

Construction Management Plan

Project: 7 New Town Houses

Site Address: Commercial St
Manchester
M15 4PZ

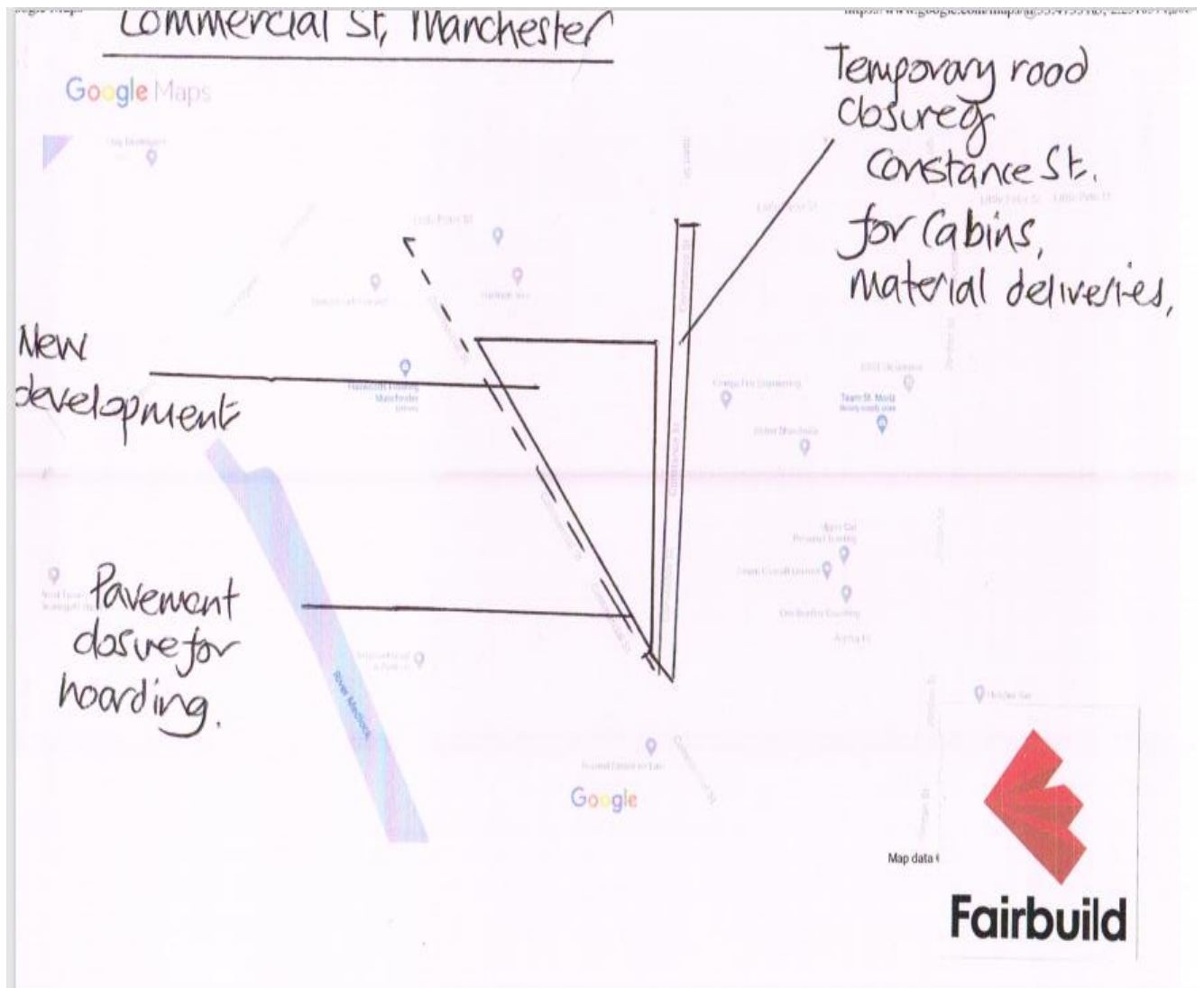
Client: Infill Developments Limited

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Site Set-up Plan / Access plan



1. Project Summary

1.1 Outline scope of works

The project is the construction of 7nr new town houses, briefly compromising but not limited to;

- Foundations and substructure – piled and groundbeams
- Associated drainage and services works
- Masonry external wall construction with flat roofs over
- Precast concrete staircases to serve all floors
- Precast concrete floors
- Metal double glazed windows
- Associated M&E works
- Bathroom and kitchen fit outs complete with flooring and decoration

1.2 Contract Programme:

Commencement on site: August 2021

Practical completion: September 2022

Envisaged 65 weeks on site

Hours of work

Monday to Friday 0700 hours to 1730 hours

Saturday 0730 hours to 1500 hours

1.3 Existing Buildings and Structures

Works are to be constructed on a existing car park, adjacent to Sun House office unit.

1.4 Existing Surveys/Health and Safety file

The Health and Safety File is not available at present. Trial hole information has been obtained by the project structural engineers.

Regardless of the content of the Ground Investigation Report, anyone uncovering any suspected ACMs or evidence of other contamination must stop work immediately, prevent access to the area, and refer the matter to the **Site Manager** immediately to determine what further action is necessary.

