Construction Phase Plan



Project: New Heating System, Extension and Alterations at Brunswick Parish Church.

Client: PCC of Brunswick Parish Church.

Principal Contractor: Armitage Construction.

Document Control Sheet

Project	New Heating System, Extension and Alterations at Brunswick Parish Church.		
Reviewed by Client:	**Client or Client's Representative**		
Issue No: 1 **Signed**		**Dated**	
Issue No: 2 **Signed**		**Dated**	
Issue No: 3 **Signed**		**Dated**	
Approved by	**Contracts Manager, Trevor Bramwell**		
Issue No: 1 **Signed**		**Dated**	
Issue No: 2 **Signed**		**Dated**	
Issue No: 3 **Signed**		**Dated**	
Approved by	**Site Manager, Damon Carroll**		
Issue No: 1 **Signed**		**Dated**	
Issue No: 2 **Signed**		**Dated**	
Issue No: 3 **Signed**		**Dated**	

Amendment Record

Issue Number	Section Number	Reason for Change	Date of Amendment
1.	All Sections	New Document.	26th April 2021
2.			
3.			

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1.0 This Construction Phase Plan

This Construction Phase Plan has been developed from the information available from the Principal Designer, Client, Designers, site plans and drawings, and other available reports. This plan will be further developed as the Project progresses through to completion.

This Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

This document will be clearly displayed and available to all persons working on/visiting the site.

1.1 Principal Contractor

Armitage Construction will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation are complied with, as follows:

(a) To develop the Construction Phase Plan into a working project document, ensuring that it contains all necessary information.
(b) Make clear to all contractors and operatives on the site (through site inductions) Armitage Construction's site-specific rules. Project Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractor's representatives.
(c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
(d) Restrict site access to allow only authorised persons in by use of site security.
(e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may impact on others.** These documents will be reviewed by the Site Manager to allow him to co-ordinate and manage the works.
(f) Maintain the Safety Notice Board and the display of all Statutory Notices.
(g) Advise the Principal Designer of any discoveries or proposals regarding design matters.
(h) Procure the appointment of competent designers or contractors as far as is reasonably practicable using the supply chain management process.
(i) Monitor the health and safety performance of persons and companies working on the Project.
(j) Secure all information that will be required for inclusion in the handover of the Health and Safety file so that the building owners / users can safely use and maintain the building.
(k) Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
(l) Encourage an open-door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm will be underlined.

1.1.1 Project Notification, F10

The Project will be 'notifiable' to the Health & Safety Executive on 'Notification of Project Form F10'.

A copy of this form is in **Appendix 2**, should the Project be notifiable.

The F10 will be photocopied, laminated, and clearly displayed in the construction site office, where it can be read by any worker engaged in the construction work, in accordance with Regulation 6 of the Construction (Design and Management) Regulations 2015.

1.2 CDM Standards and Objectives for the Project

Armitage Construction

It is the intention of our Company that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015 and other Statutory Requirements.
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising, which has a health and safety/risk implication, will be disseminated to those who may be so affected.
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e., consultants and contractors) working on the Project.
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations.
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction.
- We will achieve Zero Accidents and Incidents for all our projects.

1.3 The Principal Contractor Site Safety Policy Statement

The Company regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the Client, and his representatives. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM) 2015.

The Company will collaborate with all parties to provide the organisation, advice, and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

The Company has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the Company's activities. Such procedures are devised to conform to the requirements of CDM 2015.

It is the responsibility of the Company to:

1. Sustain and carry out this policy with all the means at their disposal.

2. Provide adequate safety and job training for all employees with attention to special safety training where appropriate.

3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.

4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.

The Company will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.

All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors, and visitors to site are responsible for observing Company policies and procedures and for ensuring that always they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously to ensure that both policy and practice are appropriate always to the activities of the Company.

All those involved in the construction phase have a statutory duty to follow this Construction Phase Plan and to provide Armitage Construction with any information they have, to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact Armitage Construction.

Signed: B Daniel Armitage

Daniel Armitage
Managing Director
Armitage Construction

Dated: 26th April 2021

2.0 Description of Project

2.1 - Project Name:	
New Heating System, Extension and Alterations at Brunswick Parish Church.	
2.2 - Project Address:	
Brunswick Parish Church Brunswick Street Manchester M13 9TQ	
2.3 - Description of Works and Timescales:	
The works involve the replacement of the boilers and heating system, the construction of a new build single storey extension as well as numerous other minor internal work improvements. Including asbestos strip-out works. **Timescales:** **Commencement Date:** 10th May 2021 **Handover Date:** 27th August 2021 **Overall Project Duration:** 16 weeks **Working hours:** 07:30 to 16:30 Monday to Friday Weekend and Bank Holiday working is to be agreed in advance.	
2.4 - Client:	
PCC of Brunswick Parish Church Brunswick Parish Church Brunswick Street Manchester M13 9TQ	**Contact:** Gordon Flear **M:** 07801 905434 **E:** gordonflear@gmail.com
2.5 - Principal Designer:	
OMI Architects 31 Blackfriars Road Salford Manchester, M3 7AQ	**Contact:** Andy James Architect Director **T:** 0161 832 3242 **E:** andy.james@omiarchitects.com
2.6 - Architect:	
OMI Architects 31 Blackfriars Road Salford Manchester M3 7AQ	**Contact:** Andy James Architect Director **T:** 0161 832 3242 **E:** andy.james@omiarchitects.com

2.7 - Structural Engineer:	
DP Squared Ltd 4 Albert Street Hebden Bridge West Yorkshire HX7 8AH	**Contact:** Darren Paine **T:** 01422 846693 **E:** darren@dpsquared.net
2.8 - Mechanical and Electrical Consultants:	
Viridian Consulting Engineers Ltd Lloyds House 18 Lloyd Street Manchester M2 5WA	**Contact:** Paul Harris **T:** 0161 478 6256 **E:** paul@viridian-consulting.co.uk
2.9 - Quantity Surveyors:	
Poole Dick Associates Unit C1 Waterfold Park Bury Lancashire BL9 7BR	**Contact:** Sean Ellor **T:** 0161 447 8500 **E:** c.heavey@pooledick.co.uk
2.10 - Principal Contractor:	

Benjamin Armitage (Hyde) Ltd T/A Armitage Construction
Generation House
15 Jersey Street
Ancoats
Manchester
M4 6EZ

T: 0161 406 5060
E: info@armitage-construction.co.uk
W: www.armitage-construction.com/

Key Contacts:

Daniel Armitage Managing Director **T:** 0161 406 5060 **Ext:** 201 **M:** 07712 555840 **E:** Daniel@armitage-construction.co.uk	Eugene O'Callaghan Senior Operations Manager **T:** 0161 406 5060 **Ext:** 205 **M:** 07786 081400 **E:** Eugene@armitage-construction.co.uk	Trevor Bramwell Contracts Manager **T.** 0161 406 5060 **Ext:** 221 **M:** 07775 905393 **E:** Trevor@armitage-construction.co.uk
Damon Carroll+ Site Manager **M:** 07775903813 **E:** Damon@armitage-construction.co.uk + Appointed Person (First Aid)	Ben Sutcliffe Quantity Surveyor **T.** 0161 406 5060 **E:** Ben@armitage-construction.co.uk	Mark Mallen CMIOSH Health and Safety Advisor **M:** 07920 866930 **E:** mark@atchss.com

Works to include (Not Exhaustive, see Programme, Appendix 3):		
• Scaffold Erection Hall • Asbestos Removal • Service Isolations M&E • Boiler room plant & Pipework Works • Oil Tank Cleaning & Removal • Remove Boiler Flue	• Strip existing roof covering and replace • Install Windows • Extension Works • Drainage Connection • M & E Works • New boiler room fit out	• Heating Works • Electrical Works • Boiler Room & Youth Room Wall Removal • Works to Sports Hall • Decoration and Making Good
2.11 - Other Contractors:		
Mechanical: **Bay Building Services** Bay Building Services Ltd Unit 16C Middlegate Whitelund Industrial Estate Morecambe Lancs LA3 3BN **Contact:** Steven Feather Contracts Director **T:** 01524 37385 **E:** steven@baybuildingservices.co.uk	**Electrical:** **Optimum Electrical Engineering Limited** Units 8 & 8a Waterloo Park Industrial Estate Upper Brook Street Stockport Cheshire SK1 3BP **Contact:**	**Windows:** **Crystal Architectural Aluminium** Unit 1, Mackeson Road Ashton Under Lyne Lancashire OL6 8HZ **Contact:**
Asbestos Removal Contractor: **AA Woods** Alma Street St Helens Merseyside Lancashire WA9 3AR **T:** 01744 750100 **E:** info@aawoods.com **Contact:** Matt King E: matt king@aawoods.com	**Groundworks:** **Freerick Ltd** Surcon House Copson Street Withington Manchester M20 3HE **T:** 0330 1241811 **W:** www.feerick.co.uk **Contact:** Paul Feerick Managing Director **M:** 07525 040016 **E:** paul@feerick.co.uk	**Others TBC**

2.12 - Asbestos Surveyor:

Westland Environmental Safety Ltd Unit 2, Lymevale Court Parklands, Trent Vale Stoke on Trent Staffordshire ST4 6NW	**Contact:** James Collett Project Manager **T:** 01782 624642

2.13 - Relevant Records and Plans, Details, and Location:

See Appendix 1 Pre-Construction Information Pack:

- Brunswick PCC Pre Construction Information
- L0100 Site Access Compound
- P-25095 Brunswick Parish Church Asbestos Report*

* **Asbestos Refurbishment/Demolition Survey**
Report Number: P-25095
Issue Date: 25/06/2019
Project Number: P-25095

2.14 - Existing Health & Safety File:

Neither the Client nor the Principal Designer have issued any previous Health & Safety Files.

