

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

ALTERATIONS AND REFURBISHMENT WORKS AT
Amazon House
First Floor and Basement
3 Brazil Street
Manchester
M1 3PJ

PREPARED UNDER THE
CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS, 2007

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January 2022

CONTENTS

1.0 INTRODUCTION AND PROJECT DATA

- 1.1 Location
- 1.2 Description, Work Packages, Programme, Notification
- 1.3 General Safety Principles
- 1.4 Organisation
- 1.5 General Safety Issues
- 1.6 Company Policy
- 1.7 Training
- 1.8 Vetting Procedures
- 1.9 Safety Representatives

2.0 GENERAL OVERVIEW

- 2.1 Information and Communication
- 2.2 General Method Statement
- 2.3 Site Access and Unloading/ Loading Arrangements
- 2.4 Site Security
- 2.5 Welfare Facilities
- 2.6 Emergencies
- 2.7 Services and Underground Services
- 2.8 Site Supervision
- 2.9 Sub Contractors
- 2.10 Visitors Book

3.0 SPECIFIC HAZARDS

4.0 GENERAL OPERATIONS

- 4.1 Woodworking Machines on Site
- 4.2 RIDDOR
- 4.3 Completion, Cleaning and Handover
- 4.4 Fire
- 4.5 Hazardous Substances
- 4.6 Special hazards: Vibration, Leptospirosis
- 4.7 Communication and Co-operation
- 4.8 Monitoring
- 4.9 Personal Protection
- 4.10 Site Housekeeping
- 4.11 Specified Major Injuries and Conditions
- 4.12 Dangerous Occurrences

5.0 INDUCTION TRAINING AND SITE RULES

6.0 FIRE AND EMERGENCY PLAN

1.0 INTRODUCTION

Construction Phase Health and Safety Plan: Project Data

Client: Amazon House Properties

Tel: 0161 236 6274

Site address:

1st Floor and Basement
Amazon House
3 Brazil Street
Manchester
M1 3PJ

Designer: Atelier MB Urban Architects

Contact Name: Andrew Burns

Tel: 0161 236 0051

CDM-C

Principal

Contractor: Jade shopfitters limited

Local Authority: Manchester

EMERGENCY CONTACTS

FIRST AID: Contact: John Dawes or Liam Sixsmith

Mobile: 0779 297 8005

EMERGENCY MEDICAL CARE: Manchester Royal Infirmary, Oxford Road,
Manchester, M13 9WL

Tel: 0161 276 1234

Emergency Telephone Number: 999

FIRE FIGHTING CO-ORDINATOR: Jade Shopfitters manager/foreman and
also, by liaison with building manager

1.1 Location

The building is located in Manchester City Centre, there is NO on-site parking. Loading and unloading to be kept to a minimum within working hours. The building is multistorey and multi tenanted. The works to be carried out by Jade Shopfitters will take place on the 1st Floor and basement areas of the building. The works consists of full refurbishment works. The building will continue to be occupied and remain functional throughout the duration of the works and Jade Shopfitters Ltd will take great care to ensure that the health and safety of members of the public and staff are not put at risk by our activities. Loud and particularly hazardous works will monitored and consideration taken for activities to be out of office hours.

JADE SHOPFITTERS LTD WILL NOT HANDOVER THE WORK ZONES FOR USE UNTIL ARRANGEMENTS TO SECURE THESE AREAS HAVE BEEN MADE TO THE SATISFACTION OF OUR MANAGER. PERIODS OF CLOSURE MAY BE REQUESTED.

Jade Shopfitters will ensure that sufficient safety measures such as banksmen are used at all times to safeguard the public and that busy times are avoided by delivery vehicles.

1.2 Description/ Work Packages

Programme

The programme is to start Tuesday the 4th January 2022, and last for a period of 22 weeks

1.3 General Safety Principles

The Construction (Design and Management) Regulations 2007 place duties on all parties involved in the process of building procurement.

Jade Shopfitters Ltd intend to address the key duties of the Contractor when considering the health, safety and welfare of persons on site. Our duties will include the following:

- 1 Ensure co-ordination and co-operation between Contractors
- 2 Obtain from the contractor's evidence of their competence and adequate resources to carry out the work required
- 3 Obtain from Contractors the findings of their risk assessments and details of their method statements for carrying out the work, especially high-risk operations
- 4 Ensure that Contractors are informed about risks on the site
- 5 Ensure that Contractors on site have been given adequate training
- 6 Ensure that contractors and workers comply with any site rules which may have been set out in the Health and Safety Pack
- 7 Monitor Health and Safety performance
- 8 Ensure that all workers are properly informed and consulted
- 9 Make sure that only authorised personnel are allowed into the site area
- 10 Display the notification of the project to the HSE if notifiable
- 11 Pass information to the CDM-C for inclusion in the Health and Safety File

1.4 Organisation

The Management Structure consists of the following roles:

THE DIRECTORS instigate general policies in conjunction with the CONSULTANT SAFETY ADVISOR.

Safety strategy is then planned with the PROJECT MANAGER who in turn briefs the TRADE FOREMEN and all OPERATIVES about safety issues. Weekly meetings are held with all team members to discuss health and safety performance and aims. The outcome of these meetings is bulletined to all the work force.