1.6 Existing services

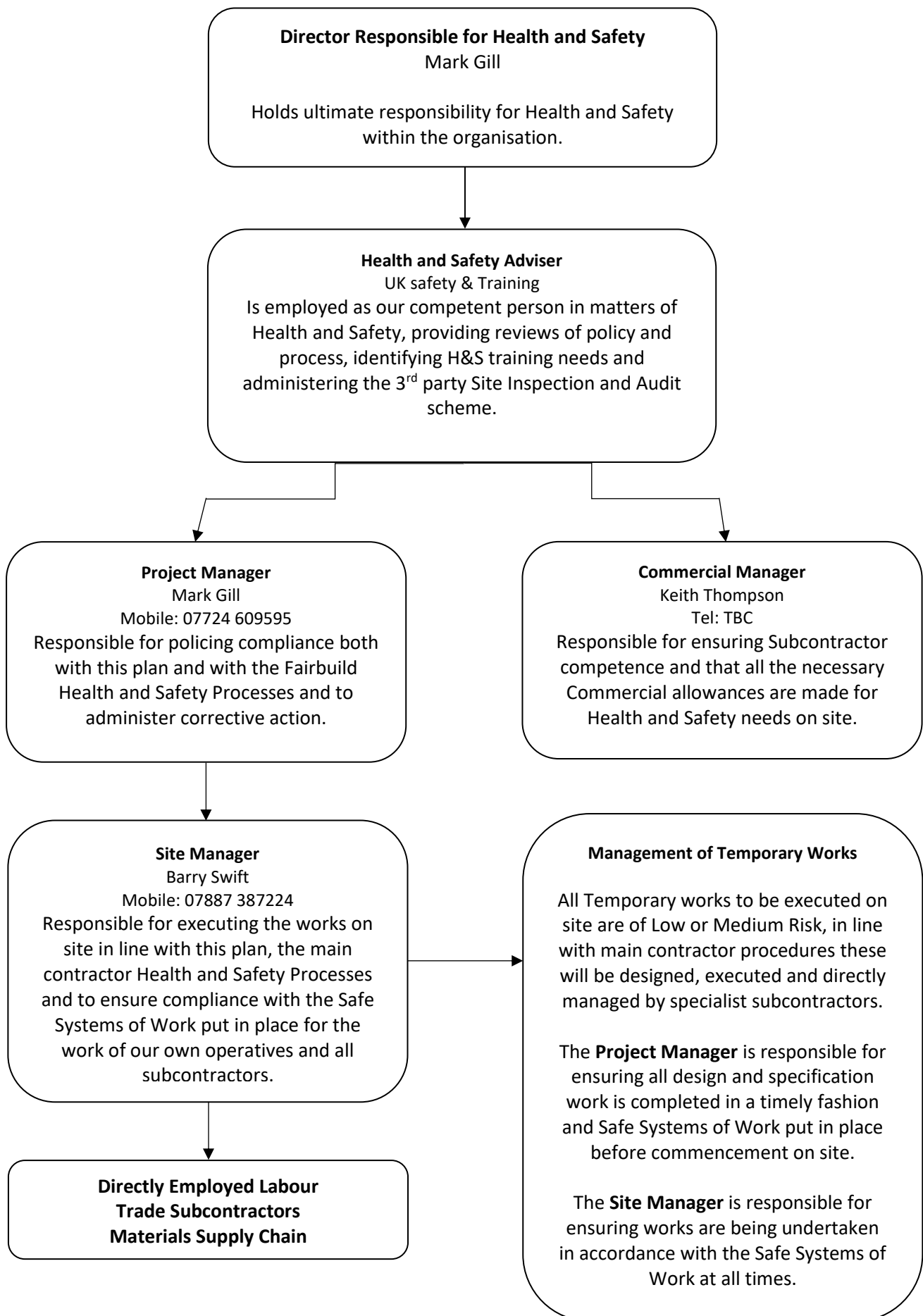
An underground/overhead services survey will be carried out prior to construction. Safe digging practices including CAT and genny scanning and hand dug trial pits will be undertaken in line with best practice, should any possible services be identified on site.

2. Project Directory

Role:	Company:	Address:	Tel:	Email:	Name:
Client	Infill Developments	Hartland, Mayfield Road, Bramhall	07980 565026	andy@hartland1961.com	Andy Ince
Main Contractor Site Manager	Fairbuild Construction	38 Swann Lane Cheadle Hulme SK8 7HR	07887 387224	Baz2662@btopenworld.com	Barry Swift
Main Contractor Project Manager	Fairbuild Construction	38 Swann Lane Cheadle Hulme SK8 7HR	07724 609595	mgill@fairbuildltd.co.uk	Mark Gill
Main Contractor Health and Safety Adviser	UK Safety& Training	Haven Lodge, Hurnbridge Road, Haven Bank, Lincolnshire, LN4 4XS	TBC	TBC	Bob Farrington
Client QS	Baqus Group Ltd	46 Manchester Road, Chorlton, Manchester, M21 9PH	0161 881 5216	Jim.obrien@baqus.co.uk	Jim O'Brien