2.15 - Workplace (Health, Safety and Welfare) Regulations 1992:

On completion the structure will become a workplace, consequently, these elements will be designed, built, and fitted out pursuant to the provisions set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

2.16 - Programme:

See Appendix 3

3.0 Management of the Work

3.1 Management Team Function

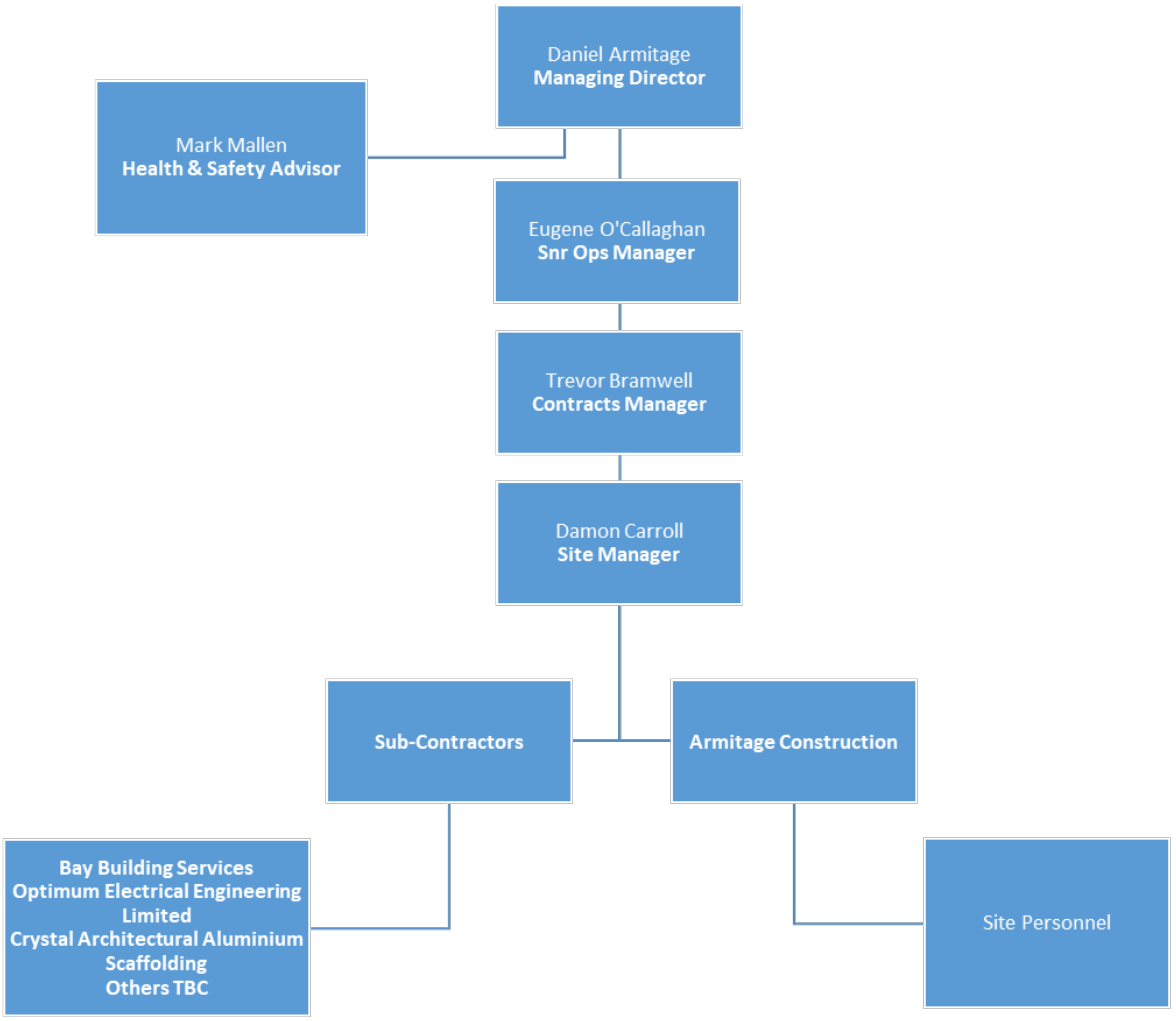
Armitage Construction has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed to achieve the Project goals.

The team function will:

- Integrate with the Client and other consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experience of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on-time, and budget, to meet the Clients' needs.

3.2 Management Team Structure

Armitage Construction has adopted the following management structure for the Project:



The site management structure will be displayed on each site notice board

See Appendix 6: Induction and Site Rules

3.3 Management Team Responsibilities

Health and safety law lays down specific duties on employers to have arrangements in place to protect the health, safety, and welfare of their employees whilst at work and others (Members of the Public, Visitors, Sub-Contractors etc.) who might be affected by their undertakings.

To help the organisation comply with these duties we have delegated specific responsibilities to the Managing Director, Directors, Project Managers, the Site Managers, Supervisors, and others who have been given specific responsibility for their area of work.

The Managing Director

The Managing Director has the overall responsibility for health and safety throughout the business, incorporating the duties set out in the organisation's policy statements, supporting procedures and management systems, and has responsibility for ensuring that:

- All contracts are administered in accordance with the organisation's health and safety procedures
- Adequate resources are available
- The effectiveness of health and safety management is monitored and reviewed, and any shortcomings are identified and corrected
- Any areas that require attention are reported to the appropriate Director/Manager.
- Objectives and targets for the organisation are set, to achieve a reduction in accidents and occupational ill health in line with the organisation's objectives
- Visits to sites/locations are carried out as required, to monitor the standards of health and safety practice
- Directors and Managers are aware of their responsibilities concerning safety management and that they receive appropriate training
- The health and safety performance of the organisation is monitored through periodic reviews of accident and incident data and that all activities receive a periodic safety audit
- Annual review of health and safety performance is conducted, ensuring the policy remains in line with the organisation's objectives together with specific responsibility to advise the Directors of any matters that compromise the effectiveness of the organisational structure, procedures, or systems
- Ensuring that there is a consistent and co-ordinated approach to health and safety throughout the organisation

Managers

Managers have operational responsibility for health and safety and are responsible for ensuring that:

- They identify and implement risk control measures in accordance with the 'general principles of prevention'
- Health and safety standards are maintained with the aim of continual improvement
- Health and safety issues are given priority
- Health and safety performance within their area of responsibility is monitored and corrective action is taken if standards fall below organisation expectations
- Appropriate resources are allocated to the planning of all activities and they are effectively managed and supervised
- Managers and supervisors are aware of their responsibilities concerning safety management and that they receive appropriate training
- The safety training and development needs of all employees under their control are appropriately met so they are competent to discharge their duties
- The reporting of accidents, occupational ill health and near miss incidents is in accordance with the organisation's procedures and ensuring that investigations are carried out
- The relevant safety management system is applied to all activities under their control
- They monitor the health and safety performance of employees and suppliers through site visits and inspections as per the requirements of the safety management system
- They set an example in safe behaviour, good management, and positive leadership
- Promote a positive health and safety culture
- The requirements for occupational health and sickness absence management are followed

Site Supervisors

Site Supervisor will ensure that:

- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities, and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- No employee shall undertake any kind of electrical work where specialist knowledge is required to avoid danger.

All Employees and Labour Only Sub-Contractors

Employees and Labour Only Sub-Contractors have specific duties and responsibilities. These are:

- To make themselves familiar with and understand the Company's Health and Safety Policy, procedures, and safety rules.
- To take all reasonable care for their own health and safety and for that of others who may be affected by their acts or omissions.
- To follow safe working practices and obey safety rules always.
- Not to interfere with intentionally or recklessly, or misuse any equipment, materials or facilities provided in the interest of health, safety, and welfare, or in fulfilment of any legal obligation by the Company.
- To maintain a tidy working area, thereby not creating hazards to self and others.
- To co-operate with the Managing Director, Project Manager, and Site Manager on all aspects necessary to provide a healthy and safe working environment, including the participation in any training.
- To keep company vehicles and equipment in their use in good order always and to report any faults.
- To know the location of fire extinguishers within the areas in which they are working and the action to be taken in the event of a fire.
- To know the location of first aid boxes within the areas in which they are working and the action to be taken in the event of an accident.
- To report any accident, dangerous occurrence, or hazardous condition.
- Employees could face disciplinary action if they do not adhere to H & S policies/legislation.

Contractors

All contractors will be required to operate in accordance with the Company's procedures, site specific rules and the Clients' requirements, as explained both within the site induction process and in the contract documentation.

All contractors shall co-operate with each other through the Site Manager and regular site meetings to facilitate the safe operation of the site.

All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

Health & Safety Advisor

Responsible to the Managing Director, or in his absence the Senior Operations Manager.

The Company has appointed **ATC Health & Safety Solutions Ltd** to provide competent health and safety advice and assistance, pursuant to the requirements of the Management of Health and Safety at Work Regulations.

The Health and Safety Advisor will:

- Provide specialist health and safety advice on all aspects of The Company activities.
- Conduct regular visits to all notified sites and premises belonging to, or worked on, by the company.
- Advise the company of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.
- Advise and assist the directors in keeping the health, safety, and welfare policy under review; and to advise on changes that may be required to the Policy as appropriate or necessary.
- Take control, where necessary, of any internal investigation into an accident or incident, prepare a report on the accident or incident and advise and assist the Project Manager and site supervisors in any remedial action required following recommendations to prevent a recurrence.
- Liaise with the enforcing authority, client, and client's representative on matters of health and safety.
- Recommend and monitor safety training requirements and to arrange, upon request, such training.
- Identify hazards and evaluate risks during site visits.
- Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to manage risks.
- Develop and monitor the implementation and effectiveness of Construction Phase Plans to ensure The Company complies with the Construction (Design and Management) Regulations.
- Prepare reports of company health and safety performance and make available such reports for management review.
- Liaise with the directors and safety director on all matters concerning health, safety, and welfare.
- Suspend work operations of The Company and/or that of contractors and subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property, which has the potential to cause harm or incur an economic loss to the company or insurers.

3.4 Project Health and Safety Goals

The Client, Design team and Armitage Construction will create and environment which promotes the health & safety working practices for the well-being of all. As Principal Contractor for this Project, Armitage Construction will strive and aspire to:

- Achieve zero fatalities, zero RIDDOR reportable accidents, zero incidents and improve safety performance year on year.
- Comply with all current Health and Safety Legislation and Approved Codes of Practice.
- Promote the involvement of workers and leadership by all.
- Send everyone home safely, and in good health, every day.
- Ensure compliance with the **Client's** safety requirements.
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours and existing site users, (both vehicular and pedestrian).
- Identify and address all risks arising from both our, and our contractor's activities.
- Manage and co-ordinate, through our Site Management Team, the use of safe procedures, tools, plant, equipment, and the appropriate use of Personal Protective Equipment (PPE).
- Work with the Client's direct contractors, if applicable, to maintain safety and site co-operation.
- Employ a Health & Safety Advisor to carry out safety inspections with a view to achieving an acceptable level of safety performance from each visit.
- Maintain adequate levels of welfare facilities for the work force, including contractors.
- Assess the impact of site activities on the environment and manage our activities to minimise their effect.
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.
- Carry out a weekly toolbox talk as a minimum.

- Only use operatives with the relevant qualifications, skills, and experience.

3.4.1 The Client's Health & Safety Goals for the Project:

- None received.

3.5 Health and Safety Performance

3.5.1 Monitoring

The Site Manager will actively monitor health and safety performance on site.

He will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of legal compliance, poor or unsafe practices that may cause a hazard to themselves or others working in the area.

Armitage Construction's Health & Safety Advisor will make monthly visits to the site, and as and when requested, and issue written reports to the Managing Director. All non-conformances will be closed-out within designated timescales by the responsible site manager, mechanical or electrical, by the time of a re-visit or completion of the Action Plan.

Monitoring of site health and safety will also be discussed at the weekly Manager's Meetings and Tour, where health and safety related subjects will be raised, discussed, and actioned as required.

All Contractors and visitors have a responsibility to comply with the site-specific rules and statutory regulations. Ignorance is no defence, and any breaches may result in a temporary or permanent ban from site.