1.5 General

This construction phase plan reflects the size and nature of the project to be undertaken

1.6 Company Policy

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken in order to avoid risk to its employees or others who may be affected.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day to day supervision of work.

All employees and sub contractors are expected to co operate with the Company in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Jade Shopfitters Ltd has appointed the proprietor as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.

The operation of this Policy will be monitored by the management and staff of the Company.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

The organization and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

1.7 Training

Senior management have attended approved Health and Safety seminars including an update of the Construction (Design and Management) Regulations 2007. This is regarded as an ongoing process under regular review. In addition, information and reference books issued by the HSE, and others are fully monitored and regulations and recommendations implemented accordingly. In house awareness training sessions are also regularly held for site operatives and these are an ongoing commitment to improve the awareness of all Health and Safety matters for all site staff.

1.8 Vetting Procedures

The selection of contractors and self-employed operatives shall be the subject of the company's established sub-contractor selection criteria in accordance with the CDM 2007 ACOP. This includes checks on suitable training of contractor's operatives, their suitability based on previous experience or reference from other Main Contractors. The ability of the sub contractor to demonstrate that their health, safety and welfare policies conform to shall be of paramount importance. Following selection, working parameters for health, safety and welfare and security will be discussed with the contractor/operative in the pre-contract meeting.

Similarly, a selection of materials suppliers shall be subject to the Companies selection procedures as will plant and equipment selection with appropriate training given when required.

Training records will be examined for all operatives of specialized plant and equipment to ascertain competence. The following tasks will only be carried out by personnel who have achieved certification on an approved training scheme:

Scaffolding, Tower Scaffolding Erection, Demolition, Plant Operating, Excavations, Use of MEWPS, Work at Heights/ Roofing

1.9 Safety Representative

In accordance with the Safety Representatives and Safety Committee Regulations 1997, and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

The Company will consult with their employees in good time on health and safety matters and in particular:

- The introduction of any measure that will affect the health and safety of any employee
- The arrangements for appointing or nominating the person(s) to assist the employer to comply with health and safety
- The provision of relevant information as required under health and safety legislation
- Any planning or organization of training required by relevant health and safety legislation
- The health and safety implications of the introduction of new technologies into the employer's workplace.
- Procedures on site regarding the functions of Safety Representatives and Committees shall be in accordance with the National Working Rule 7(a) of the National Joint Council for the Building Industry Working Rule Agreement.

SECTION 2: GENERAL OVERVIEW

2.1 Information and Communication

Information on potential hazards associated with this contract which has been brought to Jade Shopfitters Ltd's' attention via the pre-construction health and safety pack and the outcome of the subsequent risk assessments will be passed on to the on-site work team by the following methods:

- Pre contract meeting of contract manager and trade foremen
- Induction talks for all operatives and for new contractors
- Weekly site meetings
- Talks held at the beginning of each week
- Contract Manager to co-ordinate and implement any permit to work systems and to check that safe systems of work are in operation for high risk aspects of work

2.2 GENERAL METHOD STATEMENT

1 Set up site in accordance with requirements of the client. The existing facilities within the building will be used and kept clean at all times. Skips will not be used- a system of waiting loads will be operated

Arrange site security to allow safe access and egress for all site personnel and to exclude unauthorized persons in accordance with HSE (G)151. Jade Shopfitters will ensure that all fire exits are marked and that fire fighting arrangements are notified to site personnel. Working hours will be Monday to Friday, 0800 until 1800.

All existing fire escape routes will be kept clear at all times- no materials will be stored in these areas.

Barriers to be used will reflect the level of risk involved i.e. advertising hoardings.

Barriers will also be installed whenever necessary

2 The person in charge of health and safety on this site will be the site manager or foreman. All operatives are experienced and training personnel in the aspects of work being undertaken on this site.

Induction training for all operatives will be carried out in accordance with our health and safety policy and specific issues relating to conduct on site, the presence of asbestos materials within the basement ceiling and use of client's welfare facilities will be highlighted.

NOTE:

All hired plant will be checked by site management prior to use and certification checked to ensure that the equipment complies with the Provision and Use of Work Equipment Regulations, 1998. Equipment to be used by trained operatives only and the site manager will obtain evidence of licenses etc. from operatives before they commence work on site.

3 Carry out scans prior to commencing works to establish positions of services and check with on-site records. We will liaise with the client at all times to ensure that services are maintained to all other areas. Jade Shopfitters will make safe any live services found and protect in accordance with regulations.

We will ensure that temporary 110V supplies have been installed by qualified electricians only and certified safe. Only PAT tested electrical equipment will be used on site

Alterations to the existing distribution board will be required as part of the works and Jade Shopfitters sub contracted electricians will liaise with the building manager to ensure that there is minimum disruption to supplies.

4 Adequate temporary lighting will be provided for the tasks involved and all areas well ventilated where possible.

5 Ensure that operatives are provided with appropriate personal protective equipment gloves, safety boots, dust masks, ear defenders, safety glasses and high visibility vests and that all personnel not required for the operation are excluded from the work zone and below construction works.