Architect	Bradley Architecture	7 Clarebank Crescent Edinburgh EH6 7NL	07554 430276	chris@bradleyarchitecture.co.uk	Chris Bradley
Structural Engineer	Healey Consulting Ltd	Brunel House 63 Dale Street Milnrow Rochdale OL16 3NJ	01706 343961	paul@healeyconsulting.co.uk	Paul Healey
Principal Designer	Baqus Group Ltd	46 Manchester Road, Chorlton, Manchester, M21 9PH	0161 881 5216	Mike.oughton@baqus.co.uk	Mike Oughton

3. Health and Safety Management Structure



4. Site Rules

- All personnel must have the appropriate PPE before entering Site. **NO EXCEPTIONS**
- All personnel will receive the Fairbuild site induction before being allowed on site unaccompanied.
- All operatives and visitors must sign in and out at the Site Office.
- No smoking is permitted anywhere on site, apart from the designated smoking shelter.
- No fires are permitted on site
- No hot works will be allowed on site.
- Always take care in whatever activity you are carrying out on site
- No horseplay – building sites can be dangerous places
- Always use your eyes and ears to be aware of activities going on in your working area, avoiding:-
 - Falling down holes
 - Treading on nails
 - Vehicles and moving loads
 - Moving parts of plant
- Follow safe walking routes
- Observe local hazards to the site
- Alcohol and drugs policy (report to the **Site Manager** if you are on any medication or have any medical condition which may affect your ability to undertake the work allocated)
- Never cross fences, barriers, bunting, etc. always use walkways provided
- Never remove any warning signs, barriers or bunting, etc. without authorisation
- Never stand in close proximity to any moving plant
- Never stand under materials that are being lifted
- Never use unauthorised access or unauthorised plant
- Never use any other trade's ladders or use ladders that are not secured
- Never trust a guard / handrail to provide restraint
- Never throw anything (particularly from a height)
- Never operate plant without the relevant training certificate and authorisation
- Never ride on plant
- Always wear your personal protective equipment, keep it clean and inspect it regularly
- At all times operatives to be courteous to the general public

5. Site Requirements

5.1 Training requirements

All personnel working on this site must have the following training in place:

- Asbestos Awareness
- CSCS, CPCS, CISRS card (or recognised equivalent) appropriate to the role they undertake

5.2 Personal Protective Equipment (PPE)

The minimum PPE requirement on this site comprises the following:

- High visibility vest or jacket
- Safety helmet
- Safety footwear
- Appropriate clothing – no shorts or sleeveless garments

Additional PPE will be outlined as appropriate in the task specific Method Statement and Risk Assessment.

5.3 Welfare Facilities

Welfare facilities on site will be set up as follows, in accordance with the requirements laid down in CDM 2015, following the guidance in the Fairbuild Site Set Up manual.

Item	Provision	Comments
Site Office	Yes	As appended
Toilet	Yes	
Washing Facilities	Yes	
Drying room	Yes	
First Aid (FAW Qualified)	Yes	Site Manager
Telephone	Yes	Site Manager's Mobile

All personnel will be expected to take care of the facilities provided. The **Site Manager** is responsible for ensuring that the facilities are cleaned daily and that all consumables are restocked when necessary.

First Aid provisions will be made in line with HSE Guidance L74, and will typically consist of at least 1 FAW trained First Aider, with arrangements to cover holiday/absence.

Site facilities will be set up in line with the Site Layout provided by the Architect.

5.4 Documentation to be displayed

The following documentation must be displayed on the site safety notice boards in the site office and in any other facilities as detailed below.

Item	Location	Comments
HSE Site Notification (F10)	Safety Notice Board	
Employers Liability Certificate	Safety Notice Board	
Health and Safety Law Poster	Safety Notice Board	
Fire Plan	All facilities and on site	Posted at all fire points
Fire Action Notice	All facilities and on site	Posted at all fire points
First Aider Notification	All facilities	
Emergency Procedures (inc route to A&E)	All facilities	
Site Rules	All facilities	

5.5 Health and Safety Goals for the project

We aim to have Zero reportable accidents or injuries on site, and a score from our 3rd party safety inspections in excess of 90% with a minimum score of 4/5 for all activities.

Near miss reporting is actively encouraged on site, with the issues raised being considered both at site level and across the Company to identify any deficiencies in working practices which can be swiftly rectified.

5.6 Delivery and removal of materials (including waste)

Care must be given to safely secure the construction site boundary to stop unauthorised access.

All building materials and or waste to be kept in either a:-

- Site container
- Building work area
- Most importantly all waste within skips or waste bins

Materials delivery and waste skip drop off/collection times shall fall within any local site restrictions.

All Contractors will ensure that the site is kept tidy with waste materials and packaging regularly cleared to waste skips so as not to cause an obstruction and trip hazard. If skips are to be used then positioning of such will be discussed with the Project Manager before being brought onto the site.

We will inspect arrangements for the segregation, storage and removal of waste on site and check the existing procedures regularly. Medlock will employ measures to minimise disposal of waste generated during the construction period and will re-use and recycle any waste materials as far as is reasonably practical.

All waste removal contractors must provide evidence of their current Registration Certificate before any contract is entered into. All wagons must carry a copy of the Waste Transfer Note for the material being removed. The site registration number, waste code and standard industrial code must be entered on the consignment note. All hazardous waste shall be treated as prescribed in the hazardous waste regulations.

