

# AML CONSTRUCTION PHASE PLAN

## Construction Phase Plan Rev: J

For the

Refurbishment of a domestic dwelling at:  
2 Hexagon.  
Fitzroy.  
London.  
N6 6NR



Issued by

**Principal Contractor**  
Alexander Maltby Ltd  
109 St Johns Hill  
SW11 1SY  
September 2021

### *Contents*

1	Description of the Project .....	3
1.1	Project Description .....	3
1.2	Intended End Use .....	3
1.3	Programme details .....	3
1.4	Project Directory .....	5
1.5	Health and Safety File.....	9
2	Management of the Works.....	9
2.1	Management Structure and Responsibilities .....	9
2.2	Arrangements for Monitoring and Auditing.....	10
2.3	Project Arrangements .....	11
3	Arrangements for Controlling Existing Risks.....	19

3.1 Safety Hazards ..... 19

3.2 Health Hazards ..... 22

4 Ongoing Design Control and Communication..... 23

4.1 Significant design assumptions and suggested work methods ..... 23

4.2 Arrangements for co-ordination of ongoing design work ..... 23

4.3 Information on significant risks identified during design ..... 23

4.4 Materials requiring particular precautions..... 24

5 Health and Safety File Requirements..... 25

5.1 Description of its Contents ..... 25

5.2 Proscribed Format of Information Submitted ..... 25

5.3 Timescales ..... 25

6 Appendices

6.1 Nearest Accident and Emergency Unit.....24

6.2 Induction Procedure..... 27

6.3 Site Health and Safety Rules..... 28

6.4 Outline Emergency Arrangements ..... 31

6.5 Specific COSHH Assessment ..... 32

6.6 Site layout plan.....33

6.7 Fire Plan.....33

6.8 Management Structure.....33

6.9 Delivery protocol.....33

New International symbols	European symbols
	<p>Toxic      Very toxic      Harmful      Irritant</p> <p>Highly flammable      Extremely flammable      Explosive      Dangerous to the environment</p> <p>Oxidising      Corrosive</p>

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This Construction Phase Health and Safety Plan is prepared in accordance with Regulation 12 of the Construction (Design and Management) Regulations 2015, to allow the company to comply with the duties scheduled under Regulation 14 of the Construction (Design and Management) Regulations 2015 - The principal contractor's duty in relation to the construction phase plan.

#### Document Issue Details

Document Title	Construction Phase Plan – 2 Hexagon, Fitzroy park, London, N6 6NR					
Document No.						
Revision	J					
Prepared By	AN					
Approved By						
Date	11/11/21					
Issued To						

<b>1 Description of the Project</b>	
1.1	<p><b>Project Description</b></p> <p>The broad scope of the project is: The refurbishment of the existing residential property internal full refurbishment.</p> <p>The works will comprise:</p> <ul style="list-style-type: none"> <li>• Light Demolition (door and window openings and some concrete slab breaking)</li> <li>• Strip-out (partially completed to aid structural exploration)</li> <li>• Structural works</li> <li>• New M&amp;E installation</li> <li>• New utilities connections</li> <li>• New floor, wall, and ceiling finishes</li> <li>• New internal walls and doors</li> <li>• New kitchen and bathrooms installations</li> <li>• New joinery</li> <li>• New Windows</li> <li>• Roof refurbishment</li> <li>• New drainage system</li> <li>• New landscaping</li> <li>• Hard landscaping garden</li> </ul> <p>NB this is a negotiated tender, the negotiations proceeding alongside the design work. The list above is therefore provisional at this stage but it is not envisaged that the general scope will change substantially.</p> <p>The specification of the works may be altered prior to or during the project. Any additional risks or hazards invoked by a change in the specification will be assessed on agreement of specification. This will be undertaken by means of further risk assessment and production of a revised safe system of working to the Client and Principal Designer for comment and approval.</p>
1.2	<p><b>Intended End Use</b></p> <p>It is intended the premises will be used as a Private Dwelling</p>
1.3	<p><b>Programme details</b></p> <p>The works to be undertaken by Alexander Maltby Limited as Principal Contractor.</p>

	<p>The planned start on site will be November 2021. And completion date is estimated in November 2022. <b>Construction programme to be issued to all parties once full scheme has been developed and instructed.</b></p> <p>Hours of working are generally 08:00 to 17.00 Monday to Friday. Saturday work, between 08.00 and 13.00 will only be requested for essential quiet finishing works, eg: plastering, decoration, cleaning.</p>
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1.4	Project Directory
	<p><b>Clients: Mr &amp; Mrs Blackstone</b></p> <p><b>Architect and Principle Designer</b></p> <p>Chris Dyson Architect. <a href="mailto:CDA@chrisdysonarchitects">CDA@chrisdysonarchitects</a> 020 7247 1816</p> <p><b>Principal Contractor</b> Alexander Maltby Ltd 109 St Johns Hill SW11 1SY 02072073502</p> <p>Alexander Maltby <a href="mailto:amaltby@alexandermaltby.co.uk">amaltby@alexandermaltby.co.uk</a></p> <p>Site Manager:</p> <p>T.B.C</p> <p>Assistant Site Manager:</p> <p>T.B.C</p> <p><b>Contracts Administrator</b></p> <p><b>PTP</b> <a href="mailto:mail@ptprojects.co.uk">mail@ptprojects.co.uk</a> 020 7490 0400</p>

**Structural Engineers**

Ian Drummond Consulting Engineers  
IDCE Ltd  
Suite 291  
56 Gloucester Road  
London,  
SW7 4UB

ian@idce.co.uk

**Temporary works designer.**

T.B.C

**H&S Advisers**

The Building Safety Group  
Unit 5 Briarlands Office Park Gloucester Rd.  
Bristol  
BS35 3QH  
03003049050

**Mechanical & Electrical Consultants****Mike Popper****P3R Engineers Ltd.**

70 Cowcross Street  
London  
EC1M 6EJ

**Lighting designer:**

T.B.C

**Landscaping Consultant:****Fairlam & Chandler**

59 Gossamere Gardens

Hackney Road

London

EC2 9FN

**Interior Design**

T.B.C

**Temporary works installation:**

T.B.C

**Electrical Sub-contractor:**

T.B.C

**Plumbing Sub-contractor**

T.B.C

**Asbestos Inspection/removal**

DAC Surveys Ltd

9 Brownlow Farm Barns, Pouchen End Lane

Hemel Hempstead, HP12SN

**Joinery Sub-contractors:**

T.B.C

**Scaffolding Sub-contractor:**

T.B.C

**Drainage inspection specialists:**

R J Freeborn  
DRAIN SCAN  
Email: bob@drainscan.co.uk  
Mob: 07966 213 010  
Tel: 020 8254 5888

**Building Control:**

London Building Control  
Suite 41  
Basepoint Business Centre  
Exeter  
EX2 8LB

alan@londonbuildingcontrol.co.uk

**Air conditioning Sub-contractor.**

T.B.C

**Under Floor Heating Sub-contractor.**

T.B.C

**Basement Waterproofing Sub-Contractor**

T.B.C

**Roofing Sub-Contractor**

T.B.C



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1.5	Health and Safety File.
	There is no pre-existing health and safety file