See Appendix 10: Site Inspections

3.5.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those achieved, in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention given to safety compared to standards set out within this Plan.

3.6 On-Site Consultation and Liaison

Contractors will carry out their statutory duties to consult with their workforce: results of these consultations will be passed to Armitage Construction, and minutes will be issued to the appropriate parties.

The Plan and other health and safety related matters will be formally reviewed at fortnightly (formal) meetings which will be held on site, following the weekly health and safety tour of the works by the Site Manager. Attendance at these meetings will be obligatory for Contractors. The Principal Designer and the Client will be invited to attend.

Armitage Construction operate a policy of active safety management involving contractors and operatives in pre-start daily site briefings. The purpose is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the previous days. Daily site hazards will be displayed prominently on a white board or similar.

Site safety issues will be co-ordinated by the Site Manager, with the support of the Health & Safety Advisor.

A team approach to safety will be encouraged with suggestions from all site personnel welcome. A suggestion box will be available for use on site.

The results of risk assessments and investigations of accidents and dangerous occurrences will be reported to the workforce, through site briefings to maintain the level of safety awareness.

Toolbox talks will be delivered on a weekly basis – attendance at these meetings will be mandatory. Or more frequently, should the site manager wish to convey a message to the site team i.e., after a near-miss.

3.7 Workforce Consultation

All Armitage Construction's employees are encouraged to contribute to risk assessment and the compilation of written safe systems of work – Method Statements.

Whilst the Company use generic assessments as the basis of their risk management regime, these generic assessments are made site specific before work starts. Those involved in the works either compile the assessments or are 'talked through' the assessments and accompanying safe systems of work, to ensure that they understand them, that they reflect site conditions and the work being undertaken.

If any anomalies are discovered at this stage, changes are made to ensure the assessments are relevant. Some of the control measures identified are PPE related, by getting people involved, they can suggest different PPE, which may work/fit better, therefore personnel will be more inclined to wear it and use it.

By involving the workforce, we believe we get 'buy-in' and have a much better chance of the workforce following the assessments, rather than conducting a 'desktop' exercise.

As the Company does not have any union members, the Health & Safety (Consultation with Employees) Regulations 1996 apply, due to the size of the Company it is felt that direct consultation with each employee and sub-contractor is the most practical solution.

As such, employees are involved in induction and participate in basic H&S training, thus enabling them to understand and participate in how the Company requires H&S to be implemented and managed.

The practical manifestation of this process is in the compilation of risk assessments and safe working practices and their involvement can be confirmed by a signed receipt and declaration for each assessment and method statement.

Employees and sub-contractors are involved and consulted during site inspections and audits and are encouraged to report unsafe acts and conditions.

The Site Manager will ensure effective communication throughout the project.

Arrangements will be made for consultation with the following parties:

Type	**Frequency**
Employees and Subcontractors	Mandatory Site Induction, before commencing
Armitage Construction Personnel	Daily briefing and weekly tour
Subcontractors	Daily briefing and weekly tour
Employees and Subcontractors	Weekly Toolbox Talks

See Appendix 16: Toolbox Talks

In all instances, the objective of consultation shall be to increase each party's awareness to others involved in this specific project and hence improve the overall efficiency and safety of the project's programme.

Records will be made and maintained by the Site Manager of all consultation activities i.e., daily site diary/log.

See Appendix 6: Induction and Site Rules

3.8 Exchange of Design Information (Client, Principal Designer & Contractors)

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site. The Site Manager will also have access to the Company's Health & Safety Advisor.

Changes in design or any issues where the current design may have an impact on health & safety must be brought to the attention of the Principal Designer immediately via the Site Manager.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Client's Representative/Principal Designer. Design and proposed design changes must form an agenda item on each of the monthly meetings:

Type	**Frequency**
Contract pre-start meetings	Prior to start on site
Progress Meetings	Every Four Weeks

Meetings with the Client will be arranged through the Principal Designer.

As part of the Principal Contractor's monthly progress reporting, a safety report will be included detailing site performance including follow up action related to any accident or near miss.

3.9 Handling Design Changes

Prior to commencement on site, all hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved, where it is felt there may be an impact; particularly where residual risks/hazards are expected to be *designed out* as part of the construction process.

All construction works, which involve design proposals/changes, will be related to the Client and Principal Designer as required by the *Construction (Design and Management) Regulations 2015*.

3.10 The Selection and Control of Contractors

If we need to use a contractor who is not on our Approved Contractors List then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

Checks will include the provision of the following information, as a minimum:

(a) Health and Safety Policy and organisation for health & Safety.
(b) Arrangements for managing health & safety.
(c) Access to competent advice.
(d) Evidence of employee training arrangements.
(e) Individual's qualifications and experience.
(f) Evidence of monitoring and review procedures (audits, inspections etc.)
(g) Sub-contracting/consulting procedures.
(h) Risk assessments and Method Statements.
(i) Procedures for cooperating and co-ordinating activities on site.
(j) Welfare provision
(k) Evidence of work experience on similar projects.

These documents will be verified by the Project Manager and Site Manager, discussed with the contractor and any conflict identified with other construction activities will be suitably managed. All records will be retained at our head office.

See Appendix 13: Contractors Safety Records

3.11 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

Copies of all CPCS cards, IPAF or similar will be kept on site.

All certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

All plant used must be serviced, tested, and maintained in accordance with manufacturers recommendations and Statutory requirements.

See Appendix 11: Work equipment inspections and plant inspections
See Appendix 12: Hire Equipment Inspections

3.12 Lifting Equipment

All plant involved in lifting operations on site will have a current 'Thorough Examination' certificate as detailed in the Lifting Operations & Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety File. Only trained and competent persons will be permitted to use lifting equipment and lifting plans must be prepared for lifting operations.

See Appendix 11: Work equipment inspections and plant inspections
See Appendix 9: Risk Assessments / Method Statements / Lifting Plans / PTW etc.

3.13 Health Matters

3.13.1 Noise and Vibration

Operations shall be subject to noise assessment and control measures implemented. All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements.

Contractors will include within their proposed method statement, details on how they will mitigate noise emissions to permissible levels. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

The use of radios or personal music players i.e., iPods will be prohibited.

All Contractors will ensure that Personal Protective Equipment complies with Noise at Work Regulations 2005 if issued to their own operatives.

Cognisance is to be taken of local authority noise restrictions on permissible working hours.

HAVS assessments will be conducted for all vibrating tools, pursuant to the Control of Vibration at Work Regulations 2005.

3.13.2 Hazardous Substances

Any Contractor bringing onto site any hazardous substance must notify the Site Manager and be in possession of a suitable COSHH assessment and Safety Data Sheet (SDS).

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency.

All substances are to be stored as detailed by manufacturer's health and safety data sheets.

All containers on site must be labelled.

Working amounts of materials will be stored on site, enough for one day, otherwise they will be brought in as and when required by company vehicles.

Measures will be taken to eliminate/reduce the generation of dust, particularly Silica containing dusts, these will be detailed in the RAMS for the task.

3.13.3 Asbestos

A Refurbishment/Demolition survey has been undertaken by Westland Environmental Safety Ltd

Refer to Appendix 1: Pre-Construction Information

Refurbishment/Demolition Asbestos Survey:

Report Number: P-25095
Issue Date: 25/06/2019
Project Number: P-25095

Asbestos has been discovered in the following locations:

Red type indicates identified or presumed asbestos installations where abatement action may be required			
Area	**Material / Description**	**Asbestos Type**	**Material Assessment Score**
001 (Store Room)	Floor Tiles and adhesive (Thermoplastic & bitumen) - P-25095-02	Chrysotile	3
002 (Equipment Store)	Floor Tiles and adhesive (Thermoplastic & bitumen) - P-25095-04	Chrysotile	3
003 (Store Room)	Floor Tiles and adhesive (Thermoplastic & bitumen) - P-25095-06	Chrysotile	3
007 (Store Room)	Floor Tiles and adhesive (Thermoplastic & bitumen) - P-25095-12	Chrysotile	3
010 (Boiler Room)	Gaskets to pipe flanges (CAF Gasket) - P-25095-33	Chrysotile	5
010 (Boiler Room)	Gaskets to boilers (Woven) - P-25095-34	Chrysotile	5
007 (Store Room)	Gaskets to pipe flanges (CAF Gasket) - P-25095-01p	P Chrysotile (presumed)	4
008 (Electrical Store)	Flashguards Within Electrical Equipment (Woven) - P-25095-02p	P Chrysotile (presumed)	4
010 (Boiler Room)	Flashguards Within Electrical Equipment (Woven) - P-25095-03p	P Chrysotile (presumed)	4

The contents of the survey and precautions will be discussed with each contractor, and a record obtained in the **Appendix 15 Asbestos Awareness Register**

Caution must be taken in the areas which could not be accessed. ACMs may be present.

Areas not accessed during the survey (must be presumed to contain asbestos until proven otherwise)

Area	Reason for No Access
Floor 0, Room 010 (Boiler Room) - Within Boilers	No inspection was made within the boilers as they are live.

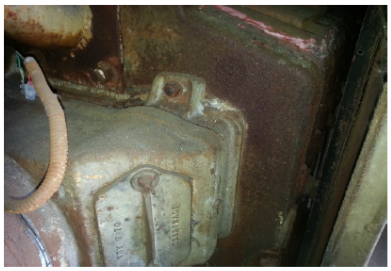
If you believe or suspect the presence of asbestos on site, you should stop work immediately and report it to the Site Manager. The area will be secured, and signage erected, will seek advice from the Principal Designer.

Appendix 14 contains the site-specific procedure for the identification and discovery of asbestos containing materials should it occur.

We will issue **em1 asbestos essentials - What to do if you discover or accidentally disturb asbestos during your work** as a toolbox talk. **See Appendix 16 em1 asbestos essentials**

- **Asbestos Abatement Works**

- Floor Tiles and Adhesive will be 'lifted' and removed by AA Woods.
- Pipework will be cut either side of the joints where ACM Gaskets have been discovered, for disposal by AA Woods.

	Room/Area: Floor 0, Room 010 (Boiler Room) Description: Gaskets to pipe flanges (CAF Gasket) - P-25095-33 Sample Identifier: P-25095-33 Result: Chrysotile Notes: Recommendations: Remove
	Room/Area: Floor 0, Room 010 (Boiler Room) Description: Gaskets to boilers (Woven) - P-25095-34 Sample Identifier: P-25095-34 Result: Chrysotile Notes: The identical woven material is present to several parts of the 2 boilers. Recommendations: Remove
	Room/Area: Floor 0, Room 007 (Store Room) Description: Gaskets to pipe flanges (CAF Gasket) - P-25095-01p Sample Identifier: P-25095-01p Result: P Chrysotile (presumed) Notes: The gaskets are tightly sealed within the flange and could not be sampled. Recommendations: Remove if affected by the works, otherwise manage

- Flash guards within Electrical Equipment (Woven) will be removed, for disposal by AA Woods.