The following documentation will be completed and held on-site by the Contractors in a designated file:

- Targets for waste minimisation and recycling;
- Waste Management Plan
- Quantities of waste produced, reused, recycled and sent to landfill;
- Waste Transfer Notes (Controlled Waste);
- Hazardous Waste Consignment Notes;
- Waste carrier's registration licences; and
- Other relevant Environmental Permits and licenses if required for disposal sites.

All vehicles entering and leaving each plot will access through our construction site entrance. Access will be via a controlled gatehouse to be provided at the site entrance which will be manned throughout working hours. Deliveries reaching the site will be held in the 'holding bay' at the site entrance. Information regarding traffic management restrictions and health and safety regulations on site will be passed to the driver before the vehicle can proceed onto site. Sufficient space will be provided and incoming deliveries will be managed in such a way to prevent queuing / waiting on the main estate roads.

Once within our plot, vehicles will be directed to the relevant offload area via appropriate signage. Any loading / unloading areas will be pedestrian free zones. Suitable audible and visual devices will be used on any plant / machinery and all personnel on site will wear suitable protective equipment. When reversing all vehicles will be assisted by a competent banksman.

5.7 Site security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from site and to regulate and control site visitors. This is envisaged to be solid hoarding fencing, all maintained to a high standard throughout the works, with appropriate signage, decorative displays and facilities for public viewing, vehicular and pedestrian access gates, which will remain closed when not in use. Solid timber hoarding may also be used as required, again decorated and maintained to a high standard throughout the project.

There will be a signing in and out procedure to record the attendance of personnel and visitors on site. The signing in/attendance book will be positioned in a prominent position in the site office and all those entering the site are required to sign in immediately upon arrival and sign out when leaving site. The attendance book will be used as a roll call to account for all personnel on site in the event of an emergency evacuation.

Security arrangements will be monitored throughout the duration of works to ensure that the works do not expose such persons to an elevated level of risk.

5.8 Storage of Material

Materials will be stored on site within the secure store, a designated area within the site compound or wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored on the site access road.

The storage of flammable materials will be in accordance with The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

Storage of flammable materials i.e. paints, solvents etc. will be kept to a minimum and stored securely in a lockable fire cabinet or chest.

Cylinders containing Flammable gases for heaters and blow lamps will be kept to a minimum and stored within a wire cage and situated in a suitable position on site, away from habitable areas, excavations etc.

Empty cylinders will be removed from site.

Fragile materials such as glass will be stored in a secure place and all works carried out in close proximity to fragile materials will be subject to specific Risk Assessments

Designated areas for storage of materials and equipment will be reviewed regularly and assessed for safety and security.

Any oil and chemical tanks stored on any individual plot boundary shall be sited on an impervious base and surrounded by a protective bund.

5.9 Asbestos

If Asbestos is discovered in project areas during the works, operations within that area will stop immediately and the area will be cordoned off. At this point the Client and the Principal Designer along with a specialist Asbestos Consultant will be contacted. The Asbestos

Consultant will be asked to attend site to carry out an inspection of the suspect material and any abatement works that are required. Operations will not commence within that area until the Asbestos Consultant gives their approval.

5.10 Manual handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. Where manual handling techniques are required an assessment will be required by the site operatives and the persons involved must have been trained in manual handling techniques.

5.11 COSHH

Where hazardous substances cannot be eliminated from the work procedure, a COSHH assessment will be carried out to ensure that adequate precautions are planned to control the risk prior to commencement of work. Assessment and arrangements for suitable protection will be communicated to the personnel involved.

- COSHH assessments will take account of prevailing site conditions and state how the control measures will be brought to the attention of all who may be affected.
- COSHH assessments will be kept in a COSHH file on site by the relevant persons.

All subcontractors are to provide COSHH assessments for hazardous substances they are to use on site.

Special attention will be made to any substance that is particularly hazardous where its use cannot be practicably avoided. In such circumstances all site personnel will be made aware and a detailed risk assessment with appropriate control measures put in place.

5.12 Communication

A sign board, clearly located at the each individual development plot entrance will be erected which will provide details of the company and a single point of contact on site.

Medlock will implement a complaints procedure and the point of contact provided will be responsible for dealing with any complaints received. We will be required to keep a log book on site of all complaints received, the date received and the details and date of the response provided.

6.1 Competence of Subcontractors

Competence of subcontractors will be assessed on the following basis:

- Historical performance on contracts previously undertaken for Fairbuild Limited.
- Interview with new contractors to discuss the nature of the project and assess their suitability before appointment.
- Health and Safety Questionnaire submitted annually to validate the subcontractors insurances, professional accreditations where appropriate, and their management arrangements.
- References from previous clients of the subcontractor.

6.2 Competence of Suppliers

Plant

Only recognised CMPE suppliers will be employed. All mechanical plant to be used by site operatives will be accompanied by relevant operators' guide and will be certified as checked.

Any plant hired with an operator must be accompanied with proof of suitable training for that operator and the item of plant. The certification will be requested on the commencement of hire by the Site Manager, and recorded on the weekly inspection sheet.

Materials

COSHH Assessments will be undertaken for all materials delivered to site, with the Material Safety Datasheet requested from the suppliers.

6.3 Production & Approval of Risk Assessments

A general assessment of risks associated with the construction work site is contained under Section 12 Project Headline Risk Register.