Hard hats will be provided to all site operatives that do not have them (when required) and must be worn by all site operatives at all times whilst on the site (excluding site accommodation) when there is a risk of injury from falling objects.

6 Follow directions of site manager or foreman, safe systems of work, risk assessments and generic risk assessments (see Part 3 of this document) to carry out construction work. If in doubt, ask. Seek training if required.

7 ENSURE THAT HYGIENE ARRANGEMENTS ARE MADE CLEAR TO OPERATIVES in order to minimise risk of Weils disease or contamination from other agents e.g. lead dust. **Checks will be made to ensure that there is no asbestos material within the work zone by referring to the building asbestos register/ asbestos survey. We have been advised that there is NO asbestos within our working zone**

8 WORK AT HEIGHTS: All work at heights i.e. Where there is a risk of a fall liable to cause personal injury, will be carried out in accordance with the requirements for access in the Work at Heights Regulations 2005. Maximum ceiling height is approx. 3.5 metres. The hierarchy for managing and selecting equipment for work at height will be followed:

- 1 Avoid work at height where possible
- 2 Use work equipment or other measures to prevent falls where they cannot avoid working at height
- 3 Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Jade Shopfitters Ltd will ensure that:

- * all work at height is properly planned and organised
- * those involved in work at height are trained and competent
- * the place where work at height is done is safe
- * equipment for work at height is appropriately inspected
- * the risks from fragile surfaces are properly controlled
- * the risks from falling objects are properly controlled

9 Tower scaffolding or podiums (as appropriate) will be used for any high-level work. Access to the scaffolding and between levels will be by ladder. All ladders must be used in accordance with the Work at Heights Regulations 2005. Only ladders

Constructed in accordance with BS 1129 (Timber) Industrial Grade and BS 2037 (Aluminium) will be used.

The company will select current access for the type of work and duration and arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to operatives will include the hazards and precautions relating to ladders and their use.

Ladders will be checked before use, to ensure that there are no defects, and **must** be checked at least weekly by a competent person while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

SOME of the main hazards associated with ladders are:

- * *Not securing the ladder properly*
- * *Unsafe use of ladder (over-reaching, sliding down, etc.)*
- * *Using ladder where safer method should be provided*
- * *Using ladder with defect*
- * *Unsuitable base to ladder*
- * *Insufficient handhold at top of ladder, or at stepping off position*
- * *Insufficient foothold at each rung*
- * *Using ladder near overhead electrical cables, crane contacts, etc.*
- * *Ladder at unsuitable angle, swaying, springing, etc. (angle 1 in 4).*
- * *Insufficient overlap of extension ladders*
- * *Undertaking two handed work operations*

10 Manual handling techniques will be employed for all building operations. Machines will be used for lifting and trolleys for transporting materials from delivery vehicles to the point of use wherever possible. Trolleys may require wheels fitting with protective covers to protect floor finishes.

11 We will ensure that housekeeping arrangements are observed- waste materials will be cleared away constantly to minimise clear up at the end of the working shift and tripping hazards reduced. No materials will be allowed to block fire exits.

12 Site close down procedure as directed by Company Health and Safety Policy will be followed each day.

2.3 Site Access and Loading/ Unloading Arrangements

Access on to the site is via the front doors. All drivers will be informed that banksmen must be used when maneuvering. Vehicles when rear vision is unclear and also given clear instructions for deliveries to site.

Care will be taken at all times of other road users and of pedestrians by employing banksmen to assist vehicles maneuvering.

- A safe method and system of work will be adopted during the handling and movement of materials on site. The site will be kept tidy in order to avoid tripping hazards to both operatives and members of the public.

The main storage of materials and plant will be accommodated in the basement area along with any waste disposal units unless otherwise agreed between the contract administrator and the contractor.

2.4 Site Security

Security to the site will be provided predominantly by the existing the building envelope for interior works.

Protection to staff and public will be afforded by the provision of temporary barriers during the works according to the severity of the hazard- i.e. hoarding for the most severe to plastic barriers and warning tape for short term and minimal risk activities.

Appropriate warning signs advising of the following shall be displayed:

"Danger Construction in Progress"

"Parents Keep Children Away"

"Visitors Report to John Dawes or Liam Sixsmith before entering site"

2.5 Welfare Facilities

- The existing/new accommodation will be used to provide welfare including wc facilities, heated rest area with seating (with back supports) and washing facilities, facilities for making hot drinks and warming food.

Jade Shopfitters Ltd will provide a first aid kits on site.

2.6 Emergencies

- Notices providing information on emergency procedures will be displayed and the site- Emergency procedures will be fully explained at Site Safety induction training sessions

- A telephone will be available on site to summon assistance in the event of an emergency

- Access will be maintained at all times for emergency vehicles

- The site manager or foreman will be responsible for co ordinating emergency procedures and for administering basic first aid

- A first aid kit will be available on site to assist with minor injuries

- Appropriate fire extinguishers will be provided on site and all personnel instructed in their correct usage. All hot working will require a permit and the site foreman will check at the end of each working day that there is no smoldering or burning where hot work has taken place

- Fire evacuation procedures will be arranged at the first induction meeting. In the event of a fire the site foreman will raise the alarm and inform the centre manager/ staff, call for the fire brigade and ensure evacuation of the site to corner of Sackville Street and Brazil Street. He will then check personnel against the visitors book/ site personnel register. The practice management must also inform Jade Shopfitters of similar emergencies.
- The accident record book will be maintained at the main office of the organisation.