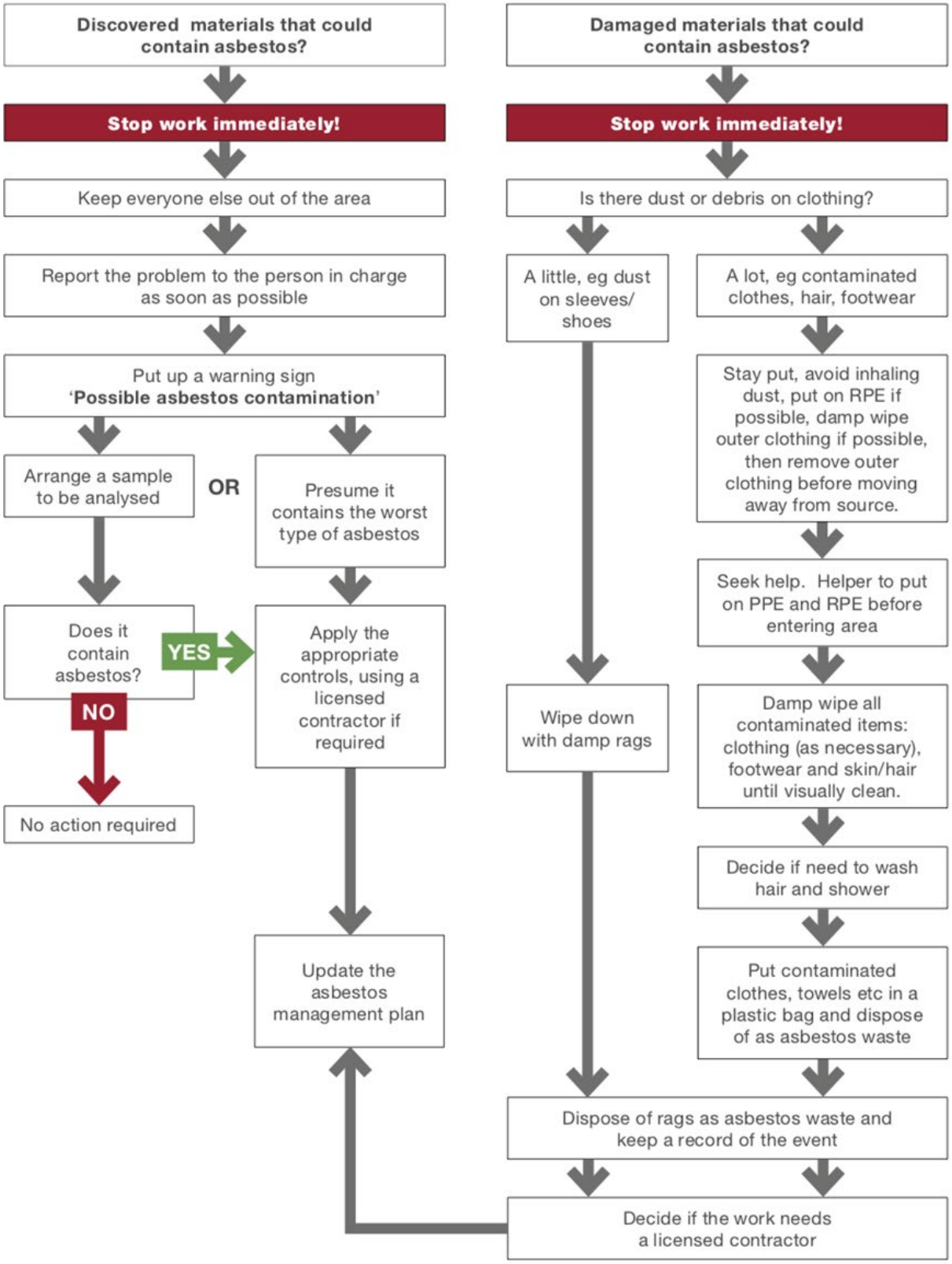
	Room/Area: Floor 0, Room 008 (Electrical Store) Description: Flashguards Within Electrical Equipment (Woven) - P-25095-02p Sample Identifier: P-25095-02p Result: P Chrysotile (presumed) Notes: No inspections were made within any of the electrical equipment as it is live. Recommendations: Remove if affected by the works, otherwise manage

	Room/Area: Floor 0, Room 010 (Boiler Room) Description: Flashguards Within Electrical Equipment (Woven) - P-25095-03p Sample Identifier: P-25095-03p Result: P Chrysotile (presumed) Notes: No inspections were made within any of the electrical equipment as it is live. Recommendations: Remove if affected by the works, otherwise manage

- The boilers will be disposed of, as though they contained ACMs and be disposed of by AA Woods.

	Room/Area: 010 Boiler Room Notes: No inspection was made within the boilers as they are live.

- **Action Plan Flowchart**



3.13.4 COVID-19 Control Measures

These are exceptional circumstances and Armitage Construction will always comply with the latest Government advice on Coronavirus (Covid-19).

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance, the Construction Leadership Council's guidance, and Construction Sector Guidance - GOV.UK.

We will comply with the latest advice contained in the Construction Leadership Council's Guidance: Site-Operating-Procedures-Version-7: https://www.constructionleadershipcouncil.co.uk/news/

And Government Guidance for the Construction Sector: **Construction and other outdoor work** Guidance for people who work in or run outdoor working environments: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work

This guide was updated on 30 March 2021

The guidance is contained within Appendix 18.

Current Guidance

Social Distancing

- Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.
- Construction can continue to operate; however, any additional local authority restrictions must be complied with.
- National guidance on social distancing in England, Scotland, Wales and Northern Ireland should be adhered to off-site.

Working from Home

- Workers must work from home if they can. Those who cannot work from home, which includes workers in construction, manufacturing, logistics and distribution, should go to work.
- Workplaces that are open should be Covid-19 secure.

Face Coverings

- In accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face coverings available and they should be worn in:
- An enclosed space.
- Where social distancing is not always possible; and
- Where they come into contact with others they do not normally meet.
- In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.

Introduction

- These Site Operating Procedures (SOP) are based on Government guidance on Working safely during Coronavirus (Covid-19) - Construction and other outdoor work in England; other restrictions and advice may apply in Scotland, Wales and Northern Ireland, as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.
- Where workers enter people's homes, they should follow the Government guidance on Working in Other People's Homes.
- The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

- Construction sites need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site.
- Government guidance for employers in England states "*where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff*".
- The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.
- Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.
- The workforce should be reminded during inductions and daily briefings of the specific social distancing and Coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families, and the UK population.

When to Go to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	• Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work. • Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.
Self-isolation	Anyone who has: • symptoms of Coronavirus (Covid-19). • received a positive Coronavirus (Covid-19) test result. • a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result. • returned from a country that is not on the travel corridor list; or • been contacted by the NHS Test & Trace Service; must follow the guidance on self-isolation and should not come to site. It is a legal requirement to self-isolate in the event of a positive test result or when by NHS Test & Trace
If someone falls ill	If a worker develops symptoms of Coronavirus (Covid-19) whilst at work, they should: • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. They should get a Coronavirus (Covid-19) test. They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell. Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team. Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.

Travel to Work

Using Private Vehicles

Wherever possible, workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on Working Safely during Coronavirus (Covid- 19) - Vehicles, which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access and Egress Points

- Stop all non-essential visitors.
- Consider introducing staggered start and finish times to reduce congestion and contact. at all times.
- Plan and manage site access and egress points to enable and control social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
- Introduce one-way systems.
- Allow plenty of space between people waiting to enter site.
- Use signage:
  - such as floor markings, to ensure current social distancing requirements are maintained between people when queuing.
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.

- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g., entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands.
- Provide additional hand washing facilities (e.g., pop ups) to the usual welfare facilities, particularly on a large spread-out site or where there are significant numbers of personnel on site, including plant operators.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped-up, at all times.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g., use a welfare attendant) and use signage, such as floor markings, to maintain current social distancing requirements.
- Wash or sanitise hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush.
- Portable toilets should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Face coverings must be worn in canteens (where food is served), except when seated at a table to eat or drink, and Government guidance on Keeping workers and customers safe during Covid-19 in restaurants should be followed. This Food Standards Agency Checklist may also be helpful.

- Consider increasing the number or size of facilities available on site if possible
- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g., kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain current social distancing requirements.
- Restrict the number of people using these facilities at any one time e.g., use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector- specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace.



Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer _____ Employer representative signature

Employer _____ Employer name Date _____

Who to contact: _____ Your Health and Safety Representative

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Hierarchy of Controls	
Eliminate	• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel • to or attend the workplace • Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements. • Avoid skin to skin contact and face to face working • Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface **Site Meetings** • Only absolutely necessary meeting participants should attend • Attendees should maintain current social distancing requirements • Rooms should be well ventilated / windows opened to allow fresh air circulation • Hold meetings in open areas where possible
Reduce	**Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:** • Minimise the frequency and time workers are working together where current social distancing requirements cannot be maintained • Minimise the number of workers involved in tasks where current social distancing requirements cannot be maintained • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, • equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	Keep groups of workers: • Together in teams e.g. (do not change workers within teams). • As small as possible. • Away from other workers where possible.
Control	• Consider introducing an enhanced authorisation process for these activities. • Provide additional supervision to monitor and manage compliance.
PPE	• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene, and the hierarchy of control and not through the use of PPE • Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). *The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.*
Behaviours	• The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. • Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources

- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices.
- Telephone equipment
- Keyboards, photocopiers, and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

See Appendix 18: COVID-19 Controls

3.13.5 Outdoor Workers and Sun Exposure

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

Who is at risk?

If work keeps you outdoors for a long time your skin could be exposed to more sun than is healthy for you. If you have naturally brown or black skin, you are less at risk of skin cancer, although cases do occur. Therefore, when the sunlight is intense, follow the guidance below to protect yourself. You should take particular care if you have:

- Fair or freckled skin that does not tan or goes red or burns before it tans.
- Red or fair hair and light-coloured eyes.
- A large number of moles.

What are the harmful effects?

In the short term, even mild reddening of the skin from sun exposure is a sign of damage. Sunburn can blister the skin and make it peel.

Longer term problems can arise. Too much sun speeds up ageing of the skin, making it leathery, mottled, and wrinkled. The most serious effect is an increased chance of developing skin cancer.

Protection for Workers

- Keep your top on.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size, or colour, itching or bleeding.

Further Information

The following free leaflets have been produced by HSE:

- Keep your top on: Health risks from working in the sun (PDF)- Portable Document Format
- Sun protection: Advice for employers of outdoor workers (PDF)- Portable Document Format

The following website also provides useful information:

- SunSmart: the UK's national skin cancer prevention campaign

3.13.6 Weil's Disease

Construction workers may be exposed to a type of Leptospirosis called Weil's Disease micro-organisms.