Copies of task specific risk assessments/method statements for directly employed site operatives are contained in the Risk Assessment Safety Information Folder held by the Site Manager in the Site Office. All Medlock operatives will be briefed on the risk assessments and safe methods of working relevant to the work activities they will be undertaking and will be required to sign confirming they have been briefed, understand and shall abide by them.

Subcontractor risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out. Copies of all subcontractors' method statements and risk assessments will be kept on file and available on site for checking by the Site Manager. Subcontractor operatives will be expected to carry signed copies of their risk assessments pertaining to their work activities indicating acceptance and agreement to comply.

6.4 Permits

A Permit to Work system will be employed on site to control high risk works. These permits will include;

- Permit for hot works
- Permit to break ground/dig
- Permit to work in confined space

7. Emergency Procedures

Arrangements for dealing with and minimising the effects of injuries, disease, dangerous occurrences, fire and explosion.

Non-serious incidents will be dealt with immediately on site, if necessary using the First Aid Provisions detailed below:

First Aider	Location of First Aid Box
Barry Swift	Site Office

More serious incidents must be dealt with by calling out the emergency services.

Small fires will be dealt with by the use of temporary fire extinguishers, but all operatives and visitors to the site will be made aware of the fire exit routes. The warning of fire is envisaged to be given by:

Temporary alarm units

Once an incident has been made safe, you must inform the **Project Manager**, immediately.

Nearest Accident & Emergency Unit:

Emergency Department (A&E)
Manchester Royal Infirmary, Upper Brook St, Manchester M13 9NZ

Telephone: 0161 276 4147

In an emergency always call: 999/112

A map detailing the location of and route to the nearest hospital will be displayed on the notice boards.

8. Site Fire Plan and Risk Assessment

Fire Hazard	Causes	Those at risk	Before controls			Control measures	With controls		
			L	I	RR		L	I	RR
Fire breaking out on site	Arson or other occurrences out of hours	All on site and adjacent properties	4	5	20	Secure site perimeter to be maintained at all times. Uniformed security patrols may be provided to the later stages of the project.	1	5	5
	Poor housekeeping	All on site and adjacent properties	4	5	20	Site Manager takes responsibility for policing housekeeping on site and ensuring a culture of keeping the site tidy and clearing all potentially combustible materials at the earliest opportunity.	2	3	6
	Flammable materials on site	All on site and adjacent properties	4	5	20	Site Manager takes responsibility for ensuring only the quantities of flammable materials required is brought to site, and will be stored securely in accordance with best practice and away from escape routes and potential sources of ignition.	2	3	6
	Poorly Controlled Hot Works	All on site	5	4	20	Site Manager is responsible for policing compliance with the main contractor hot works procedure on site.	1	1	1
	Storage of materials	All on site	4	4	16	All combustible materials must only be brought on site as they are required and must be stored away from any escape routes or potential sources of ignition.	1	2	2
	Faulty electrical installation, tools and equipment	All on site	4	4	16	All tools and equipment are subjected to regular inspections to check for any potential issues or damage, temporary electrical installation to be carried out by competent electricians only, tested and certified in line with current legislation.	1	3	3

Personnel not being aware of fire	Improper warning system	All on site	4	5	20	Temporary alarm bells envisaged to be provided on site at fire points.	1	2	2
Personnel unable to exit site safely in event of fire	Routes not clearly identified, lack of information	All on site	4	5	20	The Site Fire Plan to show all escape routes, and will be posted on the site notice boards and on all Fire Points. All routes, final exit doors and muster points will be clearly signed, with this information being passed to all personnel on site during the site induction.	2	3	6
	Routes obstructed by materials or debris	All on site	4	5	20	Good housekeeping will be rigorously policed to ensure that materials or debris are never allowed to accumulate or be left in any escape route.	2	3	6

Risk Rating		Rating Actions		
Likelihood (L)	Impact (I)	Risk Rating (RR)	Action	
1. Negligible	1. Insignificant	1-3 Minimal	Maintain Controls	
2. Rare	2. Minor	4-6 Low	Review Controls	
3. Unlikely	3. Moderate	8-12 Medium	Improve Controls	
4. Possible	4. Significant	15-25 Substantial	Stop work and review	
5. Probable	5. Catastrophic			

9. Reporting under R.I.D.D.O.R. 2013

Arrangements for informing the Principal Contractor of any injuries, ill health, disease or dangerous occurrences

Notification will be given to the enforcing authority via the **Director Responsible**, without any delay, of any of the following:

- Any fatal injuries to employees or other people in an accident connected with your business
- Any 'Specified Injury' under RIDDOR 2013
- Any other dangerous occurrences listed in the regulations

A written report will also be sent to the enforcing authority, within 14 days of any notifiable incident, as outlined above and also of:

- Any other injury to an employee which results in their absence from work or being unable to do their normal work for more than seven days
- Any other cases of ill health listed in the regulations.

A record will also be kept of any injury, occurrence or case of disease requiring report. This will include the date, time and place, personal details of those involved and a brief description of the nature of the event.

All accidents or dangerous occurrences must be reported to the Director Responsible, who will notify the Health & Safety Manager immediately.¹¹ Information and Training for People on Site

10.1 Health and Safety Information

All operatives on site will be asked to attend a Site Safety Induction and sign to say it has been understood. Site Waste Management arrangements are also to be included in induction.