<b>2</b>	<b>Management of the Works</b>
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2.1	Management Structure and Responsibilities
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	<p><b>The overall Management responsibility for this project will be with Alexander Maltby.</b>          To manage the project on a day-to-day basis, the following roles will be appointed directly by the Company.</p> <p><b>Site manager: TBC</b></p> <p><b>Emergency Co-ordinator: Site Manager</b></p> <p><i>To ensure the emergency arrangements in place are up to date and reflective of the site arrangements. To ensure all persons are briefed in the emergency arrangements and to inspect</i></p>
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	<p><i>any equipment provided on a daily basis. In the event of an emergency, account for all persons employed and relay relevant information to the emergency services.</i></p> <p><b>Site First Aiders:</b></p> <p>Site manager Plus 1</p> <p><i>To provide first aid coverage whilst any person is employed at the site. To inspect the first aid provisions weekly and to ensure compliance with duties under RIDDOR.</i></p> <p><b>Accident Investigations    The Building Safety Group Ltd    01454 414877</b>  <i>To assist with compliance with duties under RIDDOR and provide guidance as required.</i></p> <p><b>Site Safety Inspections    The Building Safety Group Ltd    01454 414877</b>  <i>To complete inspections on a fortnightly basis (or monthly as site operations dictate) and review of health and safety documentation. Provide guidance as required.</i></p> <p><b>RAMS</b>  All RAMS will be collected and prepared by Site manager.</p> <p><b>Community Working Group (CWG): Hexagon Residents &amp; FPRA representative</b></p> <p>Fortnightly meeting will be agreed with site manager and take place outside of formal Architect meetings. Time of meeting TBC between site manager and CWG</p>
2.2	Arrangements for Monitoring and Auditing
	<p>Alexander Maltby Limited have Site Safety Folder for all projects, which is to be followed by all Contractors as a means of recording and reviewing procedures on site.</p> <p>This Site Safety Folder is used to develop a Health and Safety File which when produced is an aid to the effective management of Alexander Maltby Limited contracts; having the dual function as a source of information and as the method of satisfying the obligation under law to maintain certain prescribed registers and certificates, along with permits or procedures which are generated to achieve higher standards. This includes Hot Work Permits (issued daily for all hot working) and Working at Height Permits.</p> <p>The Register will be available on the site; its use controlled by the Site Supervisor and is to be followed by all Sub-Contracting companies. This allows the development of a Safe System of Working for the project. At the end of the contract, the Register will be returned to Alexander Maltby Limited Head Office for archiving.</p> <p>It has been found on previous projects the Site Safety file is a useful tool in assisting with project review throughout the project, as different trades complete their work and at its conclusion, so that the lessons learnt in terms of the standards that were set and those actually achieved can be taken forward. The Site Management also actively encourages feedback from all Employees and Sub-Contractors as to the efficiency and usefulness of the Site Safety Register to ensure the document is appropriate for the works undertaken by the Company.</p>
2.2.1	Health and Safety Goals
	<p>The aim of this Construction Phase Plan is to ensure that health and safety management will be planned into the work undertaken on this specific contract to achieve:</p> <ul style="list-style-type: none"> <li>• An accident-free contract.</li> <li>• Co-operation throughout the workforce to ensure safety is everybody's responsibility.</li> <li>• A pro-active approach to health and safety by the Contract Management Team;</li> </ul>

	<ul style="list-style-type: none"> <li>• A safe working environment as a condition of employment.</li> </ul>
2.2.2	Project Review
	<p>Following guidance provided within HS(G)65 Successful Health and Safety Management, and the requirements of the Construction (Design and Management) Regulations 2015, this Construction Phase Plan will be subjected to audit and review. This will be carried out on a monthly basis or where site conditions alter.</p> <p>The Construction Phase Plan review will be conducted by the Site Manager (and site foreman) with any amendments to the Construction Phase Plan communicated to all Site. A revision schedule is located on the front of this document, which will be updated accordingly.</p> <p>AML and all AML contractors will strictly follow all of the Camden rules.</p>
2.3	Project Arrangements
	Alexander Maltby Limited has laid down its commitment and procedures for health and safety within their Company Health and Safety Policy. A copy of this Health and Safety Policy will be available on site at all times.
2.3.1	Liaison and Consultation with the Workforce
	<p>All Contractors will be briefed with this Construction Phase Plan to ensure they are fully aware of the health and safety requirements for the site. This will also allow them to ensure their arrangements for safe methods of working comply with the Site Rules.</p> <ul style="list-style-type: none"> <li>• Pre-start meetings will be held by the Site Supervisor with each Contracting Company to ensure they are fully aware of the requirements for this project.</li> <li>• Daily liaison with the site operatives will be made by the Site Supervisor and will include health and safety issues.</li> <li>• Formal inspections will be carried out weekly by the Site Supervisor and fortnightly by The Building Safety Group Ltd.</li> <li>• Safety improvement notices will hopefully only be issued if guidance is ignored and will be used to ensure matters are dealt with immediately.</li> <li>• Toolbox talks will be presented fortnightly.</li> </ul>
2.3.2.	Continuing Design Work
	<p>Design input during the construction phase must comply with the requirements placed on Designers under CDM. Where design alterations, amendments and additions are undertaken, the persons carrying out such tasks must ensure consideration is given to eliminating risks where possible and providing control measures where not.</p> <p>The hierarchy of risk control is detailed within Regulation 4 of the Management of Health and Safety at Work Regulation 1999, which is applicable to all aspects of this project. This is broadly summarised as such:</p> <p>As the first step, avoid a risk altogether e.g. design the works to be undertaken using a different approach without introducing greater risks.</p> <p>If risks remain, assess the risk and combat it at source rather than providing protection e.g. Utilise different lifting procedures, relocation of plant requiring maintenance etc.</p> <p>If the above approach cannot be taken, adapt the workplace to the requirements of the workers e.g. provide collective protection to all affected by the project.</p> <p>If collective protection cannot be provided, consider personal protective equipment, however points 1 to 3 above must be implemented where possible first. - PPE is a last resort.</p>

	It is essential that this approach to risk control is taken by all persons having an input on design, including Surveyors, Material Controllers and Project Managers.
2.3.3	Selection of Contractors
	<p>If appointed for this project, Sub-Contractors will be required to demonstrate their competence to Alexander Maltby Limited. As such, Sub-Contractors will be required to produce the following documentation as part of the tender package:</p> <ul style="list-style-type: none"> <li>• Company Health and Safety Policy</li> <li>• Outline Method Statement</li> <li>• Operatives Proof of Competency/Training Records</li> </ul> <p>Prior to commencement on site, Sub-Contractors will be required to submit:</p> <ul style="list-style-type: none"> <li>• A written Risk Assessment covering the works to be conducted</li> <li>• Detailed Method Statements (with additional documentation to follow)</li> <li>• Any relevant COSHH Assessments</li> <li>• Test Certificates for Plant and Machinery</li> <li>• Additional Operatives Proof of Competency/Training Records</li> </ul>
2.3.4	Flow of Information to Contractors
	<p>Method Statements and Risk Assessments will be reviewed by the Site Supervisor in advance of Contractors commencing on site to assess any foreseeable conflicts between trades.</p> <p>An opportunity to provide Health and Safety feedback will be achievable during the weekly site meetings with Contractors. Health and Safety will be included within the agenda and issues raised will be minuted. Subsequent meetings will allow for a review of actions taken considering issues raised. The weekly meeting will also allow an opportunity to discuss forthcoming works, agreed methods of working and interface between Contractors on site.</p>
2.3.5	Site Security
	<p>All persons attending site under this contract will be by express consent or appointment of Alexander Maltby Limited. All persons will require full first day site safety induction prior to commencement of any works. They will be required to sign in and out with the Site Supervisor daily.</p> <p>The following rules will be applicable to any person attending the site:</p> <ul style="list-style-type: none"> <li>• All persons attending site must have completed proper Identification, which must display a recent photograph of them and include details of their name and company.</li> <li>• No photographs (with any form of camera) can be taken in or around the site without express permission of the Site Supervisor.</li> <li>• No entering any area outside the confines of the segregated work area, unless expressly instructed to do so by the Site Supervisor.</li> <li>• No allowing other persons on to the site who fail to comply with the above or having not received a site induction.</li> <li>• All Operatives are to sign in and out in compliance with procedures.</li> </ul> <p>Access and Egress will be via The Grove &gt; Fitzroy park.</p>
2.3.6	Site Inductions and On site Training
	The Hexagon team will conduct an induction for the main contractor key personnel, they also issue Contractor rules, these rules will be issued to all Sub-contractors as part of the AML site induction.