The Weil's disease form of leptospirosis is contracted from the urine of infected rats. The bacteria get into your body through cuts and scratches or through the lining of the mouth, throat, and eyes after contact with infected urine or contaminated water. It is a rare condition in the UK.

The disease starts with flu-like symptoms such as a headache or muscle pains. More severe cases can lead to meningitis, kidney failure and other serious conditions. In rare cases the disease can be fatal.

The risk of Weil's disease is linked to areas where rats are or have been present. Work is considered higher risk where there is evidence of rat infestation. This is most likely to be during refurbishment or demolition work. Other potential situations include work linked to canals, rivers, or sewers.

Where Weil's disease is known / assumed to be present, control this risk by:

General controls – follow the general controls for harmful micro-organisms. Pay particular attention to:

- Wearing protective clothing like gloves.
- Following good basic hygiene including regular handwashing and avoiding hand to mouth/eye etc contact.
- Taking rest breaks, including meals and drinks, away from the work area.
- Washing cuts and grazes immediately with soap and running water.
- Covering all cuts, abrasions, and other breaks in the skin with waterproof dressings and gloves.

We will ensure that controls are effective and used by the work force on site.

3.13.7 Blood-Borne Viruses from Needlestick Injuries

Blood-borne viruses (BBVs) are viruses that some people carry in their blood and can be spread from one person to another. Those infected with a BBV may show little or no symptoms of serious disease, but other infected people may be severely ill. You can become infected with a virus whether the person who infects you appears to be ill or not – indeed, they may be unaware they are ill as some persistent viral infections do not cause symptoms. The most common BBVs are:

- HIV
- Hepatitis B
- Hepatitis C

Construction workers may be exposed to blood-borne viruses (BBV) such as Hepatitis B, C and HIV – e.g., from needlestick injuries.

The risk of BBV through needlestick injuries is mainly during work on derelict buildings or other areas where drug misuse is known.

The risk of infection depends on:

- Whether the needle user was infected with a BBV
- The type of BBV and how infectious it is
- How much of this infected material enters the bloodstream - a needle attached to a syringe containing blood is likely to be higher risk than a needle on its own - not all exposures result in infection.

There may also be a risk of tetanus from such incidents. It is better to consider that all needles found could be potentially infected. Therefore, the risk needs to be controlled.

Control - Where BBVs are known / assumed to be present, control this risk by:

- Not putting your hands where you cannot see.
- Following good basic hygiene including regular handwashing and avoiding hand to mouth/eye etc contact.
- Taking rest breaks, including meals and drinks, away from the work area.
- Covering all cuts, abrasions, and other breaks in the skin with waterproof dressings and/or gloves.
- Not touching needlesticks or sharps.
- Reporting their presence to the Site Manager.
- Engaging a professional, competent contractor to remove sharps/needle sticks from the working area.

First aid

Encourage the wound to bleed if the skin is punctured – do not suck the wound. Rinse thoroughly under running water. Wash out splashes to the eyes and to the nose / mouth with plenty of water – do not swallow the water. It is important to get prompt medical advice on any treatment needed.

Vaccination

Immunisation is available for Hepatitis B but no other BBVs. This should only be used after appropriate advice and where needed to supplement the controls above. You should ensure that workers are aware of the advantages and disadvantages of immunisation as well as its limitations. Keep adequate records of any immunisation provided. Follow the information on vaccination in the general page for harmful micro-organisms.

Training

We will train workers about the risks, control measures and what they should do if they suffer a needlestick injury.

We will ensure that controls are effective and used by the work force on site.

3.13.8 Tetanus from contaminated cuts and wounds

Tetanus is a serious condition caused by infection with the common bacterium Clostridium tetani. The bacterium usually enters the body through a wound or cut in the skin. Once inside, it multiplies and releases a neurotoxin that causes the symptoms of tetanus to develop. These symptoms include muscle spasms and stiffness throughout the body, particularly in the neck, face, and jaw (lockjaw).

Tetanus usually occurs when a cut / wound is contaminated.

While the tetanus bacterium is common, effective immunisation means that the risk of infection is rare for British workers. Foreign nationals might be more vulnerable if they have not been vaccinated.

Control Measures

Check that your employees have been vaccinated. Arrange for this to be done if they have not been. This is available free from GPs regardless of workplace risk.

Pay particular attention to:

- following good basic hygiene including regular handwashing.
- covering all cuts, abrasions, and other breaks in the skin with waterproof dressings and/or gloves.

Seek medical advice as soon as possible if you have a deep wound that could get contaminated, and you have not been vaccinated - you may need a medication called tetanus immunoglobulin (TIG)

3.13.9 Silica

Silica is a natural substance found in varying amounts in most rocks, sand, and clay. For example, sandstone contains more than 70% Silica, whereas granite might contain 15-30%. Silica is also a major constituent of construction materials such as bricks, tiles, concrete, and mortar.

Dust is generated from these materials during many common construction tasks. These include cutting, drilling, grinding, and polishing. Some of this dust is fine enough to get deep into lungs. The fine dust is known as respirable crystalline Silica (RCS) and is too fine to see with normal lighting. It is commonly called Silica or Silica dust.

The Risk to Construction Workers?

Silica is the biggest risk to construction workers after asbestos. Heavy and prolonged exposure to RCS can cause lung cancer and other serious respiratory diseases. It is estimated that Silica is responsible for the death of over 500 construction workers in 2005. In addition to the risks from lung cancer, Silica is also linked to other serious lung diseases:

Silicosis can cause severe breathing problems and increases the risk of lung infections. Silicosis usually follows exposure to RCS over many years, but extremely high exposures can cause acute silicosis more quickly.

Chronic obstructive pulmonary disease is a group of lung diseases including bronchitis and emphysema. It results in severe breathlessness, prolonged coughing, and chronic disability. It can be very disabling and is a leading cause of death. Around 4000 deaths are estimated annually due to COPD resulting from past workplace exposures in the past. Construction workers are a significant at-risk group.

Armitage Construction will take appropriate action, as follows

Assess (the risks)

Assess the risks linked to the work and materials.

Examples of high-risk tasks are listed in Table 1.

High dust levels are caused by one or more of the following:

- Task – the more energy the work involves, the bigger the risk. High-energy tools like cut-off saws, grinders and grit blasters produce a lot of dust in a very short time.
- Work area – the more enclosed a space, the more the dust will build up. However, do not assume that dust levels will be low when working outside with high-energy tools.
- Time – the longer the work takes the more dust there will be.
- Frequency – regularly doing the same workday after day increases the risks.

Control (the risks)

We will consider the following measures to control the risk posed by Silica.

Examples of controls for common high-risk tasks are given in Table 1.

Stop or Reduce the dust

Before work starts, we will look at ways of stopping or reducing the amount of dust we may generate.

We will consider the use of different materials, less powerful tools, or other work methods:
- Order the right size of building materials so less cutting or preparation is needed.
- Use silica-free abrasives to reduce the risks when blasting.
- Use a less powerful tool i.e., a block splitter instead of a cut-off saw.

Control the Dust

We will endeavour to stop the dust getting into the air. There are two main ways of doing this:

- Use water to damp down dust clouds.
- On-tool extraction removes dust as it is being produced. In conjunction with an extraction unit to the correct specification i.e., H (High) M (Medium) or L (Low) Class filter unit.

Respiratory Protective Equipment (RPE)

Water or on-tool extraction may not always be appropriate, or they might not reduce exposure enough. Often respiratory protection (RPE) has to be provided as well.

We will ensure that the RPE is:
- Adequate for the amount and type of dust – RPE has an assigned protection factor (APF), which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air.
- It must be suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods.
  Powered RPE helps minimise this. We will consider it when people are working for more than an hour without a break.
- Face fit testing is needed for tight-fitting masks.
- Anyone using tight-fitting masks also needs to be clean shaven.

We will only use RPE as the last line of protection.

Other Controls

In addition, we will consider the following, combined with the control measures already described:
- Limiting the number of people near the work.
- Rotating those doing the task.
- Enclosing the work to stop dust escaping. Use sheeting or temporary screens.
- Using general mechanical ventilation to remove dusty air from the work area.
- Selecting work clothes that do not keep hold of the dust.

We will also train our workers and use Toolbox Talks as a frequent reminder:
- About dust risks and how this can harm their health.
- How to use the dust controls and check that they are working.
- How to maintain and clean equipment.
- How to use and look after RPE and other personal protective equipment (PPE)
- What to do if something goes wrong.

Review (the controls)

We will check regularly that the controls work by:

- Regular site inspections, and audits.
- Checking controls are effective.
  Visually, is the workplace dusty, and if necessary, we will undertake dust exposure monitoring.
- Involving workers.
- Maintaining equipment
- Replace disposable masks in line with manufacturer's recommendations.
- Properly clean, store, and maintain non-disposable RPE.
  Change RPE filters as recommended by the supplier.
- Carry out a thorough examination and test of any on-tool extraction system at least every 14 months.
- Supervising workers, making sure that they: use the controls provided.

Table 1 Controls for common high-risk tasks

Task	Eliminate or limit the dust by:	Control the dust by using:
Cutting concrete kerbs, blocks and paving with a cut-off saw	Limiting the number of cuts during design/layout Using lower energy equipment like block splitters Getting material cut off site and delivered	Water suppression and RPE* with an APF of 20
Chasing concrete and raking mortar	Limiting the need for chasing at the design/layout stage Using a work method that limits/does not need chasing, like over-covering cables	On-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20 – consider powered RPE for longer duration work
Cutting roofing tiles with a cut-off saw	Hand cutting natural/fibre cement slates and other tiles where possible Using ½ and 1½ tiles Correct setting out/design Minimising valleys/using dry valleys	Water suppression and A dedicated cutting area with scaffold board protection and RPE* with an APF of 20
Scabbling or grinding with hand-held tools	Specifying architectural finishes that do not need scabbling Using (ultra) high-pressure water jetting Using chemical retarders and pressure washing Casting in proprietary joint formers, e.g., mesh formwork	Where possible use on-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Occasional short-duration drilling with hand-held rotary power tools	Limiting the number of holes during design/planning Using direct fastening or screws	Where possible use equipment that stops dust getting into the air. The larger the holes the better this needs to be. Options range from: drilling through a dust 'collector' or using cordless extraction attached to the drill (for smaller drill bits) or on-tool extraction using an H or M Class extraction unit Otherwise use RPE* with an APF of 20