Weekly 'toolbox talk' briefings are held by the Site Manager on a weekly basis, these will be selected to represent a current or prevalent issue on site.

All operatives on attending site receive a briefing on what activities will be occurring on site, where these could interface with their works, and any specific guidance necessary. This will include reviewing their understanding of their written safe system of work.

The Site Manager operates an 'open door' policy for any personnel on site to raise concerns, no matter how minor. Details are also published of how to raise these concerns with an external party (for example Safety Advisor or Contracts Manager), should they deem it appropriate.

Risks which are identified during the project will be addressed by the Site Manager (with support from the Safety Adviser and Project Manager if needed), who will implement appropriate control measures and safe system of work. This will be passed to all parties affected by means of the regular briefing, or, where immediate controls are needed, works will cease and all operatives briefed immediately.

Matters arising relating to site safety, programme constraints, design problems will be communicated through the Client/Project team. Weekly site meetings shall be held to address such issues.

Coordination meetings are to be arranged and attended where necessary to address site matters. A written record is to be completed where necessary to communicate any actions or advice given. Good communication is to be kept at all times during the works between all parties. The efficient and effective flow of information is vital to a safe, cost effective project.

10.2 Health and Safety Training

All operatives will receive any specific awareness training necessary. All neighbours will be made aware that they are operating adjacent to construction activities and that they must not enter areas of current building operations.

All personnel inducted onto site will be made aware of the fire escape routes, and means of raising the alarm.

10.3 Information provided about the Project

Operatives will be made aware of the identity of the Principal Contractor along with any arrangements for project specific awareness training at the Site Induction.

Where circumstances change on site, additional briefings will be given to the workforce as appropriate to identify the changes, and any subsequent changes to the management arrangements.

Health and Safety 'toolbox talks' will be given when appropriate to discuss particular risks relevant to the project, or in line with any issues or 'near misses' on site.

Statutory notices will be displayed on the site to provide further information as required by law.

10.4 Visitors

All visitors to site must sign in the Visitor's Book and be accompanied during their time on site. Visitors will receive a briefing detailing current on-site activities, and identifying any particular risks at the time of the visit and any restrictions in place.

10.5 Management of Design Information

The site office will always hold the latest drawings and information pertaining to the project.

Where changes are issued by the design team, these are reviewed by the Commercial Team, and, unless there are issues to raise, immediately passed to site (accompanied by revised drawing register), the Site Manager will then (in accordance with Medlock FRB Procedure) mark appropriate documents as 'Superseded' and remove these from circulation, replacing with the new version.

The commercial team also cascade new documents to trade subcontractors and suppliers in the same manner. The Site Manager is responsible for alerting all personnel on site to any design changes, so they can review and assess the impact on site works immediately.

10.6 Working at Height

The hazards of working at height are very often overlooked, which is why falls from height continues to be the biggest killer in the construction industry. The Work at Height Regulations places a duty on employers to;

- Avoid working at height.
- Where working at height cannot be avoided - use work equipment or other measures to prevent falls.
- 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

The **Site Manager** is responsible for ensuring RAMS are undertaken for all work at height activities. The **Site Manager** is responsible for reviewing and approving these documents and ensuring that the works are carried out in accordance with the written safe system of work. Some work at height activities may be subject to additional controls through a permit to work system.

Control Measures – Guidance for the Site Manager

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from working on fragile surfaces are properly controlled.
- Equipment for work at height is properly maintained and subjected to recorded weekly inspections.
- Arrangements are in place for safe access and egress.
- Collective fall protection measures – guard rails, hand rails, nets, airbags etc.
- PPE – work restraints, fall arrest, rope access.
- Exclusions zones.
- Prevention of falling materials.
- Emergency procedures.

Work Equipment

When making an assessment for selecting work at height equipment, the most suitable option must be chosen based on the task, the duration, access and the environment. Safe working loads should be clearly identifiable on all equipment, **no unauthorised modifications are permitted!!!**

Scaffolding

Scaffolds will be designed and erected by competent fully trained scaffolders in accordance with technical guidance document TG20:13 and SG4.

- Scaffold screening will be used over live escape routes.
- Edge protection shall be included down to the bottom of the scaffolding.
- Precautions will be made to prevent falls in the form of guardrails and toe boards.
- When requiring roof access, all works to be carried out in line with HS (G) 33.

Scaffolds will be checked before first use, after any alteration, the weekend, inclement weather and any event that may affect its integrity and at intervals not exceeding 7 days. It will be the responsibility the scaffold contractor for undertaking statutory safety inspections and a record of each scaffold inspection shall be retained on site. The assessment of scaffolds will be aided by the use of "Scafftags" which will be used on all scaffold erections.

Scaffolds will be erected and positioned bearing in mind prevention of possible access for intruders and will be made secure at the end of each shift.

Mobile Elevated Working Platform

- Only a suitable trained and competent person operates the platform
- That work restraint equipment is provided and used by the person or persons inside the platform (certification available that the work restraint system has been inspected in the last 6 months)
- No one in the platform with climb out over the guard rails unless the platform is specifically designed to allow this.
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped.
- A suitable means of descent from the platform is provided in case of an emergency.
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection.

Mobile Scaffolding Tower

Ensure the following;

It has been erected by a competent, PASMA trained operative.