See Section 4 for lists of Specified Major Injuries and Conditions and Dangerous Occurrences.

2.7 Services

The pre site health and safety pack does not give any indication of the positions of services within the work zone.

Temporary services will be installed in accordance with the recommendations of BS 7375: 1991 'Distribution of Electricity on Construction and Building Sites' and shall follow the guidance contained in GS 26 issued by the HSE. Cables should be carefully routed and protected to prevent tripping and accidental damage and must be maintained in good condition. Any isolation work will be undertaken by a qualified electrician only. **NO LIVE SERVICES WILL BE LEFT EXPOSED AT ANY TIME.**

2.8 Site Supervision

The person responsible for day to day running of the contract and health and safety matters will John Dawes and Liam Sixsmith who are also responsible for coordinating fire evacuations and first aid.

2.9 Sub-Contractors

- All sub contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company policy is made available on site whilst work is being carried out.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Scaffolding used by the sub contractor's employees (even when scaffolding erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Code of Practice.
- Sub contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought on to the site by sub contractors must be safe and in good working condition, fitted with any necessary guards and safety devices with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- Any injury sustained, or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.

- Sub contractors informed of any hazards or defects noted during inspections will be expected to take immediate action. Sub contractors will provide the site agent with the name of the person they have appointed as Safety Supervisor.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub contractors for their employees unless arrangements have been made for their employees to have the use of this company's facilities in which case a certificate will be ensure detailing the issues provided.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any person who may be affected on site.
- Sub contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work commences.
- It is the Policy of this Company that all operatives, sub contractors, visitors, etc. on the Company's sites will wear safety helmets in areas specifically designated as risk areas by site management and where there is a foreseeable risk of head injury.
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities e.g.: asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with our Contracts Management before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.

2.10 Visitors Book

Anyone visiting the working area must sign in.

SECTION 3: SPECIFIC HAZARDS

3.0 SITE HAZARDS

The items identified as posing the most onerous risks on this site are:

3.1 -COSHH information

3.2 -Manual Handling

3.3 -Slips, Trips and Falls

3.4 -Structural works

3.5 -Electrical works

3.6 -Glazing

Note: *The above identified hazards are encountered frequently during contracts of this nature and therefore the potential risks can be readily quantified and dealt with by using the following health and safety guidance notes. Risks not anticipated at the beginning of the contract are assessed on site by the Site Manager using the risk assessment form in the appendix.*

3.1 COSHH

Health Hazards from Substances

Health hazards from substances can be divided into the following categories:

-External contact- skin absorption, corrosive, dermatitis etc. e.g.: epoxy resins

- Inhalation- gases, fumes, dusts, vapours, exhaust fumes etc.
- Ingestion- swallowing
- Hazards may be classified as toxic, harmful, irritant, corrosive, biological or a combination of these.

PLANNING PROCEDURES

All work will be planned, taking into account the relevant standards

The Contracts Manager will:

- Arrange for a written risk assessment for substances to be used in the process and this information will be made available to all Company Personnel and any other people on site who may be affected by the substance.
- Ensure that before any operation commences information is obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to operatives. Ensure, if possible, for alternative less hazardous materials to be used if possible.
- Arrange for any necessary equipment, hygiene facilities, protective clothing etc. to be planned before work commences.
- Ensure that any COSHH information is available on site.

TRAINING

- All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective equipment, hygiene measures etc. as required.

MONITORING

The Site Manager will:

- Ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, protective clothing are provided and maintained as necessary.
- Arrange for any necessary air sampling, medical examinations, testing etc. to be carried out as required and records kept on site during the operations
- Ensure all measures necessary to protect other workers and the general public from any substance hazardous to health are provided and maintained.

CONTROL MEASURES

Where necessary the safety advisor will arrange to provide written assessments and advise on the precautions required with any substance where there is a known risk to health.

GENERAL PRECAUTIONS

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to individual products must be obtained from the manufacturers before use.

Almost all chemical materials are potentially dangerous. Some may find their way into everyday usage in a diluted or modified form however the following general rules must always apply:

- 1 Chemical products must never be allowed to come into eye contact. Contact with the skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- 2 Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- 3 Inhalation of chemical vapour and dust should be avoided. Adequate ventilation must be provided. Suitable respiratory equipment will be provided if necessary.
- 4 Facilities for the washing and cleansing of skin must be made available with the necessary cleansers and barrier creams.
- 5 Store all products in ventilated areas away from the extremes of temperature and environment.
- 6 Clean all spillages instantly and dispose of waste and used containers properly
- 7 Except for transport in closed packages, materials must only be handled by authorized personnel.
- 8 Ensure the correct equipment for handling the products is available
- 9 If any person handling the materials shows any signs which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- 10 **Read the data sheet, container labels and detailed health and safety information before using any products.**

3.2 MANUAL HANDLING

Regulations dealing with the manual handling or lifting of materials state that “a person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”

Guidance on the recommendations regarding handling and lifting are contained in Health and Safety at Work series booklet no 1, “Lifting and Carrying”.