	<p>AML induction programme will be conducted for all operatives prior to commencement on site. An induction register is included within this document. The induction procedure will include access to the site via the Grove and Fitzroy Park, all site rules, emergency arrangements for the site, monitoring arrangements and procedures to produce the safety documentation.</p> <p>Sub-contractors will be made aware of the heavy cycle and pedestrian traffic Fitzroy Park prior to attending site</p> <p>Further to the induction programme, toolbox talks will be held on a fortnightly basis.</p>
2.3.7	Welfare Facilities
	<p>Welfare facilities will be provided for within the House. This will consist of toilet and hot/cold handwashing facilities, means of heat and area to consume food, drinking water and a drying area for clothes. These facilities will be inspected daily for build-up of waste and possible fire risks and will be thoroughly cleaned twice a week.</p> <p>All Welfare will conform with Schedule 2 of the CDM Regulations 2015</p>

2.3.8	<p><b>First Aid Arrangements</b></p> <p>The site will be provided with adequate coverage of a trained First Aider throughout the works. A fully stocked first aid kit will also be provided and checked weekly by the Site Supervisor.</p> <p>The Nearest Accident and Emergency Unit is : Royal Free. Hampstead London.</p> <p>A direction plan will be displayed adjacent to the first aid facilities within the Welfare Area.</p>
2.3.9	<p><b>Reporting and Investigating Accidents</b></p> <p>All minor accidents or incidents will be reported internally to Alexander Maltby Limited Head Office by the Site Supervisor and recorded within the Site Accident Book (BI150) accordingly. Any accident or incident involving an occupant of the subject premises or a member of the public will be reported immediately to the Client's Representative and The Building Safety Group Ltd will be required to fully investigate.</p> <p>The procedure for dealing with RIDDOR related accidents or incidents are fully detailed within the Alexander Maltby Limited Health and Safety Policy which will be available on site.</p>
2.3.10	<p><b>Fire and Emergency Procedures</b></p> <p>For the works, Alexander Maltby Limited and their Site Supervisor will initiate fire safety management procedures to reduce the risk of an emergency occurring.</p> <p>A Permit to Work system will be used on this project. Permits are to be issued by the Site Supervisor daily to the Site Operative for hot working. Hot Works will remain minimal during the project.</p> <p>Where hot works cannot be avoided then they will be carried out under permit with firefighting equipment in the immediate vicinity. No hot working will be conducted during two hours prior to the vacating of site at the end of each working day. Following this two-hour period, a competent person must inspect the hot works to ensure the risk of fire is minimised. As per the AML Hot works sheet these works will be signed off by the Site Supervisor.</p> <p>The firefighting equipment to be established at the workface will consist of the following:</p> <p>3x 9kgs dry powder extinguisher or 5x 5kgs co2 extinguisher 3x 9lt Water extinguisher 3x Sounders on each fire points</p> <p>The assembly point for the works in the event of an evacuation will be at a specified assembly point outside 2 Hexagon, indicated on the Contractors Rules. This will be briefed and shown to all operatives during the induction.</p> <p>All areas within the site, non smoking apart from the designated smoking area In the back garden</p>
2.3.11	<p><b>High risk or other No-Go areas</b></p> <p>Alexander Maltby Limited operatives will be inducted as to the high risk/no-go areas within the project area, which will not be entered without express authority of the Site Supervisor and a suitable risk assessment being in place.</p>
2.3.12	<p><b>Waste Management</b></p> <p>All site waste will be segregated where practical and removed from site by a licensed waste removal contractor who will then further segregate and recycle the waste from site and all documents will be subject to a monthly audit by management to ensure all waste removal is documented and compliance with statute.</p>

	<p>All waste documents issued by the waste removal contractor will be collated on site, to identify how much waste has been produced and where it has been removed to.</p> <p>Any hazardous waste will be segregated at source and removed from site by the waste removal contractor and all waste documents issued by the waste removal contractor will be collated on site, to identify how much waste it has been produced and where it has been removed to.</p>
<p>2.4.1</p>	<p>Traffic Management Plan</p>
	<p>Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.</p> <p>1.Traffic routing: AML shall ensure that a suitable risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. AML shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.</p> <p>An arboriculturist report has been commissioned for review. Arboriculturist to report on any trees that are located directly to no 2 Hexagon and any consideration of trees along designated route TPO. Including any existing mature trees owned by Highfield Grove including TPOs. AML Traffic management plan to be adjusted in light of this report if necessary.</p> <p>Due to the Hexagon’s central position on Fitzroy Park and the upcoming works at No 53 Fitzroy Park, it is agreed our delivery route will be via the gated access from The Grove at the top of Fitzroy Park.</p> <p>Noting the Blind spot at the first sharp left turn on Fitzroy Park [by Beechwood house] AML undertake to install "slow construction traffic" signs in this area</p> <p>AML also suggest, in view of fast-moving cyclists, the placement of ‘caution, site entrance’ signs say, 50m to the north of the Hexagon entrance.</p> <p>Currently there is a skip outside Birch House in connection with works due to be completed in September and as such should not impact on AML delivery route.</p> <p>On exit, assisted by the Banksman, vehicles will reverse into the top of the Hexagon entrance in order to turn round. They will then leave the site in forward gear, travelling northbound along Fitzroy Park, turning into the Grove through the gated access and then onto Hampstead Lane. A vehicle routing plan is shown (CDA to supply), appended to this CMP</p> <p>It is agreed that to facilitate this, arrangements are made with the allotment owners for the temporary suspension of their parking bays at the head of the Hexagon entrance. This will allow AML to position sufficient traffic cones in this area to accommodate the vehicle’s turning circle. (Please refer to WSP Swept Path Analysis 06/10/21). Bays will not be suspended at all times during construction and cones will be put out in the morning suspension is required.</p> <p>The vehicle routeing plan will be reviewed and confirmed following discussions with officers at Camden Borough Council once the planning application is submitted. Any changes, if required, to the vehicle routeing will be discussed and agreed in advance with the Fitzroy Park Residents Association and Officers at Camden Borough Council.</p> <p>All deliveries will be booked in with the Site Manager a minimum of 24 hours in advance and drivers will be required to call the site manager a minimum of 20 minutes prior to arriving at the site.</p> <p>In light of poor local mobile phone reception, AML will set up a broadband connection for the site, thus facilitating Voice over IP and Whatsapp communication for this purpose</p>