Drilling holes with hand-held rotary power tools as a 'main activity'	Limiting the number of holes during design/planning Using direct fastening or screws	Where possible on-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Dry coring	Limiting the number of holes during design/planning	On-tool extraction using an H or M Class extraction unit Longer duration work will also need RPE. * Use an APF of 20
Wet coring	Limiting the number of holes during design/planning	Water suppression Long periods of wet coring in enclosed spaces may also need RPE. * Use an APF of 20
Using a hand-held breaker in enclosed spaces with limited ventilation	Limiting the amount of breaking during design/planning stage Bursting, crushing, cutting, sawing or other techniques Remote controlled demolition	On-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Abrasive pressure blasting	Using a different method of work like (ultra) high-pressure water jetting Using 'silica free' abrasive material	Wet or vacuum blasting and RPE* will depend on silica content of building materials, blasting equipment and length of work: In most instances use RPE with an APF of 40 Use RPE with an APF of 20 for lower risk work (including the 'potman' nearby) Shrouds or screens to contain the flying abrasive Certain restricted/enclosed working places may also need general mechanical ventilation
Soft strip demolition	Carefully planning the work Limiting the number of people that need to be in the work area Screening off areas to prevent dust spreading	Use water suppression or on-tool extraction for those tasks where it is possible and RPE* with an APF of 20 – consider powered RPE for longer duration work Enclosed spaces may also need general mechanical ventilation to remove dusty air
Removing small rubble, dust, and debris	Limiting waste materials during design/ planning Considering where waste material is created and how frequently it needs removing Using the correct dust controls when making rubble/debris	Damping down and using a brush, shovel, and bucket for minor/small 'one-off' amounts Or for regular removal/site cleaning: Water spray for damping down

		Rake, shovel, and bucket/wheelbarrow to remove larger pieces Covered chutes and skips where needed Vacuum attachments fitted to an H or M Class extraction unit RPE* with an APF of 20 depending upon location, duration, and type of work
Cutting wood with power tools	Ordering pre-cut materials Using dedicated cutting areas to minimise spread	On-tool extraction using an H or M Class extraction unit RPE* with an APF of 20 in most situations
Sanding wood with power tools	Using 'pre-finished' materials	On-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Sanding plasterboard jointing	Using other finishes/systems Select boards with tapered edges to limit finishing needed	On-tool extraction using an H, M, or L Class extraction unit

* **Table 2** Common RPE types for construction dust

APF	Common RPE types for construction dust
20	FFP3 disposable mask or half mask with P3 filter Or for longer duration work: Powered RPE such as a TH2 powered hood/helmet
40	Abrasive blasting helmet with constant flow airline

3.14 Exchange of Information (Between Contractors)

Contractors and employees coming on to site for the first time will meet with the Site Manager to be formally inducted to site and issued with project specific safety rules, and to discuss how the contractors' works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative (Employer's Agent):

Type	Frequency
Contract pre-start meetings	1 per Contractor prior to start on site
All Employees and Subcontractors	Mandatory Site Induction, before commencing
Armitage Construction Personnel	Daily briefing and weekly tour
Subcontractors	Daily briefing and weekly tour
Employees and Subcontractors	Weekly Toolbox Talks
Contract/Progress Meetings	Every Four Weeks

Site management will post signs and notices giving clear and concise instructions and advice in all relevant working areas, access/egress points, site offices and welfare units.

- During the execution of the project, it may be necessary for the Site Manager to issue site instruction circulars giving clear guidance and instruction on issues relating to Health, Safety, Welfare, Security, and Environmental practices.
- These circulars will be an extension of Safety Management for site construction and must be adhered to always.
- From time to time, it may be necessary to convene site meetings to discuss these issues.
- All correspondence to be directed through the Project Manager.
- On site issues must be directed to the Mechanical or Electrical Site Supervisor.

3.15 Information for Contractors and the Co-ordination of Contractors

Contractors will be informed in writing at tender stage of:

- Risks to their health and safety arising from the site and environs.
- Copies of any relevant existing method statements/risk assessments for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Plan.
- Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Any Contractors employed directly by the Client will come under Armitage Construction management and will be subject to our site rules and project specific requirements.
- Representatives will attend weekly site meetings from all Contractors on site, to encourage co-operation and effective communication.
- All Contractors will be issued with the essential parts of the developed Construction Phase Plan, as well as being inducted.

3.16 Training

Toolbox talks will be provided for general health and safety matters on a weekly basis and as and when required.

The selection of employees will be based on their suitability for the project, based on experience, knowledge, and competence to perform the works or operate equipment. Qualifications will be to certified training standards where available such as Gas Safe, JIB Mature Candidate Assessment, Level 3 Electrotechnical Qualification, Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment, CSCS, S/NVQ, CPCS, PASMA, IPAF, and CTA. ECS Gold Card must be provided for electrical work.

UKATA qualifications or similar are required for asbestos works, licensed or unlicensed.

Evidence of specific training i.e., City & Guilds qualifications for electricians for this project:

- Level 3 (NVQ) Diploma in Electrotechnical Services (Electrical Maintenance).
- Level 3 (NVQ) Diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structures, and the Environment).
- Level 3 Diploma in Electrical Installations (Buildings and Structures) if part of an apprenticeship.

All Contractors will provide information on the suitability and the training undertaken by their operatives as part of their Health and Safety documentation prior to commencing any works. All contractors will be required to present a CSCS/CPCS card or S/NVQ card or equivalent or certificate or proof of competence for the work they will be undertaking. A copy of which will be held on site.

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety.

The delivery of all Toolbox Talks and site briefing will be recorded by the Site Manager.

We do not intend to undertake any other training activities on this Project.

Please see Appendix 17 for List of Acceptable Trade Cards i.e., CSCS, CSCS Partner Cards.

3.17 Health & Safety Information

The presence of all persons visiting or working on the Project and leaving will be recorded.

As part of the site induction, Contractors are asked if they have read and understand their own method statement/risk assessment and sign to say that they have. If they have not, the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

3.18 Safety Inspections

Armitage Construction's Health & Safety Advisor will carry out monthly inspections and as and when requested and produce a report. Action on all non-conformances will be agreed with the Site Manager.

The Site Manager will carry out a full weekly site inspection and record it on the designated form. Any hazards identified will be suitably addressed.

The Health & Safety Advisor will review these inspection reports when on site.

The Site Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be asked to leave site should the breach be deemed sufficiently serious. However, the Company does operate a 'Three Strikes' Rule. Whereby two warnings will be issued, the final warning will result in being asked to leave site.

3.19 Safety Meetings

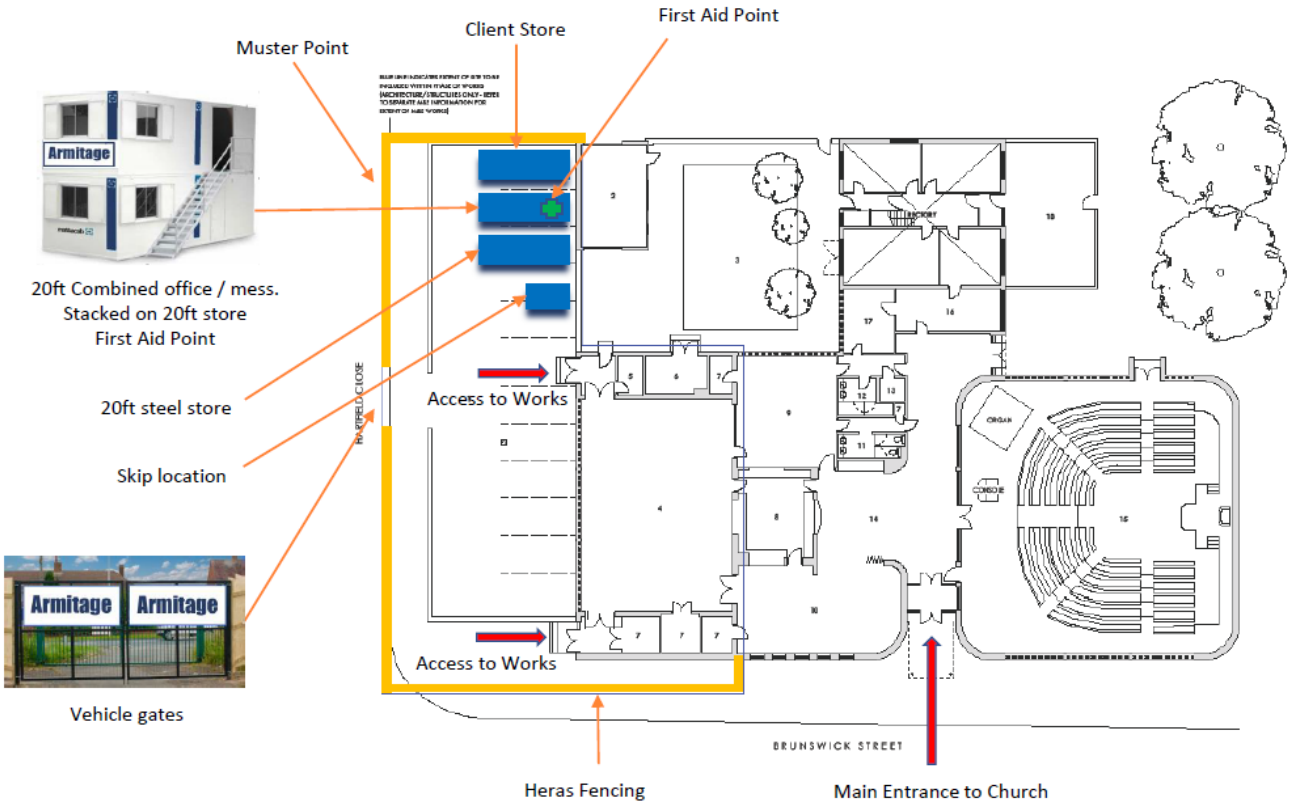
To ensure works are co-ordinated between contractors, safety matters will be on the agenda of the following meetings:

- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractors' proposals for monitoring safety will be agreed.
- Site based daily briefings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be required to allow specialist Contractors to go through their method statements with their own Team and other interested parties on site.
- Site based Contractors fortnightly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on a weekly basis by Armitage Construction, **in a subject of their choice,** which may be related to a site incident or activity.

3.20 Site Security

Security of the site is important to ensure that unauthorised persons do not gain access to areas where they could become exposed to hazards.