The Contracts Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is impractical, sufficient labour will be available to handle any heavy or awkward loads and instructions issued on site on the handling of these loads. All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their safety training.

A supply of suitable gloves will be made available as required for the handling of materials which could cause injuries to the hands.

The Company will insist on the wearing of safety footwear. The Supervisor will not require any operative, particularly a young person, to lift without assistance a load which may cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain or ruptured disc
- Hernias
- Lacerations, crushing of hands or fingers, Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that accesses are safe and that there are no tripping hazards is especially important.

-Except in special circumstances, no manual handling assessment will be required for loads of 20 kg (44 lbs) or under.

-For loads of over 20 kg and where there is a foreseeable risk of any injury to employees an assessment of the risks must be carried out.

-Employees involved in the manual handling operations must be informed of the risk and of the control measures required to be taken by them.

-For work activities where weights may be variable such as the unloading of vehicles, employees must be advised on how to assess the manual handling risks involved and the control measures to be adopted. The Company will ensure that employees have sufficient understanding of the risks of injury when handling loads of variable weight or unpredictable loads.

-The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

LOAD ACTION

<20 kg (44 lbs) Within the capacity of persons with no known medical condition

25-34 kg (44-75 lbs) Training required to be able to assess any lifting problems

34-50 kg (75-112 lbs) Training required on specific techniques including shape and design criteria

50-90 kg (112-200 lbs) Within the capacity of 2 well trained persons in the right environment

>90 kg (200 lbs) Mechanical handling usually required

LIFTING PRACTICE

The following precautions must be taken when lifting:

- 1 Stand firmly close to load with feet about 300 mm (12") apart with 1 foot slightly ahead of the other.
- 2 Bend the knees and keep your back straight
- 3 Obtain firm diagonal grip. Keep load close to body
- 4 Lift up by straightening legs and move off
- 5 When lowering load, keep back straight, bend legs
- 6 Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves wherever possible which could reduce the severity of injuries sustained by trapping fingers.

3.3 SLIPS, TRIPS AND FALLS- GENERAL ADVICE

See General Method Statement on Section 2.2, point 1 for specific details of security arrangements and prevention of slips and trips. Also see toolbox information in Section 5

PREVENTING SLIPS- GENERAL MEASURES

Stop contamination getting on to the floor- a smooth, clean, dry floor, is rarely a slip risk.

a **Review work activities** - Contamination comes in various forms, fluids, swarf, saw dust, food and drink, polythene, cardboard. It is usually created by the work activity, so an assessment of the activity and way in which people work is essential if it is to be stopped from getting on to the floor.

b **Design out problems** - Good design can also prevent contamination from getting onto the floor, e.g. fit canopies over entrances, and fix leaking machines.

Control contamination

If you can't stop it, can you control it?

a **Review work activities** - Look at the way in which people work, e.g. do they clean up after themselves or use bins

b **Employee & employer attitude** – A positive attitude toward slips and trips is needed. When it comes to contamination and housekeeping, it is everyone's responsibility.

c **Suitable and timely cleaning regimes** - Cleaning systems play a big part of contamination control. A good floor that is allowed to become engrained with contamination will become a slip risk.

d **Control contamination** – There are measures that can be put into place to help control contamination and to stop it from spreading into other areas of the workplace e.g. fit drip trays under machines and racking; use mats at entrances;

Eliminate adverse environmental conditions

Look for conditions that could affect the way a person behaves or prevent them from realising where the hazards are.

a **Check lighting is suitable** - if you can't see where you are going there is always the risk that someone might slip and fall.

b **Is condensation a problem** - If the floor is smooth, only a tiny amount of liquid would be sufficient to cause a slip risk, so look out for condensation or humidity preventing the floor from fully drying out.

c **Rainwater able to enter building** – Can canopies be fitted over doors. Provide suitable matting at entrances for people to dry feet thoroughly

Improve floor conditions

a **What tasks are taking place?** - What tasks might compromise the ability to walk safely? Is there a need to carry, lift, push or pull loads? Are people rushing about? Do they have hands free to hold on to hand rails? Are they being distracted? Scrutinise the work activities and process flow to see if it can be handled better. Don't forget about vulnerable people, that is anyone who may have a poor knowledge of the risks or poor health and agility? What about visitors or members of the public?

b **Can floor roughness be improved?** Consider temporary surfaces

Footwear

Safety footwear must be worn at all times, however, an appropriate sole should be considered for indoor use rather than external site conditions.

Trip potential

3 issues must be considered here to prevent trips:

Walkways - Check for a suitable walkways? Are they in the right place, are they being used, are they available for use? What tasks are taking place on the walkway, is the task preventing the employee from seeing where he is going for example.

Housekeeping – It is not just good enough to have a walkway, it must be kept clear, no trailing wires, no obstructions. Employees and cleaners need to have a see it, sort it attitude to ensure these and other work areas are kept clear. Is the cleaning regime effective? Are there enough bins, storage facilities etc?