	<p><u>For general deliveries</u> (between 09.00 and 16.00, Monday to Friday) vehicle size will be limited (see definitions below) and regular drivers insisted upon by AML. It is proposed that for initial deliveries from each supplier the lorry will be met by the Banksman at the gated entrance at the top of Fitzroy Park and will be accompanied by them to the site, during which time the specific hazards will be explained to the driver.</p> <p>These deliveries are not expected to number more than three per day (usually 1-2/day, Monday to Friday only) and care will be taken to space them out during the available time period to avoid simultaneous deliveries.</p> <p>An unloading time of 20-30 minutes should be sufficient for this type of delivery</p> <p>AML note the importance of alerting all personnel and especially delivery drivers, to the hazard of cyclists travelling at high speed down Fitzroy park</p> <p><u>For occasional deliveries</u> (between 10.00 and 15.00, Monday to Friday) using larger vehicles (windows, doors etc) the above will apply but all such deliveries will be met by the Banksman at the top of Fitzroy Park and escorted to the site. If the vehicle's turning circle cannot be managed as above, exit down the hill and along Merton Lane will be supervised by the Banksman co-ordinated with the contractors for No 53 if necessary</p> <p>These deliveries are not expected to number more than five or six during the contract period and AML will provide advanced notice at CWG meeting if required</p> <p>A slightly longer unloading time (30-45 minutes) may be necessary for this type of delivery</p> <p>For all deliveries, delivered material will be cleared from the forecourt as soon as possible and no tools, plant of delivered materials will be left there overnight. The route will be through the garage or round the sides of the house for certain items</p> <p>Emergency access to The Hexagon will be maintained at all times. At any point, if emergency access is required, construction vehicles will be required to move immediately. In addition, notices will be installed at each end of Fitzroy Park 24 hours in advance of major road use with expected start and end times (major road use relates to craneage if required). This is likely to apply only to craneage and at present none is foreseen.</p> <p>All contractors, delivery companies and visitors will be advised of and required to adhere to the specified route and all other measures detailed in this plan prior to journeys being undertaken.</p> <p>All contractors and visitors to the site will be advised to travel to the site by public transport or on foot or by cycle. The Construction Project Manager will provide all site personnel with details of local public transport services.</p> <p>Contractors carrying heavy equipment/tools will be permitted to unload/load their vehicles to the parking bay at the front of 2 Hexagon however contractors will not be permitted park within the Hexagon or along Fitzroy Park.</p>
	<p><b>2. Control of site traffic, particularly at peak hours: AML shall consider other options to plan and control vehicles and reduce peak hour deliveries</b></p> <p>A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan will be sent to all suppliers and contractors. Vehicles must not wait or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures will be placed upon the driver at any time.</p>



Where at all possible deliveries and collections will be carried out by non-HGV half back/flat bed – Luton box type vehicles. Project envisages no more than 10 deliveries/collections per week over an estimated 10 month contract period. There will be the requirement for additional specialist deliveries which can only be confirmed once design and procurement has been agreed.

Consideration of vehicle turning circle and suspension of allotment parking to Fitzroy Park to facilitate work will be agreed prior to works commencing. Specialist deliveries will be programmed and met at The Grove/ Fitzroy Park junction

**Definitions for intended vehicle use:** Vehicles sizes to be considered and agreed once full scope of works are confirmed:

**For ‘Regular’ deliveries:**

**Small Tipper (equivalent in size to a Skip Lorry) HGV 3.5 > 7.5 tons max gross weight (see image SECTION 6.9).**

This vehicle will be a maximum of 6.5m long and 2.5m wide and 3.5m high. Up to 2 vehicles per day (Approx. 160 for the project) will access the site during the demolition, structural and not structural phases of the works with a maximum dwell time of 60 minutes.

**Flat bed truck 3.5 > 7.5 tons max gross weight (see image SECTION 6.9).**

These vehicles will be up to 6.5 metres long and 2.4m wide. These vehicles will be used to deliver and collect scaffolding, and building materials such as plaster, cement, concrete, steel work, blockwork and plant. Deliveries will be expected a maximum of once every 1-2 days during the site set-up, structural works and fit out/clear up phases of the works (Approx. 50 for the project) with a maximum dwell time of 40-60 minutes with the exception of scaffold erection and dismantling, when the vehicle would need to be on site for a maximum of 5 hours.

**LGV Box van (Luton/Transit) 3.5 tons max gross weight (see image SECTION 6.9).**

These will be up to 6 metres in length with a maximum width of 2.0 metres. Approximately 1- 2 deliveries per day (Approx. 200 for the project) could be expected throughout the works with a maximum dwell time of 40 minutes. Higher volumes of deliveries could be expected towards the end of the programme when contractors are delivering parts for the internal fit out phase of the works.

**Skip lorries, 7,5 Tons gross weight , 8.8m long , 2.7m wide (see image SECTION 6.9).**

These would need approx. 30 minute loading time and would be required on average once a week, possibly twice a week in first eight weeks (Approx. 16 for the project)

**For occasional larger deliveries**

**HGV 7.5 > 18 max gross weights (see image SECTION 6.9).**






The HGV’s would be small 7.5 tonnes and Length 8.32m, width 2.5m and height of 3.5m. These would deliver the larger items e.g the windows, doors and larger building materials etc during the structural and non-structural elements of works. Max 1-2 a day and a max dwell of 30 minutes. Usually these would carry a vehicle-mounted Hiab hoist to facilitate unloading and minimise dwell time. (Approx 3 for the project)