- The relevant components show no sign of rust or damage.
- Suitable means of access is provided inside the tower.
- Toe boards and guard rails are all provided at the proper heights.
- Outriggers are installed where determined by the scaffold manufacturer.
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task.
- Must be recorded on the **Working Platform Inspection**, before first use, after substantial alteration, after any event which may have affected its strength or stability, and in any event every seven days.
- Must be Scafftagged before use by the person erecting the tower.

Trestles/'Youngman Boards' or similar

Ensure the following;

- All components are in good condition and are erected correctly.
- All working platforms have proprietary edge protection in place.
- Suitable means of access is provided to the platform.
- Must be recorded on the **Working Platform Inspection**, before first use, after substantial alteration, after any event which may have affected its strength or stability, and in any event every seven days.

Selection and Safe Use of Ladders

A third of all reported falls from height involve ladders or stepladders. The work at height regulations details specific requirements for the selection and use of ladders in the workplace. Ladders can be used for;

- Access and egress.
- To work from.
- For a task or series of tasks which are low risk and short duration.

The risk assessment for ladder use must demonstrate that other type of access/work equipment is justified in that the task is:

- Low risk/light work (not involving heavy loads or strenuous work).

Light Work - this is work that is not strenuous or heavy so consideration must be given to the dimensions and weight of any tools or materials and any actions or forces necessary to carry out the task. If any tools or materials weigh more than **10kg** a detailed manual handling risk assessment should be undertaken to prove that a ladder is suitable equipment.

- **Short duration** - up to 30 minutes for any single task.
- Existing features on site cannot be altered.

Note: you can perform a series of short duration tasks but if you are stood in the same position doing the same job for more than 30 minutes, this is NOT short duration work.

Ladder Categories, Stepladders and Step stools (hop ups)

REMEMBER - Any standard kite mark is only **A MINIMUM** standard.

Ladders

BS2037 & BS1129 EN131	Class 1 Heavy Duty Industrial- maximum safe working load 175kg (previously class 2) Commercial (light trade) maximum safe working load 150kg.
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BS2037 & BS1129	Class 3	Domestic - should never be used in the workplace
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Step ladders and Step stools

BS2037 (Aluminium only)	Class 1
EN 131	All

EN14183 Step Stools/Hop ups only – **limited to 1m in height.**

‘Hop Ups’

The use of Hop Ups (Pop Ups) will be permitted on site following the completion of a suitable and sufficient risk assessment and method statement which must include the following considerations:

- The work is of short duration and involves only light work.
- The ground condition.
- The work can be reached without stretching.
- A good handhold is available.
- The Hop Ups are safe to use and has been regularly inspected.
- Permission has been granted by the site manager.

Planning for Safety

Other factors to consider when ladders are in use:

- **SHORT DURATION (up to 30 minutes).**
- **LIGHT DUTY – (up to 10kg tools and materials).**
- Secure the ladder.
- Clean, level firm ground and surfaces.
- Handhold availability.
- Maintain three points of contact.

- Keep both feet on the same rung throughout the task.
- Location – vehicles, pedestrians, other hazards such as opening of doors or windows.
- The environment - weather suitability, electrical hazards.
- Judge the angle - 1 unit out for every 4 units up.
- Access ladders should be tied and extended at least 1m above the landing point to provide a secure handhold.
- No working within 6m horizontally of any overhead power lines.
- Always use a nonconductive ladder near live electrical works.
- Ensure a strong upper resting point, (not plastic guttering).
- Do not stand on the top three rungs this provides a hand hold.
- Suitable footwear
- The use of tool belts.
- Stepladders – all four feet are in contact with the ground.
- Stepladders – locking devices fully engaged.
- Stepladders – ensure there is enough space to fully open.
- Stepladders – must be at least 6 treads high.
- Rungs are facing the work activity (do not work side on).
- Additional fixed on safety measures such as tying.

This list is not exhaustive; the selection and use of ladders is subject to task specific risk assessment.

Identifications and Traceability

It is the responsibility of the Site Manager to ensure all ladders on site INCLUDING SUBCONTRACTORS are fit for purpose, clearly identified and a site ladder register should be retained in the site health and safety file.

Information for Ladder Users

Remember to avoid;

- Overloading.
- Overreaching.
- Erecting a ladder on the side or back slopes particularly in wet conditions.
- Moving the ladders whilst stood on the rungs.
- Sliding down the stiles.
- Standing ladders on moveable objects.
- Extending a ladder while standing on the rungs.
- Using a ladder if you have a medical condition or are taking medication, or under the influence of drugs or alcohol.

Pre Use Checks

All individuals using ladders in the workplace should undertake a pre use check to ensure the ladder is safe for use; these should be undertaken daily for ladders in use regularly. Things to look for include;

- Missing, damaged or worn anti slip feet on metal ladders.
- Mud, grease, oil, dirt or stones preventing the feet from making direct contact with the ground.
- Mud, grease or oil on the stiles or rungs.
- Cracks in rungs or stiles.
- Missing, broken, damaged or weakened rungs.
- Metal & fibreglass – check for damaged welds and missing or loose screws and rivets.
- Loose or broken extension locks.
- Fibreglass ladders should have an undamaged surface coat of lacquer.