Design and maintenance – is the floor suitable for environment, fitted correctly and properly maintained. Are the walkways wide enough and are level. Are stairs suitable, are risers consistent, are nosings highlighted where necessary, are usable handrails available. Environmental factors also fall into this category, is the lighting good enough for employees to see hazards, what about distractions that might prevent them from seeing where they are going.

3.3 RENOVATIONS/ ETC

The risks associated with this activity include the following:

- Collapse of the structure
- Falling or flying debris
- Presence of existing services

The Site Supervisor will ensure that protective measures for the safety of the public, visitors and operatives shall be provided and maintained. Before work commences, existing services into the site must be located and disconnected. This may be made by identifying the appropriate circuits and isolating safely and locking off the fuse box with access only by the electrician. Before work commences, the areas affected will be checked for the presence of hazardous substances.

Prior to commencing structural alterations, the structures will be fully propped to the engineers approval. Supports will be taken down to suitable bearings and not concentrated on suspended floors only.

All machinery used will be suitable for the intended purpose and be fitted with any necessary safeguards to protect the operator.

-All operatives on the site will be required to wear safety helmets, protective boots and other personal protective equipment (e.g.: dust masks and gloves) deemed necessary by the site supervisor whilst dismantling works are carried out.

3.4 RISKS ASSOCIATED WITH WORKING WITH ELECTRICITY

The main risk is that of electrocution which will be dealt with as follows:

- Work on live conductors will be prohibited.
- A safe system of work shall be agreed prior to commencing work with the foreman, electrician and the manager to ensure that circuits made dead cannot be reactivated unless work is completed and no operative is put at risk
- All electrical installations will be in accordance with the latest Codes of Practice and Regulations
- Temporary supplies and distributions on the site are to be installed by competent electricians and tested in accordance with the IEE Regulations.
- All power tools for use on the site are to be in accordance with the relevant British Standards
- No power tools or electrical equipment of greater voltage than 110 Volts (CTE) shall be used on the site and lower voltage tools or lighting may be required in damp or confined spaces. All sub contractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these regulations.
- Before chasing within existing plasterwork is made, checks shall be carried out to establish whether there are any cables or other ductwork concealed within the plasterwork

3.6 GLASS

The main hazard associated with work with glass is:

- Cuts caused by contact with broken glass or the unprotected edge of panels
All work involving the handling of glass will be carried out in accordance with the relevant standards. The contracts manager will ensure the following arranged are planned in order to ensure safety when handling glass
- Instruction for supervisors and employees in safe storage and working procedures and in emergency treatment for bleeding
- Suitable storage areas, racking and facilities
- Secure arrangements for transporting glass safely
- Protective clothing and equipment for use when handling glass panels e.g.: gloves, suction grip handles.
- Equipment for collection and disposing of broken glass, e.g.: brush, pan, eye protection, bin, waste skip
- Correct tools for glazing
- Proper access equipment to reach working places easily
- Adequate first aid facilities
- Ensure that all supervisory staff and operatives have been instructed in the procedures to be used, including storage arrangements, and that they all know the emergency first aid procedures for dealing with bleeding**

4.0 GENERAL OPERATIONS

4.1 Woodworking Machines on Site

Woodworking Machines on Site will be provided, installed, maintained and used in accordance with current Regulations. The Site Manager will ensure that all machines provided or purchased for use on site fully comply with the latest Regulations and Standards as well as the following:

- Barriers and covering for machines are provided to prevent unauthorised access to machine and weather protection for operator.
- Suitable level base providing good footing is available in the working area around the machine.
- If appropriate, extraction facilities are provided.
- Training and suitable PPE such as ear defenders, eye protection and respirators are provided for operators
- The machines have all safety devices and guards fitted and these are used and that all cutters are sharpened as required and push sticks are used.
- Adequate lighting is provided to the work area and that this area is also kept clean and tidy
- Any defects must be reported immediately, and the tool not used until remedial work has been carried out.
- No young person under 18 will be permitted to use the tools, neither will any other unauthorised operative. The machines must be made safe when not in operation.

4.2 Reporting of Accidents and Dangerous Occurrences

All Contractors will be required to notify the Safety Department of Jade Shopfitters Ltd of all accidents or dangerous occurrences occurring on site. Contractors will be required to notify the HSE of all incidents as specified in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR). A copy of the report form F2508 should be forwarded to the Safety Department and the HSE within 7 days from the date of the incident.

All incidents involving a dangerous occurrence and or injury resulting in persons absent from work for more than 3 days must be recorded on form F2508. Copies will be forwarded to the CDM-C for reference.

1 The Incident Contact Centre

Caerphilly Business park

Caerphilly CF83 3GG

2 Report by internet on www.riddor.gov.uk

3 Phone: 0345 300 9923 Monday to Friday, 8.30 to 5.00pm

4.3 Completion, Cleaning and Handover

On completion of the contract, all operating manuals, safety information and risk assessments associated with the use and maintenance of the building or materials used in the construction, cleaning or servicing will be recorded in the Health and Safety File.

4.4 Fire

All employees will be made conversant with the fire precautions applicable in the work area and made familiar with the relevant escape routes and any changes resulting from progression of the works. An audible alarm will be provided on site and operatives made familiar with the sound and what to do if the alarm is sounded. Operatives will be made aware of positions of fire extinguishers and trained in their use.