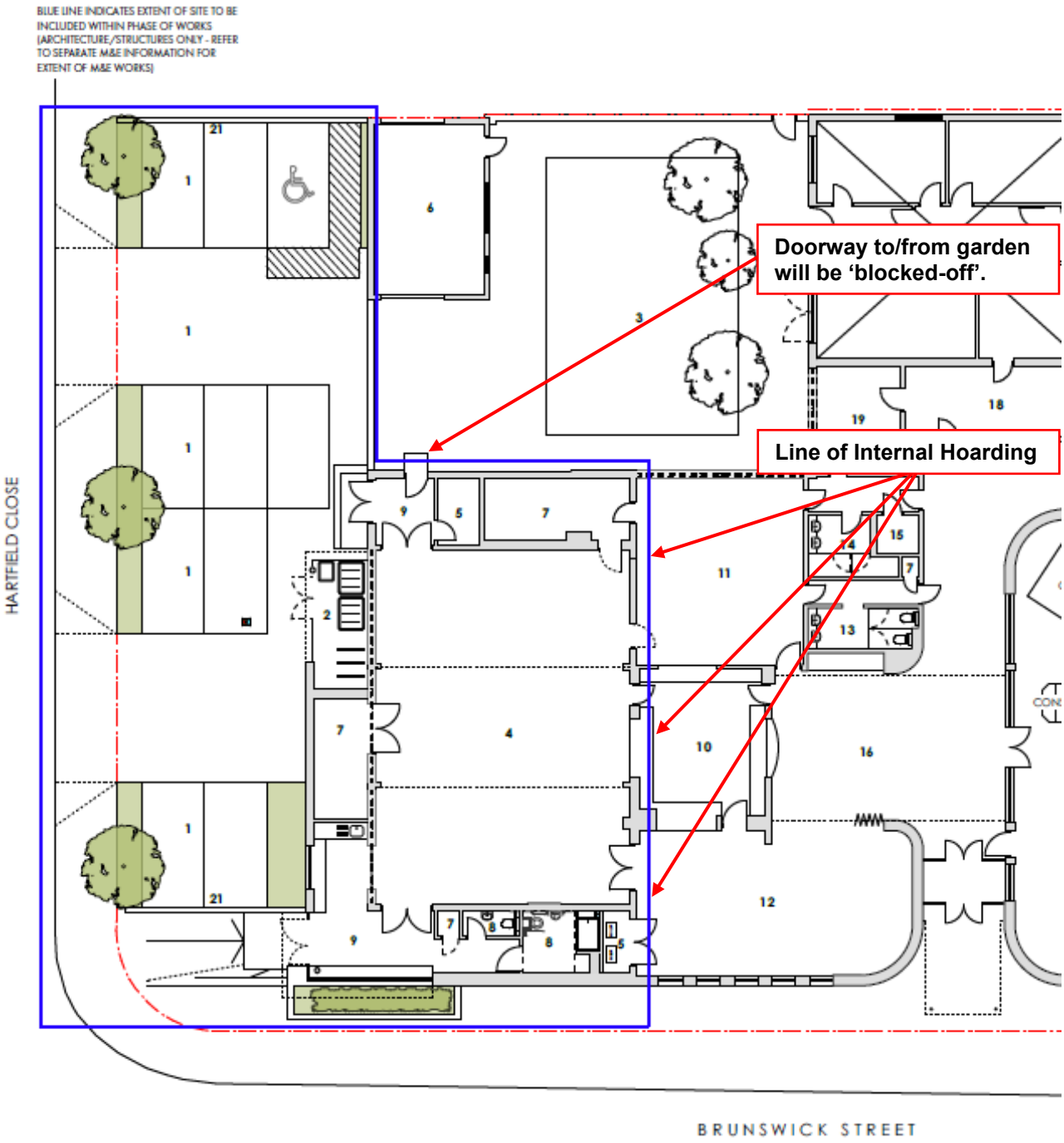
The site compound will be located on the car park, as detailed below.



External working areas will be secured by physical means i.e., HERAS fencing to prevent members of the public from encountering our working areas.

Materials will be kept within a steel lock-up store.

At the end of each shift Armitage Construction's Site Manager will check that all personnel have left site.



Hoarding will be erected in rooms 11. 10 & 12 to segregate our works from the ongoing operation of the church and related activities.

See Appendix 5: Signing in/out Log Sheets (No signing by individuals due to COVID-19)

Armitage Construction will ensure that all contractor's working under our control are provided with high-visibility clothing branded with our Company logo.

3.21 Site Induction

Armitage Construction will ensure that any person entering the site is properly inducted.

As a minimum site induction will cover the following.

- Senior Management commitment to Health & Safety
- The Outline of the Project
- The individual's responsibilities, site management and key personnel
- Site specific health & safety risks
- Control measures on the site (Site rules, permit to work systems, traffic and pedestrian routes, security arrangements, hearing protection zones, arrangements for personal protective equipment, housekeeping and storage, welfare facilities, emergency procedures).
- First Aid arrangements
- Dealing with Emergencies
- Arrangements for reporting accidents
- Details of planned training such as toolbox talks
- Arrangements for consultation and worker involvement
- Individual workers' responsibility for health and safety
- Arrangements upon discovery of suspected ACMs.
- Arrangements for COVID-19 Control measures, to be discussed daily.

See Appendix 6 - Induction and Site Rules.

3.22 Training Needs and Arrangements for Delivery

All Armitage Construction's personnel will undergo a site-specific induction before being allowed to work on site.

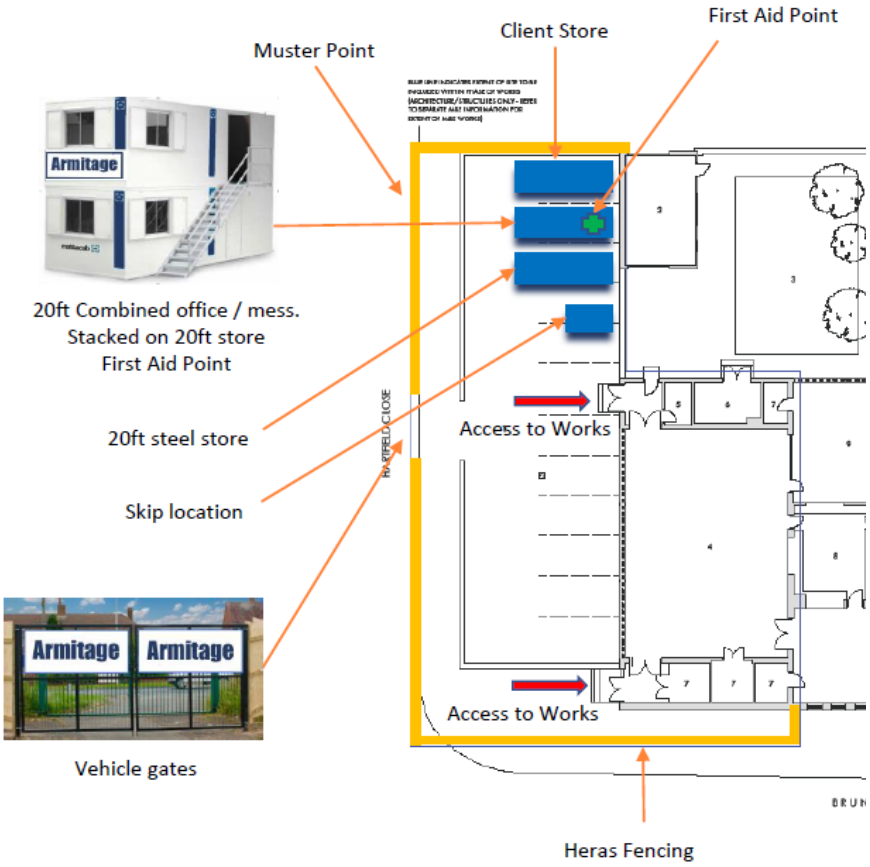
All Armitage Construction's personnel and visitors, purely visiting site must undergo an induction on Company safety procedures if they are to walk around site unaccompanied, if not, they must be escorted always.

Contractors and employees will undergo a site-specific induction before being allowed to work on site and must take responsibility for the safety and task specific training of their own personnel.
By undertaking contractor competency checks, the Company will ensure that only those deemed competent by training and/or experience will be allowed to conduct works on the Project.

Checks will be made at Induction, and at site inspections by the Health and Safety Advisor to ensure compliance.

3.23 Welfare Facilities

Armitage Construction will provide a Combined Welfare/Office unit, as detailed below.



We will ensure that the facilities comply with CDM 2015, Schedule 2 - Minimum welfare facilities required for construction sites, Regulations 4(2)(b), 13(4)(c) and 15(11).

Regarding the number of toilets required, we will ensure that the number specified in the Workplace (Health, Safety and Welfare) Regulations 1992. Regulation 20, Sanitary conveniences are complied with:

Number of toilets and washbasins for mixed use (or women only)		
Number of people at work	**Number of toilets**	**Number of washbasins**
1-5	1	1
6-25	2	2
Toilets used by men only:		
Number of people at work	**Number of toilets**	**Number of urinals**
1-15	1	1
16-30	2	1

The HSE expects to see flushing toilets and running water in any workplace but understands that this is not always possible on construction sites. With projects that do not have nearby facilities, we will provide chemical toilets instead (Portaloos).

The number of toilets required will depend on the number of staff on site and the frequency that the toilets will need emptying.

We will provide 1 portable toilet for every 7 workers, according to the BS6465– 1:2006 standards where the toilet is emptied once per week.

Should it require emptying twice a week, we will increase the number of toilets accordingly to 2 per 7 workers.

Due to COVID-19 Control measures, please view required precautions for welfare facilities in **Appendix 18: COVID-19 Controls** and **Section 3.13.4 COVID-19 Control Measures** of this Plan.

As a minimum for this project, welfare facilities will comprise:

Toilets
- A sufficient number, which are ventilated, lit, and kept in a clean and orderly condition.
- Washing facilities so that workers can use them immediately after using the toilet or urinal.

Washing facilities
- Sufficient facilities, which are kept clean and orderly and with basins or sinks large enough for people to wash their face, hands, and forearms.

The facilities will include:
- clean hot and cold, or warm, running water.
- soap or other suitable means of cleaning.
- towels or other suitable means of drying; and
- a shower where the nature of work is particularly dirty or there is a need to decontaminate.

Drinking water
- Will be made available at readily accessible and suitable places.
- Cups will be provided, unless the supply is in a jet from, which people can drink easily.

Changing rooms and lockers
- For workers who must wear special clothing for the purposes of their work and whom cannot be expected to change elsewhere.
- Rooms with seating, a means of drying and keeping clothing and personal effects secure.

Facilities for rest
- Rest rooms or rest areas, equipped with tables and seating (with backs) sufficient for the number of persons likely to use them, at any one time.
- Facilities for meals to be prepared and eaten, plus means for boiling water.
- The facilities will be heated.

3.24 First Aid Facilities

Armitage Construction will provide an Appointed Person and first aid box; all accidents/incidents will also be reported to Armitage Construction **and** their Health & Safety Advisor.

Site-specific arrangements for Armitage Construction are described in the Site Induction.

Nominated Appointed Person(s):

Damon Carroll+
Site Manager
M: 07775903813
E: Damon@armitage-construction.co.uk
+ Appointed Person (First Aid)

Should the Site Manager be unavailable, another qualified site manager will be dispatched to site to ensure we have a first aider on site at all times.