Where it is found that ladders are defective, the user must not try to repair it, they must report it to the site manager who will arrange for removal and any replacement. It is important that ladders are stored safely both on site and when in transit to avoid damage.

Inspections

The Site Manager must carry out a visual inspection whilst the equipment is on site. These inspections must be recorded on the plant inspection checklist and retained on file.

10.7 Dust

Appropriate control of dust will be employed throughout the duration of the project, following Medlock FRB procedures to include;

- Careful placement of stockpiles
- Damping down techniques
- Use dust extractors on cutters and saws or a wet cutting technique
- Wheel washing where appropriate
- Road sweeping as appropriate

Base course of tarmac will be undertaken at the earliest opportunity, approximately envisaged to be by week 6 of the project, to further reduce dust and dirt.

11. Project Headline Risk Register

Item	Element of works	Predominant Risk(s)	Persons at risk	Written SSOW required?
1	All works	Contact with public	Public	Yes
2	All works	Vehicle and plant movements on and off site	Public	Yes
3	Groundworks	Contact with live services during excavation works	Operatives	Yes
4	Erection of steelwork	Management and supervision of lifting operations	Operatives	Yes
5	Erection of roof trusses	Management and supervision of lifting operations	Operatives	Yes
6	Erection of roof structure	Temporary instability during erection	Operatives	Yes
7	Façade/Roof Construction and Internal Fit Out	Working at height internally and externally	Operatives	Yes
8	Fit out and external works	Wood and Silica dust from uncontrolled cutting and machining operations	Operatives	Yes
9				

This is an overview of the most substantial risks expected to be encountered on site. It is intended as an aide memoir and is not exhaustive. The Site Manager will ensure that appropriate Risk Assessments and Method Statements, are prepared for all activities on site and that an effective written Safe System of Work is employed.

12. Project Temporary Works Register

Item	Element of works	Description	Risk Level	Design Required?	Design by	Installer	Checking by	Written SSOW Required
1	Some drainage installation and connections	Earthwork support for deep drainage	M	Y	Package Subcontractor	Package Subcontractor	Medlock	Yes
2	Structural steelwork installation	Crane on site	M	Y	Crane provider	Crane provider	Medlock	Yes
3	Roof truss installation	Crane on site	M	Y	Crane provider	Crane provider	Medlock	Yes
4	Masonry envelope and roof structure	Scaffolding for access to complete building envelope and erect roof structure.	L	Y	Scaffolder	Scaffolder	Medlock	Yes

This register contains details of all the Temporary Works planned or anticipated at pre-commencement stage. If the requirement for additional Temporary Works becomes apparent, the register will be amended.

13. Health and Safety File

The items listed below are requirements which will form part of the Health and Safety File and will be passed on to the Principal Designer for review prior to completion of the works. Health & Safety File to be retained by Client for reference until such time as property is sold or demolished.

No	Description	Yes
1.	As-built drawings and design criteria	☒
2.	General details of construction methods and materials used	☒
3.	Drawings showing location and nature of utilities and services	☒
4.	Testing, inspecting and commissioning certificates	☒
5.	Operation and maintenance information for plant and equipment	☒
6.	Additional drawings and calculations for any Contractor designed elements	☒
7.	Detail records for fire stopping	☐
8.	Acoustic test certificates	☒
9.	Airtightness test certificates	☒

14. Site Inspection, Controls and Monitoring

14.1 Site Inspections

The **Site Manager** will inspect the site daily, carrying out any corrective action necessary and recording these in the site file.

The **Site Manager** will be responsible for ensuring that the required statutory inspections (eg Excavations, Working Platforms, LOLER and PUWER) are carried out.

The **Site Manager** will ensure that all fire extinguishers on site are checked to ensure they are charged and have been serviced where required.

The **Site Manager** will be responsible for testing any hand bells or mobile alarm units weekly, and recording any issues and the corrective actions undertaken.

The **Site Manager** will be responsible for carrying out unannounced fire drills to test the effectiveness of evacuation arrangements, and record the outcomes along with any corrective actions identified.

The **Project Manager** will inspect the site weekly, and review the adequacy and application of the management arrangements, and any amendments that may be necessary to this plan.

External safety inspections are carried out on a monthly basis, with the results collated and fed back to the site management team to drive continuous improvement.

14.2 Control of Plant and Equipment on Site

The **Site Manager** is responsible for ensuring that all plant and equipment being used on site is subjected to weekly documented inspections, and for ensuring that where maintenance is required, this is undertaken. This includes any lifting equipment and accessories– which must be provided complete with test certificates and report of thorough examination.

14.3 Monitoring of Management Arrangements

Monitoring shall be both proactive and reactive and include the monitoring of the following:

- Procedures e.g. Contractor selection and the management of certain trades
- On site standards actually achieving compared with those set for the project

Monitoring will be achieved by regular meetings and regular checks carried out to ensure compliance with Health and Safety requirements. Investigations will be carried out of all injury, loss or 'near miss' incidents. Any complaints regarding Health and Safety will be followed up by the **Health and Safety Manager** and the complainant advised of the findings.

14.4 Post Contract Review

Post contract reviews are undertaken to consider all the issues encountered during the project, whether they arise from procurement, planning, execution or management. The findings are recorded on the Post Contract Review form and are used to drive continuous improvement to all processes including Health and Safety.