	<p>It is anticipated that the maximum number of vehicles which will be required to visit the site each day will be 3, however, it is expected that an average of 1-2 deliveries should be expected throughout the duration of the works. Further details will be provided following the further development of the scheme.</p> <p>AML are aware of a planned 3 year development at 53 Fitzroy park access for which works will be via Merton Lane with No. 2 access via The Grove. If access required via Merton Lane the Construction Project Manager will liaise with the Project Managers of the consented developments to ensure that deliveries are coordinated where possible. In addition to the planned 53 FP the contractor will continue to monitor the progress of planning applications in the area and will ensure that deliveries are coordinated with any consented schemes if appropriate.</p> <p>A banksman will be based on site. For occasional larger deliveries by HGV the banksman will be required to walk in front of HGV, and monitor all vehicles along Fitzroy Park and The Hexagon to ensure they only travel at walking speed (4mph). When leaving the site, the vehicle will be accompanied by the banksman usually stationed at the site entrance.</p> <p>The contractor will investigate the potential for using construction material consolidation centres and other measures such as electric vehicles to reduce the impact of traffic associated with the development works.</p> <p><b>Summary Table</b></p> <table border="1"> <thead> <tr> <th>Vehicle</th> <th>Number [Approx]</th> <th>Ingress</th> <th>Egress</th> </tr> </thead> <tbody> <tr> <td>Small Tipper</td> <td>160</td> <td>The Grove</td> <td>The Grove</td> </tr> <tr> <td>Flat Bed</td> <td>50</td> <td>The Grove</td> <td>The Grove</td> </tr> <tr> <td>LGV Box Van</td> <td>200</td> <td>The Grove</td> <td>The Grove</td> </tr> <tr> <td>Skip Lorries</td> <td>16</td> <td>The Grove</td> <td>The Grove</td> </tr> <tr> <td>HGV [HIAB]</td> <td>3</td> <td>The Grove</td> <td>Merton Lane [Avoid turning circle see SWA by WSP drg ref SK-01-TR5]</td> </tr> </tbody> </table>	Vehicle	Number [Approx]	Ingress	Egress	Small Tipper	160	The Grove	The Grove	Flat Bed	50	The Grove	The Grove	LGV Box Van	200	The Grove	The Grove	Skip Lorries	16	The Grove	The Grove	HGV [HIAB]	3	The Grove	Merton Lane [Avoid turning circle see SWA by WSP drg ref SK-01-TR5]
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	<p><b>3. Site access and egress:</b> “Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.</p> <p>Vehicles entering and leaving the site should be carefully managed around any obstacles. Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and other traffic when vehicles are entering and leaving site, particularly if reversing.</p> <p>Please refer to WSP Swept Path Analysis 06/10/21</p> <p>It is proposed that all deliveries will take place from a temporary vehicle loading area located to the frontage of no. 2 The Hexagon. Vehicular access to The Hexagon will be maintained at all times, apart from when delivery vehicle is turning. Banksmen will be available on site at all times to manage the interaction between construction vehicles, pedestrians, cyclists and other road users.</p> <p>The appointed Banksman Co-ordinator will be based on site during all working hours and keep a log of all construction vehicle movements to and from the site in order to monitor them closely.</p> <p>No construction vehicles will be permitted to stop, be held, or wait in the public highway (including Fitzroy Park).</p>																								

	<p>Where, due to the nature of the load, Vehicle wheels are soiled, these will be washed down on the forecourt and all waste disposed of on site. Due to the nature of the work, this will be a rare occurrence.</p>
	<p><b>4. Vehicle loading and unloading: “Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.” (P19, 3.4.4)</b></p> <p>Delivery vehicles will park on the forecourt to the Hexagon on Fitzroy Park and be loaded/unloaded within that area. When and if slightly more space is required, Banksmen will position warning signs on the carriageway above and below the forecourt and will be present to direct pedestrians and traffic around the vehicle. Where necessary, advance positioning of traffic cones in the allotment parking bays (as 2.4.1 above) will be employed.</p> <p>The strategy presented below provides an indicative parking and loading arrangement for construction vehicles associated with the site. Full details and the final strategy will be provided by the contractor once appointed and discussed and agreed with the Fitzroy Park Residents Association, the adjoining residents and Camden Borough Council.</p> <p>Vehicular access to the adjacent properties will be maintained at all times, however, in the event that vehicular access is blocked, construction vehicles will be required to move immediately. All vehicle movements will be undertaken under the control of trained banksmen who will manage the interaction between construction vehicles, pedestrians, cyclists and other users of The Hexagon.</p> <p>A hoarding will be considered around the site with a lockable access if required by client. This will be confirmed with the Hexagon residents prior to installation. All scaffolding will be installed within the curtilage of the site. All materials and plant will be stored within the rear garden of the property. Ground protection such as ground guards will be provided to protect tree roots from damage and the underlying ground from compaction for the lime tree at the Hexagon entrance and tree to No 1 the Hexagon. The ground protection will be provided as advised by the arboriculturist. Deliveries will also be made on a ‘just-in-time’ bases so as to minimise the storage requirements on site.</p> <p>An arboriculture report has been commissioned. This will assess the existing location of vegetation including root protection areas and canopy heights and widths [ A separate application by the residence group shall be submitted to raise the canopy height for the Lime Tree to The Hexagon entrance]. In collaboration with the arboriculturist, a strategy for tree protection will be formulated and adhered to by the contractor</p>

<b>3</b>	<b>Arrangements for Controlling Existing Risks</b>
3.1	Safety Hazards
3.1.1	Boundaries and access, including temporary access
	2 Hexagon The House will be secured via locked front doors and a signing-in procedure and clock machines.
3.1.3	Existing Sewer system
	Location of existing services
3.1.4	All existing services near or within the construction area will be identified prior to the commencement of any works.

	<p>Power, gas and water have been disconnected at source and a temporary power and water supply have been introduced.</p> <p>The supply route of the BT service shall be checked. It is considered this may be under the front forecourt. The service route shall be protected.</p>
	Existing Conditions which may affect the safe use of plant
3.1.5	Existing Trees and overgrown plants
	Information about the existing structure
3.1.6	AML have requested the structural drawings to the building.
	Access to Height
3.1.7	All requisite access scaffolds/towers will be erected by competent personnel in accordance with current legislation/regulations with all necessary edge protection provided. Requisite inspections will be completed by competent personnel and registers kept on site.
	Delivery and Removal of Plant and Materials
3.1.8	Deliveries to the site will be via The Grove > Fitzroy Park to the front hording, and as described earlier a banksman will be in attendance at all times.
	Control of Lifting Operations
3.1.9	<p>Before carrying out any lifting operations a lifting plan will be produced, discussed and followed.</p> <p>Lifting operations will be limited to the use of a mobile cranes and/or a telescopic Forklift if required.</p> <p>All lifting operations using the crane will be under a contract lift and the hire company will provide a lifting plan for each lift, the fork lift will be operated by a suitably competent person.</p> <p>The works may also include the use of lifting genies.</p> <p>All lifting equipment will be subject to weekly inspections which will be recorded.</p> <p>At this point in time AML are unaware of any lifting requirements at 2 Hexagon.</p>
3.1.10	Maintenance of Plant and Equipment
	<p>A Plant/Equipment Register will be maintained for all equipment on site. The Site Supervisor will provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and used only in the manner for which they were designed.</p> <p>PAT Testing will be kept current to tools plant and equipment.</p>
3.1.11	Storage of Materials
	<p>Storage of materials and power tools will be within the site area (cellar &amp; garage).</p> <p>Under no circumstances will equipment, materials or tools be stored to obstruct access routes.</p> <p>Alexander Maltby Limited recognises that good housekeeping is essential to achieve a safe site. Therefore, the project during its entirety will be a "Tidy Site Project". All waste material will be cleared as generated. Through routes will be maintained at all times.</p>

