protection must be worn during manual handling activities Dust masks must be worn in dusty environments and where there is a risk of breathing in airborne particles Eye protection must be worn where there is a risk of flying particles. Ear protection must be worn where there is increased noise levels. Where additional PPE is required, employees are advised to obtain the necessary equipment and provide evidence of purchase to management PPE must only be obtained from reputable suppliers and display the CE Mark Employees must ensure that PPE provided is maintained in a good condition Any issues with PPE should be reported to the Beni Builders UK Health & Safety Team	1	2	2
Use of Mobile Phones and Devices	Using mobile device whilst driving leading to an increased potential of an accident occurring	Employees Client Representatives Client visitor/customers General Public	4	5	20	The hand-held use of devices is prohibited whilst driving. Where the device does not block the driver's view of the road and traffic ahead, the company permits hands free use Hand held devices may only be used when the vehicle is parked safely and or if the driver needs to call 999 or 112 in an emergency and it is unsafe or impractical to stop the vehicle Employees must, when driving, set their device to Voicemail and place the device out of reach, e.g. in the glove compartment Messages should be retrieved when the vehicle is stationary, the engine switched off and it is safe to do so. it is safe to do so.	1	5	5

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
Manual Handling	Incorrect lifting techniques leading to personal injury, musculoskeletal disorders and an increased likelihood of incidents	Employees Client Representatives Client visitor/customers General Public	3	3	9	Manual handling tasks must be eliminated where possible Whenever possible mechanical lifting devices should be used Do not overload lifting devices Where possible heavy items should be broken down into manageable sections Consideration should be given to the task, individual capabilities, the shape and weight Ensure your vision is not obstructed Staff should be aware of the weight of all items that need to be lifted manually. Pay due care and attention when moving items through occupied areas Ensure all cuts and skin abrasions are suitably covered with waterproof dressings before starting work Suitable & sufficient protective equipment must be used/ worn wherever necessary i.e. hi-vis, safety boots, protective gloves, etc.	1	2	2
Slips, Trips and Falls	Strains, sprains, fractures caused by slipping or tripping while working onsite Poor housekeeping standards	Employees Client Representatives Client visitor/customers General Public	3	3	9	Inspect the work area before starting work and remove any slip, trip and fall hazards so far as practicable Good housekeeping must be maintained. Housekeeping must be treated as a matter of priority Regular cleaning, dust swept, tools kept tidy Cable management avoids crossing walkways where possible. Trailing cables to be kept to a minimum length and secured at high level or fixed down to prevent trip hazards arising Spillages must be cleaned up promptly Any issue that cannot be immediately resolved should be reported to the responsible person/site contact	1	3	3
Fire Safety	Lack of knowledge of procedures to be followed in the event of a fire &/or emergency evacuation	Employees Client Representatives Client visitor/customers General Public	4	5	20	Employees must attend any necessary site specific safety inductions/briefing prior to commencement of work at clients premises Employees to familiarise themselves with the nearest fire exit to the work location and all procedures to be followed in the event of an emergency Employees must adhere to clients arrangements for fire safety when working in clients premises Tools and equipment to be kept away from, and not to cause obstruction to fire routes and exits Fire extinguishers are provided to employees who job role includes hot works activities	1	4	4

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
Emergency Arrangements	Emergency Evacuation	Employees Client Representatives Client visitor/customers	4	5	20	<p>Employees must attend any necessary site specific safety inductions/briefing prior to commencement of work at clients premises</p> <p>In the event of a fire in Beni Builders UK's areas of responsibility, an emergency alarm call-point will be activated</p> <p>The clients appointed fire marshal(s) will be responsible in the event of a site wide emergency evacuation of the building.</p> <p>In the event of an evacuation, Beni Builders UK's employees must report to the fire marshal(s). Beni Builders UK employees must follow instructions given by the fire marshal(s) or emergency services.</p> <p>In an emergency situation, Beni Builders UK employees can summon the emergency services by calling 999 from their mobile phone. The clients appointed fire marshal(s) must also be informed.</p>	1	5	5
Medical Arrangements	Inadequate arrangements in place for first aid/medical treatment	Employees Client Representatives Client visitor/customers General Public	4	4	16	<p>Employees must attend any necessary site specific safety inductions/briefing prior to commencement of work at clients premises</p> <p>Beni Builders UK employees to familiarise themselves with the client's procedures to be followed in the event of a medical emergency</p> <p>Local arrangements for a medical emergency include a suitable first aid kit, which is carried by Beni Builders UK employee and kept in the work van</p> <p>In the event of an emergency, Beni Builders UK employee are advised to contact the emergency services via their work mobile phone</p>	1	2	2
Accident, incident & near miss reporting	Employees/contractors unaware of reporting procedures Under-reporting	Employees Client Representatives Client visitor/customers General Public	4	3	12	<p>Beni Builders UK's accident, incident and near miss reporting procedures are communicated during Health & Safety Inductions conducted with all newly starting employees on commencement of contract and prior to starting work on behalf of Beni Builders UK</p> <p>Site specific arrangements for accident/ near miss reporting to be communicated during clients site specific safety inductions.</p> <p>All accident, incident, near miss situations and work-related illness to be reported to Beni Builders UK's Health & Safety Team</p> <p>Report any accidents, incidents or near miss situations to the site manager</p> <p>Accident, incident and near miss situations to be treated in a positive manner with the primary objective being to prevent reoccurrence.</p>	1	2	2

Activity	Perceived Hazard and Possible Causes	People at Risk	Initial Risk Rating L x S = R			Control Measures	Residual Risk Rating L x S = R		
						<p>In the event of an accident/incident involving a member of public, the Beni Builders UK H&S Manager must be contact at your earliest opportunity, and by the quickest means i.e. mobile phone call,</p> <p>In the event of an accident/incident involving a member of public, obtain as much information as possible i.e. name and contact details of injured person</p> <p>Photographs of the accident/ incident scene must be taken where possible, and only if it is safe and reasonable to do so</p> <p>Wherever a serious accident, incident, near miss or dangerous occurrence is reported, the Beni Builders UK's Health & Safety Team should investigate with immediate effect in order to take measures to prevent similar occurrences</p>			