No smoking rules within the site will be obeyed. Rubbish, cigarette ends, or matches must not be thrown down. Every care must be taken when handling petrol or any other flammable substances. These must be kept away from other naked flames or sparks and only the amount of the substance brought on site should be sufficient only for the day's shift in the event of Jade Shopfitters Ltd discovering fire: -

- 1 Sound the Alarm and warn occupants of the building including residents
- 2 Follow the site procedure for calling the fire brigade
- 3 Try to extinguish the fire but do not take risks
- 4 If the fire cannot be controlled, reduce where possible the supply of oxygen by closing doors and windows and keep clear

Ensure that all fire access routes are kept clear at all times and obey clients alarms.

No flammable substances will be left unattended on site and a lockable store will be provided to store flammable materials safely outside the building.

4.5 Hazardous Substances

In the event that a hazardous substance is found on the site, the removal of such a substance will be undertaken by a competent contractor, and a full method statement will be required prior to this work being undertaken. If asbestos is discovered, do not disturb the substance, stop work immediately, remove all personnel and seal off the affected area. Inform the contracts manager immediately who will then notify the CDMC and designer.

4.6 Special Hazards:

4.6.1 Vibration:

There is no specific legislation covering vibration but the provision of the Management of Health and Safety at Work Regulations 1999 and the duties under the Health and Safety at Work etc. Act 1974 to ensure the health and safety of employees at work apply. Further guidance is given in HSE Guidance Document HSG88 Hand-arm vibration. A vibration risk assessment should be carried out bearing in mind that some people are more susceptible to the effects of vibration than others. Young people are at risk because of their physical immaturity: smokers and persons affected by Raynauds Disease are also more vulnerable. The provision of information, instruction and training to employees in the use of tools, damping measures and reporting relevant health concerns are important. Effective and planned maintenance programmes will help prevent machinery vibrating through wear and tear. Medical monitoring may be required. A vibration risk assessment should identify:

- * what the vibration hazards are e.g. drills, hammers, etc.
- * the type of vibration and duration
- * who is at risk

- * what control measures are already in place
- * what the associated risk evaluation is
- * what additional control measures are necessary

Control measures:

a Hand-arm vibration

- * design out vibration
- * use of low vibration tools
- * correct installation of machinery
- * proper maintenance of machinery
- * training
- * use of PPE and keeping hands warm, eat and drink warm food regularly, avoid smoking when undertaking work where vibration is encountered
- * feed back from operatives
- * limit time exposed to vibration- e.g. job rotation

b Whole body vibration

- * design out vibration
- * use low frequency seats in all terrain and similar vehicles
- * suspension of driving seats
- * regular planned maintenance
- * damping of high vibration surfaces
- * job rotation
- * isolation of operator from vibrating source
- * isolation of vibrating machine from surroundings
- * substitution with less hazardous equipment
- * operation re design to eliminate need for vibrating tools

4.7 Communication and Co-operation

Any changes to the design during the construction phase which may present Health and Safety implications will be approved by the consulting engineer architect.

4.8 Monitoring

The Principal Contractor will monitor on a daily basis all operatives employed by himself and the working practices of all other Contractors on site. Meetings will be held on a weekly schedule to formally monitor progress and to discuss safety issues. Information gained from meetings will be returned to the safety officer to assist Company Safety auditing policies. All operatives will be encouraged at weekly meetings to discuss safety methods.

4.9 Personal Protection

Head Protection

Safety helmets will be provided to all employees who work on or visit construction sites. These must be worn in accordance with site rules or when instructed to do so by the site occupier, manager or supervisor.

Clothing

All employees are required to ensure that their clothing is suitable for work and not to wear garments which may become trapped when operating machinery. Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment.

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment. The type to be used will largely depend upon the work activity.

Hearing Protection

Ear protection will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. As a rough guide, if it is necessary to raise voices to be heard from a distance of 2 metres away then the background noise is above 80 dB(A) and protection should be worn. If the same applies at a distance of 1m then the background noise level is above 85 dB(A) and protection must be provided and worn.

Footwear

Boots and shoes should be strong and in good repair. When on construction sites boots used shall have steel toe caps and insoles.

4.10 Site Housekeeping

All operatives working on the site must ensure that waste resulting from their work is cleared to the skip or storage area provided. Skips are to be emptied frequently.

4.11 Specified Major Injuries and Conditions

- Fracture other than to the fingers, thumbs or toes
- Dislocation of the shoulder, hip or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Amputations
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

4.12 Dangerous Occurrences

The following incidents are reportable dangerous occurrences:

- Electrical short circuit or overload causing fire or explosion
- Unintended collapse of any building or structure under construction, alteration, demolition where over 5 tonnes of material falls: a wall or floor in a place of work; any falsework.
- Explosion or fire causing suspension of normal work over 24 hours
- Accidental release of any substance which may damage health.