3.1.12	<p><b>Manual Handling</b></p> <p>Operatives will follow safe manual handling techniques with gloves being worn at all times.</p>  <p>H&amp;S 4.9 Manual Handling Risk Assessr</p>
3.1.13	<p><b>Use of Hazardous Substances</b></p> <p>All substances will be assessed and substituted for non-hazardous substances where possible. Suitable protection will be provided where any hazardous substances are required, however no substances will be used which may present migrating risks.</p> <p>No hazardous substance will be used until relevant COSHH Assessments have been completed. A copy of all COSHH.</p>  <p>H&amp;S 4.8 Generic COSHH Assessment e</p> <p>All acetylene cylinders and butane and propane cylinders to be stored of site when not in use.</p>
3.1.14	<p><b>Control of Noise and Dust</b></p> <p>Alexander Maltby Limited has detailed within their Site Safety Register adequate procedures for compliance with the Control of Noise at Work Regulations 2005. This includes ensuring exposure levels are not exceeded on an average daily basis.</p> <p>The methods of working will be derived from the consideration of working within occupied premises and Alexander Maltby Limited experience of working closely with the public. It is not envisaged the installation works will generate high volume levels.</p> <p>Noisy operations are to be limited to the times agreed with the site supervisor. Below is a noise assessment which will be used to control noise levels.</p>  <p>H&amp;S 4.10 Noise Assessment e.pdf</p> <p>Noisy works are to be limited to the hours of 8:00 – 16:30. Upcoming particularly noisy work will be notified at CWG meetings</p> <p><b>Cutting and machining</b> Timber machine guarding in place, fixed dust capture at the point of cutting will be used. Personal PPE will be provided. Only competent individuals selected by the Construction Manager will be allowed to use cutting equipment. No cutting is permitted on the balcony or scaffold.</p> <p>Face fit masks are implemented by AML, with a trained fitter testing the seals on the facemasks are correct.</p> <p>Vibration, all trigger times and tool selection is contained within the document below, these are displayed on site and discussed in the tool box talks.</p>   <p>65b. Vibration Safey Guide.pdf 65a. Vibrations e.pdf</p>

3.2	Health Hazards
3.2.1	Asbestos
	Asbestos survey to be undertaken in conjunction with soft strip.
3.2.2	Existing hazardous materials
	<p>Typical hazardous materials we expect to find on the site will include foul drainage pipes, sharp metal trays and glass.</p> <p>Foul drainage pipes will be sluiced with clean water before any adjustments are made to them, any pipe work removed will be cut and bagged, PPE and long glove to be used and any contamination cleaned.</p> <p>Careful handling for sharp objects and correct PPE to be used for cutting hazards.</p> <p>All other hazards will be accessed upon discovery.</p>
3.2.3	Environmental hazards
	No specific environmental hazards have been noted prior to commencement. All operatives will be provided with a toolbox talk on the inherent risks of contact with rats' urine, recognition of the signs of leptospirosis and risks of prolonged contact or disturbance of pigeon guano.
3.2.3	Working at Height
	<p>Internal works will be carried out using lightweight (Ally) scaffolding and towers, where appropriate podiums and steps will be used. These will be erected by Pasma qualified personal.</p> <p>AML intend on implementing a tube and clip scaffold to form a birdcage to remove and install ceilings and services. These will be installed and signed off by a scaffolding company who will provide hand over certificates as required, due to this scaffold being an ordinary scaffold AML are certified to inspect them at a 7day interval, this would also be the duration of a specialist scaffold inspection which will be erected on the exterior of the building as well as a temporary roof and smaller internal structures.</p> <p> H&amp;S 1.8.1 HS&amp;W Monitoring Report W</p> <p>All Ladder work is control by a permit to use step ladder templates.</p> <p> H&amp;S 4.13 Permit to use a Ladder e.pdf</p>
3.2.4	Strip-out
	Alexander Maltby will employ competent contractors for the strip-out phase
3.2.5	Steel Erection
	<p>The Structural design is to be provided by T.B.C</p> <p>Full RAMS will be issued by AML before installation work has begun.</p>

<b>4 Ongoing Design Control and Communication</b>	
<b>4.1</b>	<b>Significant design assumptions and suggested work methods</b>
	This information is to be derived and disseminated by the Principal Designer as issued by the Design Team. An Alexander Maltby Limited representative will remain in attendance at any Meetings as hosted and as such will be familiar with design assumptions made. These assumptions will be formally recorded and reviewed by the Principal Designer accordingly.
<b>4.2</b>	<b>Arrangements for co-ordination of ongoing design work</b>
	All ongoing designs and design changes will be issued to the Principal Designer in order to disseminate to the relevant parties involved with the project.
<b>4.3</b>	<b>Information on significant risks identified during design</b>
	<p>The designs Team have identified works operations which carry significant risk.</p> <p><b>SECURITY:</b> Extent of hoarding TBC and Alarm on scaffold. The existing light on the hexagon entrance side of No 2 will be maintained in position or relocated onto the hoarding to provide light for pedestrians entering and leaving the Hexagon</p> <p>Any hoarding will be provided with lighting and additional lighting will be installed to the forecourt to facilitate loading and unloading. This to be co-ordinated with, and approved by the Hexagon residents</p> <p><b>NOISE:</b> Noisy operations during the works must be minimised at all times to prevent ill health to operatives (in accordance with the Noise at Work Regulations 2005) and nuisance to site neighbours. Noise levels should be regularly monitored by the site supervisor.</p> <p>Especially noisy works (concrete breaking) will be notified in advance to immediate Hexagon residents and agreements made as regards mitigation and duration (avoiding key times if possible)</p> <p><b>SERVICES:</b> Hidden services, which must be detected and identified, and protected where necessary, to prevent the risk of cutting through or disturbing, cables, pipes, etc. Working on or around live services which, where unavoidable, must be carried out by competent specialist contractors with all due safety precautions to prevent the risk of electrocution to site operatives.</p> <p>Electrical services installations/alterations – risk of electrocution, shock, burns to operatives from contact with live conductors, arcing of electricity, fire, etc.</p> <p>Mechanical services installations, hot works, soldering and brazing providing increased fire risks, (requiring permit system) hot water, pressurised systems, etc.</p> <p>It is noted that the broadband connection to the Hexagon is likely to run under part of the forecourt of No 2 and this is to be confirmed and a proposal for protection issued prior to commencement of works</p> <p>AML conduct a full photographic condition survey of the property prior to commencing work on site and this will be extended to the Hexagon entrance and portions of Fitzroy Park 50m above and below the entrance. These photos will be made available to all by way of Dropbox or similar</p> <p><b>HOT WORKS:</b> Any hot works must not be carried out within one hour of the completion of a shift and the working areas checked for smouldering materials before operatives leave the site. Where hot work is to be carried out a permit system issued by the Principal Contractor, is to be operated and fire fighting equipment must be available at all times.</p> <p><b>EMERGENCY ACCESS:</b> Possibility of blocking fire exits or other means of escape at the premises. Safe egress from the premises and access for emergency vehicles must be maintained during the works</p>