5.0 SAFETY AWARENESS INDUCTION TRAINING AND SITE

RULES

- 1 Safety is important. At least 2 operatives die every week on construction sites and half of those have been on site for less than one week. At least one person dies a week as a result of construction work e.g. children gaining access to the works. We want to keep this site safe.
- 2 It is everybody's duty to take reasonable care for the health and safety of himself and of others. Do nothing that can cause injury to yourself or others.
- 3 Do not indulge in horseplay.
- 4 Do not attempt to lift any load which is too heavy for you. Get help or use mechanical equipment.
- 5 All injuries, however trivial, must be reported and recorded in the Accident Book.
- 6 Do not misuse or abuse anything provided in the interests of health and safety.
- 7 This site is a hard hat site and unless told by the site foreman, a hard hat must be worn at all times on site.
- 8 Safety boots must be worn on site. No trainers will be permitted. HIGH VISIBILITY VESTS AND ID MUST BE WORN AT ALL TIMES.
- 9 Keep the site tidy and do not leave rubbish and equipment where people can fall over it.
- 10 Inform your supervisor if you see anything which is unsafe.
- 11 ASBESTOS. If at anytime asbestos material or material suspected of containing asbestos is uncovered, STOP WORK, do not disturb the material and inform the foreman immediately.
- 12 Do not undertake any specialist operations for which you are not trained e.g. confined spaces, excavations, work at heights etc.
- 13 Plant will only be driven by operatives who have completed an operators authorization form and have the necessary licenses.
- 14 Protective equipment, goggles, ear defenders, gloves etc. must be worn where appropriate.
- 15 Take care of welfare facilities provided. Keep canteen clean and tidy.
- 16 All portable power tools and temporary lighting must be 110V.
- 17 In the event of injuries contact the first aider.
- 18 Food and drink must only be consumed in the area provided. Observe good hygiene practice.
- 19 Access to the site is via the fire exit closest to the works.
- 20 All contractors are to liaise with the site foreman to pass on information for the health and safety file e.g.: To produce ongoing as fitted drawing of services, cable pipes and runs etc. To submit maintenance and instruction manuals of as fitted items e.g. heating systems, light fittings, door furniture and extractor fans etc.

SITE RULES

- *Nobody under the influence of drink or adversely affected by medication is to enter the site
- *No smoking on site except in designated areas- i.e. end of Brazil Street
- *No Hot Work/ Electrical Installations without a Permit to Work. Do not leave live services unattended
- *No 240V tools except by permission and when used with an RCD. Secure trailing leads at high levels to reduce tripping hazards
- *All visitors to sign visitors book and report to John Dawes or Liam Sixsmith before entering site.
- *All flammables to be stored in appropriate place
- *All contractors to report to the site foreman on a daily basis so that we know you are on site in case of an emergency.
- *Keep all fire exits and fire points clear.
- *All site personnel to receive induction training and to sign acknowledgement.
- *The clients welfare facilities must be kept clean and tidy at all times

Actions to prevent slips and trips- tool box suggestions

What can you do to make a difference?

Your actions could make the difference between someone getting injured or not. Seen a spillage? Instead of thinking it's someone else's problem, why not clear it up?

A useful checklist to help improve safety for you and your colleagues in the workplace.

- Use your initiative
- Suggest ways of preventing contamination (water, oils, cardboard, waste etc.) from getting onto the floor
- Make sure the floor is clean and dry
- Clear up spillages immediately
- Dispose of waste materials
- Remove any obstructions
- Avoid causing trailing cables
- Store goods safely
- Keep workstations clear of obstacles
- Make sure flooring materials are level and secure
- Mark slopes and changes of levels
- Ensure you have adequate lighting
- Wear sensible footwear
- Think about visitors to your workplace, what do they need to know? Do you need to do more to protect them?
- Follow everything you put in place
- Cleaning floors can prevent accidents - but unless it is done with care, it can also introduce new risks.

6.0 FIRE AND EMERGENCY PLAN

- 1 The fire coordinator on this site is Jade Shopfitters Ltd's foreman.
- 2 Fire fighting equipment will be located adjacent to all emergency exits
- 3 A temporary fire alarm will be used when the main alarm is off-line.
- 4 The fire exits will be the existing ones which are clearly defined. Should the signs be removed as part of the works, temporary signs will be placed as required. The muster point will be located in the service yard
- 5 Upon discovering a fire raise the alarm sited in the immediate area and either send someone to phone the emergency services or do it yourself.
- 6 When you hear the alarm vacate the building immediately and make your way to corner of Canal Street and Brazil Street
Only attempt to tackle the fire yourself if:
 - you have received training
 - you feel confident you can take the appropriate action
 - you feel you can safely do so.

IF IN DOUBT, GET OUT

- 7 When any hot work is being carried out then the site supervisor must be advised. Suitable fire extinguishers must be to hand and on completion of the task a careful examination of the area should be undertaken to ensure that there is no smouldering.
Hot working must be completed at least 1 hour prior to finishing work for the day.
- 8 Wherever possible, highly combustible materials must be stored outside the building. Bring only the quantity needed for work that shift onto site.
- 9 Good housekeeping is essential. Waste and debris must not be allowed to accumulate and become a potential fire hazard.
- 10 **Be vigilant for asbestos material on site. If discovered, do not disturb and report immediately to the foreman.**

APPENDIX A

SITE MANAGEMENT SHEETS