	<p>DUST: Creation and disturbance of dusts during the works. Where appropriate, vacuum removal dust to minimise exposure must be considered and respiratory protection should be issued whenever required to prevent harmful inhalation of dusts and fibres from insulation or other sources in accordance with the Control of Substances Hazardous to Health Regulations 2002. Alternative methods to the use of rotary/pneumatic plant and equipment during breaking out of concrete etc must be considered to avoid operations creating dust/noise and excessive vibration.</p> <p>WORK AT HEIGHT: Work at height must be avoided (where possible) and all works at height must be assessed for risk with appropriate access equipment selected for the proposed work. A safe working platform must be provided for all works at high level. Ladders are generally to be used as access to the work and not as a workplace. All work at height must be in accordance with the Work at Height Regulations 2005</p> <p>MANUAL HANDLING: Individual manual handling of loads must be assessed for risks to site workers and other at the premises. Details must be provided within the Principal Contractors Risk Assessments as per the Manual Handling Operations Regulations 1992</p> <p>LEAD: Any work with lead to the premises must be carried out in compliance with the Control of Lead at Work Regulations 2002 including the provision of suitable gloves and good hygiene practices before eating or smoking to minimise any risk of exposure. Any cutting must be avoided where possible and a suitable dust mask must be used.</p> <p>4.2 Design risk assessments</p> <p>Copies of any risk assessments provided by the designers will be forwarded to the Principal Contractor as soon as these are made available from the design team.</p> <p>AML Risks identified thus far are as follows; Access to site, vehicular movement to and from site, working at height to the ceiling void, and roof. High level decorations, Working at Height, Steel erection, Dust &amp; Noise,</p> <p>Sub contractors will complete their own risk assessments and Method Statements (with requisite 'controls' to reduce risk). All relevant personnel will be instructed accordingly before works commence. These RAMS will be kept on site for reference and auditing by AML management and The Building Safety Group Ltd during their regular H&amp;S inspections.</p>
4.4	Materials requiring particular precautions
	<p>Standard building materials will be used by Alexander Maltby Limited. All operatives to be employed on this contract will be fully familiar with the materials to be used (including Lead sheeting) and will have been provided with suitable training on the hazards from such materials previously.</p>



<b>5 Health and Safety File Requirements</b>	
5.1	<b>Description of its Contents</b>
	<p>The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Approved Codes of Practice for the Construction (Design and Management) Regulations 2015 – Paragraph 263. This will include the following:</p> <ul style="list-style-type: none"> <li>(a) a brief description of the work carried out;</li> <li>(b) any residual hazards which remain and how they have been dealt with;</li> <li>(c) hazardous materials used.</li> <li>(d) record drawings.</li> <li>(e) health and safety information about equipment provided for maintaining the works;</li> <li>(f) details on warranties/guarantees provided.</li> <li>(g) schedule of contractors and suppliers used during the project</li> </ul> <p>The scheduling of the specific information for this project will be undertaken during the initial phase of the construction work to ensure suitable and sufficient levels of information is obtained &amp; issued by Alexander Maltby Limited to the Principal Designer to compile the H&amp;S file. All information will be supplied in both DWG &amp; PDF formats.</p>
5.2	<b>Proscribed Format of Information Submitted</b>
	In order to allow the Project Client to meet with duties placed upon him under the Construction (Design and Management) Regulations 2015, the Health and Safety File will be collated, issued and stored in a useable format. IE 2 no CD copies & 1 hard copy.
5.3	<b>Timescales</b>
	All information required for inclusion within the Project Health and Safety File must be provided within two weeks prior to completion of the works. Any information unavailable at this time must be scheduled, along with envisaged submission dates, and provided to the Principal Designer at least two weeks prior to completion of the works.

## 6 Appendices

- 6.1 Nearest Accident and Emergency Unit
- 6.2 Induction Procedure
- 6.3 Site Health and Safety Rules
- 6.4 Emergency Procedures
- 6.5 COSHH Assessment
- 6.6 Site Layout
- 6.7 Fire Plans
- 6.8 Management Structure
- 6.9 Delivery Protocol to be read in conjunction with CMP

6.1 Nearest Accident and Emergency Unit is:  
Royal Free  
Pond St,  
London  
NW3 2QG

Phone : 020 3758 2000



6.12 Health Safety Policy  
- 2017-2018.pdf



6.13 Model Environmental  
Management System

## 6.2 Induction Procedure

**ALEXANDER MALTBY LTD**  
SPECIALIST BUILDING AND INTERIOR CONTRACTORS



## H&S 1.6.2 SITE SAFETY INDUCTION FORM

Site:
Date of Induction:
Induction given by:
Name of Inductee:
Company:

The following site specific items have been identified and explained where necessary:

- Project Description
- Safety induction information
- Key members of the Site Management Team
- Site layout – boundaries, security, notice boards, parking, etc.
- Major Risks and project Standards
- Conditions and Substances affecting health
- Major causes of accidents
- Employers and Individuals Responsibilities
- Personal Protective Equipment (PPE)
- Accident Reporting and First Aid Arrangements
- Fire and Emergency Procedures
- Fire Extinguishers
- Welfare Arrangements
  - Canteen
  - Toilet and Washing Facilities
  - Changing/Drying Rooms
- Issue of H&S Hand Book
- Issues of Induction/Name Badge
- Lone working arrangements (not permitted at any time)
- Welfare/toilet facilities

I fully understand all the details outlined above and have my own hard hat / accept a site issued hardhat (delete as required) and agree to wear it at all times on this site, and agree to wear the required safety footwear and any proscribed Personal Protective Equipment identified as necessary for a particular task.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Company Representative \_\_\_\_\_ Print name \_\_\_\_\_

registration in england no.02053776, registered office: 109 st. james st, london sw11 6ay, vat registration no. 488 020 27. directors: Alexander Maltby MBE, Stuart Howard MBE



please consider the environment  
before printing the letter.

### 6.3 Site Health and Safety Rules

- The matters raised must be considered carefully in order to avoid or minimise any risks to health and safety to site operatives, other operatives working adjacent to the works and the general public. These site rules will be briefed to all Contractors and Operatives and will be developed during the course of the project.

#### RISK TO PERSONS OTHER THAN SITE OPERATIVES

- Sub-Contractors must not use or employ any technique in their working method that will put at risk the safety or health of any person not connected with the works. Failure to adhere to this basic principal may result in a halt to work at the Contractors expense until suitable safe working arrangements are made.

#### FIRST AID AND EMERGENCY MEDICAL CARE

- Adequate provision will always be made during the works for the provision of First Aid materials and procedures. A first aid box and accident book (BI 150) will be located in the site welfare room.

#### FIRE

- The Site Supervisor will ensure adequate fire fighting equipment in the immediate vicinity of the Works throughout the duration of the contract.

#### PERSONAL PROTECTIVE EQUIPMENT

- The site will be a safety helmet, safety boots, high visibility vest and gloves site. Sub-Contractors will be required to comply with this site rule at all times. Where necessary, induction tuition will be provided to instruct personnel in the fit and proper use of personal protective equipment.
- Suitable personal protective equipment will be provided and maintained by Alexander Maltby Limited for the use of visitors.
- Additional personal protective equipment will be required where using PU adhesive. This is to include eye protection and nitrile gloves.

#### MONITORING AND RECORDS PROCEDURE

- Day to day health and safety responsibilities will be the duty of the Site Supervisor who will be based on site. Alexander Maltby Limited has appointed The Building Safety Group Ltd as the Company Safety Consultants. They will be undertaking safety audits of the site and the works in progress. A report will be left with the Site Supervisor and issues will be dealt with as highlighted.
- Method statements must be submitted by all Sub-Contractors to Alexander Maltby Limited Site Supervisor at least two weeks in advance of any works. These will be specific to the works to be conducted and will detail how the works are to be conducted in safe manner. A copy of these Method Statements will remain on site for review and use during toolbox talks.
- Works will not commence without a suitable supporting method statement and assessment of risk. In addition, all Sub-Contractors will be expected to provide a signed copy of their Health and Safety Policy and training records to the site prior to commencing works. Alexander Maltby Limited reserves the right to restrict Contractors access to the site without this information.

#### SITE INDUCTIONS

- All site personnel are to have induction training with regard to basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A copy of this is contained within the appendices section and will be maintained on site.

#### SMOKING, DRUGS AND ALCOHOL POLICY

- The Alexander Maltby Limited Drugs and Alcohol policy will be enforced at this project. This will include a zero tolerance on being under the influence at or attempting to enter the site, and all operatives requiring prescriptive drugs to notify the Site Supervisor before commencement of works. A right to undertake ad hoc no notice test sampling for illegal drugs or alcohol in the blood system is reserved by Alexander Maltby Limited, as is the case on all Company projects.
- Smoking Area will be provided on site.

#### MANUAL HANDLING

- All Sub-Contractors will be expected to adhere to safe techniques, and provide appropriate training where required. All products will be assessed as to their weight and dimensions and a written assessment completed where required. Under no circumstances will operatives be required to lift loads over 25kgs individually.

#### WORKING ABOVE GROUND LEVEL

#### DEBRIS ACCUMULATION

- All Sub-Contractors must ensure the site is left in a clean and tidy manner both during and outside working hours. Debris will not be stored in a manner to block communal areas or escape routes.

#### DUST/NOISE POLLUTION

- All Sub-Contractors will take a pro-active approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to the site operatives and the general public etc. All cutting operations, will take place in a controlled area of the site and all debris will be removed on completion of the cutting works.
- Any generators located on site will be suitably enclosed to minimise the noise pollution. The generator will be selected on the basis of low noise generation suitable for location within an urban environment.
- All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005. All Contractors method statements and risk assessments will be reviewed prior to issue to ensure compliance is achieved. Ear defenders will be used as a last resort to control exposure.
- No foul or abusive language will be tolerated.
- No **loud** radios or personal music systems will be permitted.

## VISITORS TO THE SITE

- The Site Supervisor will be responsible for the health and safety of all visitors to the site at all times. The names of all visitors and their times of arrival and departure will be recorded on entrance to the site. Suitable Personal Protective Equipment will be worn by all visitors whilst on site. Suitable signage will be displayed at the site entrance to direct visitors directly to the site accommodation for signing in.

## COMMUNICATION

- A system of communication between all site operatives will be maintained by the Principal Contractor, through site induction briefings and including health and safety as a separate topic during Contractors meetings. All Sub-Contractors will be required to provide their operatives with fortnightly toolbox talks.

## PLANT AND MACHINERY

- All Contractors will be required to provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and where required, Portable Appliance Tested within the previous three months.
- All plant operators must be CITB accredited with copies of training certification held on site.

## TEMPORARY SUPPLIES

- The use of 240v power for portable tools will not be permitted on site. A suitable transformer will be used to provide the voltage to a maximum of 110v. This transformer will be placed as close to the temporary supply as is possible. Suitable training will be provided to all Contractors with regard to the use of all portable tools, and the hazards of their use identified to all those affected by their use.
- All works will comply with relevant Regulations and Approved Codes of Practice, including The Electricity at Work Regulations 1989, The Low Voltage Electrical Equipment (Safety) Regulations 1989 and The IEE Wiring Regulation (Code of Practice).

## ACCIDENT REPORTING PROCEDURE

- All accidents will be logged within the Accident Book, which will be provided within the Site Office. Where accidents fall within the category of RIDDOR, the relevant Sub-Contracting Company will have the duty to thoroughly investigate, in conjunction with their Health and Safety Representative, and provide a report to Alexander Maltby Limited within SEVEN days. The Principal Designer must be notified immediately of any accident occurring under RIDDOR.
- As the Principle Contractor AML will investigate any notifiable incident and report via the RIDDOR online web page

## HAZARDOUS SUBSTANCES

- No hazardous substance will be used until relevant COSHH Assessments have been provided. A copy of all COSHH Assessments will remain on site and as they may be required to form part of the Health and Safety File, will be provided to the CDM Co-ordinator.

## 6.4 Outline Emergency Arrangements

### Procedures on discovering a Fire

Sound the nearest alarm immediately or shout FIRE FIRE FIRE

Call the Fire Brigade using 999

Attack the fire if it is small enough to do so and without taking any risk to you, using extinguishers

Leave the site and report to the assembly point outside the main entrance

- Do not stop to collect anything
- Leave the site
- Report to the assembly point

### Fire Safety Co-ordinator

Fire Safety Co-ordinator is the Site Supervisor.

The Fire Safety Co-ordinator will;







- Have received appropriate training to be able to carry out the duties required
- Ensure that all procedures, precautionary measures and safety standards are clearly understood and complied with by all personnel within the building.
- Carry out weekly checks to ensure firefighting equipment is present where it should be within the building, unobstructed and check they have not been discharged or damaged
- On a weekly basis check fire safety signage is clearly displayed and ensure the designated escape route is free of obstructions
- Maintain a written record of any checks carried out by external agencies
- During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly point
- Carry out a fire safety induction for new staff detailing the fire alarm points, routes of escape, assembly points and designated smoking areas
- Promote a fire safe working environment

### Liaison with the Fire Brigade

Where the fire brigade is called to the premises to deal with a fire, the following information should be relayed by the Fire Safety Co-ordinator.

- If any person has not been accounted for
- Location and nature of the fire
- Location of the fire alarm controls and any on-site hydrants
- Whether any hazardous substances are on the premises

6.5 F003 Specific COSHH Assessment

COSHH ASSESSMENT			
<b>Trade Name:</b>	<b>Substance:</b>		
<b>Description:</b>	<b>Manufacturer:</b>		
<b>Emergency Contact No:</b>			
<b>MSDS Ref No:</b>	<b>Attached: Y/N</b>		
<b>WEL: 8hr:</b>	<b>Short Term:</b>		
<b>Overall Risk category:</b>			
<b>Activity use:</b>			
<b>Hazards presented by Substance</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><b>New International symbols</b></p>  </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p><b>European symbols</b></p>  </td> </tr> </table>		<p><b>New International symbols</b></p> 	<p><b>European symbols</b></p> 
<p><b>New International symbols</b></p> 	<p><b>European symbols</b></p> 		
<b>Control measures:</b>			
<b>Safe working method</b>	<b>First Aid Requirements</b>		
<b>Containment and Fire Precautions</b>	<b>Storage and Disposal</b>		
<b>Spillage</b>	<b>Comments</b>		
<b>Assessment carried out by:</b>	<b>Date:</b>		



### 6.6 Site layout plan

On each floor.

### 6.7 Fire Plan

In safety book.

### 6.8 Management Structure

Directors Alexander Maltby / Stuart Rowland  
Project Manager TBC  
Site manager: TBC

### 6.9 Delivery Protocol

All drivers must report to office.

General deliveries allowed only between 09.00 and 16.00 Monday to Friday (see definitions under Traffic Management Plan 2.4)

Occasional Larger deliveries allowed only between 10.00 and 15.00 Monday to Friday (see definitions under Traffic Management Plan 2.4)

Banksman will supervise loading and unloading (see methodology under Traffic Management Plan 2.4)

**Small Tipper (equivalent in size to a Skip Lorry) HGV 3.5 > 7.5 tons max gross weight (see image).**



**Flat bed truck 3.5 > 7.5 tons max gross weight**



**LGV Box van (Luton/Transit) 3.5 tons max gross weight**





**Skip lorries, 7,5 Tons gross weight , 8.8m long , 2.7m wide**



**HGV 7.5 > 18 max gross weight**