See Appendix 8: Emergency Contacts

3.25 Accident Reporting and Investigation, including Near Misses

a) All accidents and near misses on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers.
b) The Site Manager shall use the Accident Reporting Procedure, accordingly, advising Company Management and the Health & Safety Advisor to ensure compliance with RIDDOR 2013.
c) The Site Manager will oversee all entries made in the Site Accident Book, which will be kept in the site office.
d) The person discovering the accident will raise the alarm verbally and ensure the first aider is summoned.
e) In the event of a serious incident/accident, all personnel will assemble at the site canteen.
f) The Site Manager and first aider will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e., fire/ambulance to attend site.
g) The Site Manager shall arrange safe access and egress for emergency vehicles to the scene of the accident.
h) Following an accident or dangerous occurrence a complete investigation will then be carried out by the Health & Safety Advisor along with the Managing Director, which will be conducted in accordance with the procedure in the H&S Policy.
i) If necessary, pursuant to RIDDOR 2013, the HSE will be informed using the appropriate F2508 form via the Incident Contact Centre Website or be called directly for more serious incidents.
j) All accidents and near misses will be investigated, and a report compiled, complete with actions to prevent reoccurrence.
k) We actively encourage a 'no blame' culture on site to ensure that near misses and unsafe acts are reported and actioned in a sensible, professional manner.
l) All accidents, incidents and near misses will be reported to the Client.
m) In the event of any Health and Safety Executive action brought against the Principal Contractor for any of the following issues, the Principal Contractor shall issue written notification to the Client and Principal Designer within 24 hours of the action:

(i) Improvement Notice
(ii) Prohibition Notice
(iii) Summons
(iv) RIDDOR Incident

Appendix 8: Emergency Contacts

3.26 Risk Assessments and Written Safe Systems of Work

3.26.1 Risk Assessments

These will be developed by Armitage Construction or the relevant sub-contractor, prior to commencement of any works, to include:

a) The storage and distribution of materials
b) Access to the works
c) Working at height
d) Traffic Management and deliveries
e) Control and disposal of waste
f) The provision and use of temporary services e.g., Electricity
g) Use of permit to work systems e.g., limitation of access, hot works etc.
h) Exclusion of unauthorised people.
i) Scaffold Erection
j) Asbestos Removal
k) Service Isolations M&E
l) Boiler room plant & Pipework Works
m) Oil Tank Cleaning & Removal
n) Remove Boiler Flue
o) Strip existing roof covering and replace
p) Install Windows
q) Extension Works
r) Drainage Connection
s) M & E Works
t) New boiler room fit out
u) Heating Works
v) Electrical Works
w) Boiler Room & Youth Room Wall Removal
x) Works to Sports Hall
y) Decoration and Making Good

All Contractors will be required to submit an overall project method statement and details of activities / activities which will impact on others working on site.

All method statements and risk assessments will be verified and accepted by the Site Manager prior to contractors etc. being allowed to commence works on the site.

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. The Site Manager shall be responsible for the issue of permits to work to include the following activities:

a) Hot Works
b) Work at Height

Please note that all Permits to Work for Hot Works will be issued by Armitage Construction.

See Appendix 9: Risk Assessments / Method Statements / Lifting Plans / PTW etc.

3.26.2 Written Safe Systems of Work (Safety Method Statements)

The Safe System of Work should contain the following details, as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.
- Supervisors: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public.
- Services: position of existing and whether they are live.
- Sequence of works and key safety steps.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.

The Method Statement should be relevant, specific, and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work. This will be retained on site for information within the site safety file.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to Armitage Construction prior to works being undertaken. We will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by Armitage Construction will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should Armitage Construction judge a Contractors method of work to be unsafe, then Armitage Construction will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

3.27 Site Rules

The site rules will be developed and kept in the Construction Phase Plan, delivered at site inductions, enforced on site, and clearly displayed. Site Rules can be found in **Appendix 6**

- **Additional Site-Specific Rules:**

- None specified in PCI.

3.27.1 Display of Statutory Notices

Statutory notices will be displayed in the site office in accordance with current legislation and include:

- Project Notification, Form F10.
- Health & Safety at Work Law Poster (which include the Safety Representative details for Armitage Construction)
- Employers Liability Insurance Certificate
- Public Liability and Products Insurance, Contractors All Risks
- Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- Fire Evacuation Arrangements and Site Plan detailing fire points etc.
- Site Rules
- COVID-19 Secure Poster

3.28 Fire and Emergency Procedures

3.28.1 Emergency Arrangements

a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
b) This site will have a dedicated Site Manager, First Aider(s), and Fire Warden, which may be the site manager.
c) A site Emergency can be one or more of the following: fire, accident, or any other incident deemed an emergency by management.
d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one can stop to gather tools or leave the site without notice. Any visitors to site will be accompanied always and informed of the emergency procedure.
e) As fire arrangements are subject to change as construction progresses, the Site Manager has a duty to bring this to the attention of site operatives and Contractors.
f) In the event of any of the emergency services being required to attend site, the Site Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals or gas cylinders stored on site.
g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the site, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
h) There will be a monthly fire drill.
i) The existing fire alarm will be maintained.
j) In addition, 'Howler' units will be used to raise the alarm. The units will be linked and if one is activated, all units will activate. A set of fire extinguishers will be placed in close proximity.
k) Signage will direct personnel to the Emergency Assembly Point.
l) Site-specific Emergency arrangements are appended.

See Appendix 7: Fire Action Plan and Notice

3.28.2 Fire Action Plan

The site-specific plan is appended.

3.28.3 Evacuation Procedure

Site-specific fire procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan will be posted on the notice board of the site.

3.28.4 Fire Prevention

It is our policy to carry out works to eliminate risk from fire and, to this end, have adopted the Joint Code of Practice laid down in Fire Protection Association guidance *"Fire Prevention on Construction Sites"*.

a) Fire extinguishers, fire notices, alarm systems and fire exit signs will be provided for all working areas.
b) Materials and rubbish stored on site will be kept to a minimum.
c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
e) A "No Smoking" rule will be imposed in all areas of the site, including 'vaping'.
f) **Armitage Construction** will operate a "Hot Works Permit system" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
g) A person may attack the fire with the appliances provided only if they are trained to do so and if there is no risk to themselves or others.
h) If the fire cannot be safely tackled, raise the alarm, then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point, normally the Site Manager.
i) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and relevant information relayed during site inductions.

3.28.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is available. These details will be displayed in a prominent position in the site office.

See Appendix 8: Emergency Contacts

30.29 Site Registers and Documentation

The following, as a minimum, will be available on site:

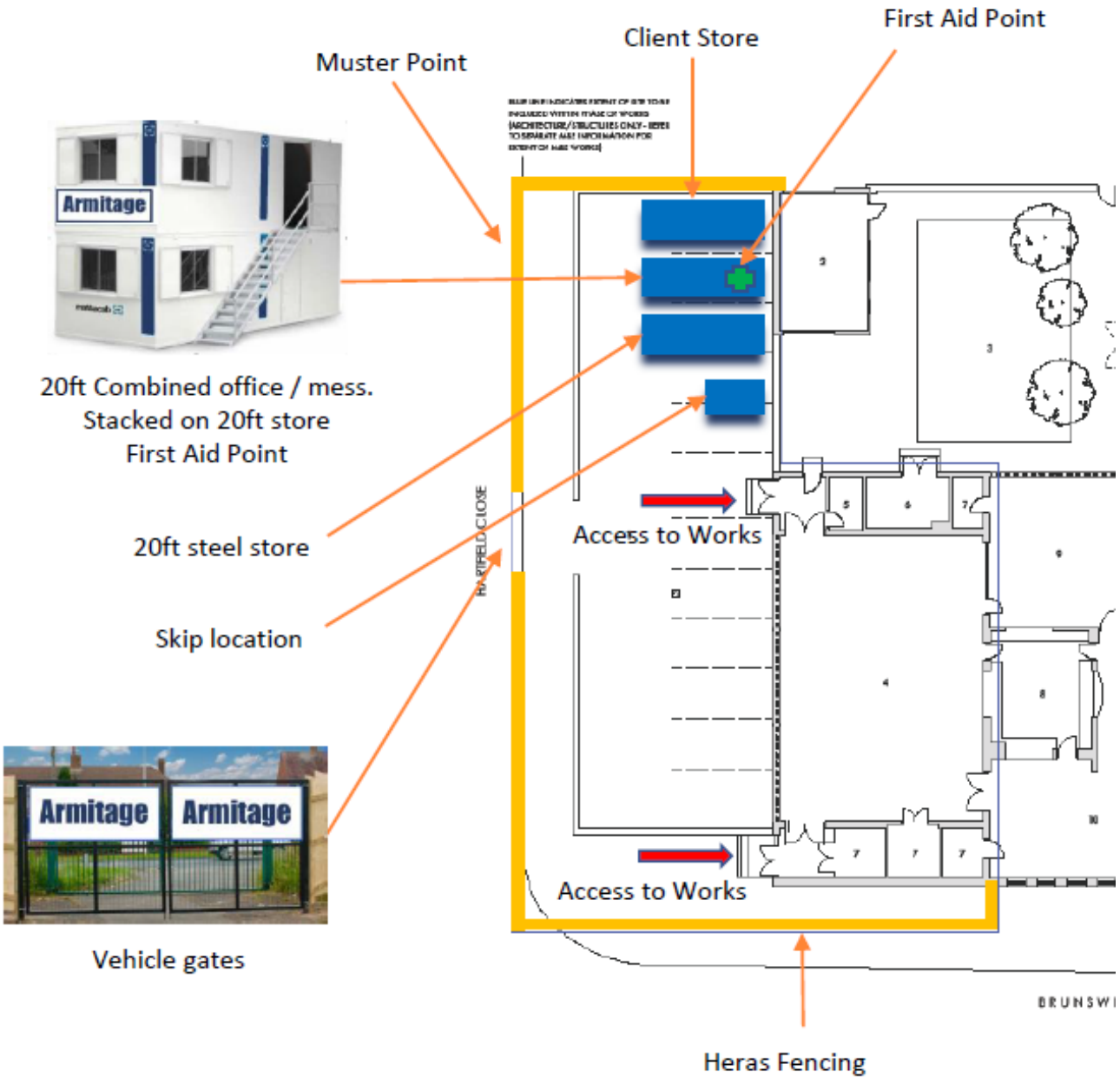
a) F10 Notification.
b) Signing-in sheets.
c) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations 1998.
d) Waste transfer notes.
e) COSHH Assessments, SDSs and Risk Assessments.
f) Electrical equipment registers.
g) Maintenance checks and records.
h) Plant inspection records.
i) Risk assessments.
j) Method Statements.
k) Emergency procedures.
l) Manual handling assessments.
m) Record of toolbox talks.
n) Record of Site Inductions.
o) Site Notice Board
p) Site inspection reports

4.0 Arrangements for Controlling Significant Site Risks

Reference is made to the items given below, **these sections are to be continually reviewed and developed as the Project progresses, with information being supplemented, as necessary.**

4.1 Access, Deliveries, and Removal of Materials

- Access and egress will be via Hartfield Close.
- Deliveries and the removal of materials will be made via Hartfield Close.
- Materials for disposal will be taken from site in skips, which will be stored on site.
- Deliveries will be timed to avoid peak times. All deliveries will be met by a member of the site team.
- There will be no deliveries between the following times:
  8.15am to 9.15am mornings and 2.45pm to 4.00pm afternoons, Monday to Friday.



Site Compound Layout



Site entrance on Hartfield Close.

See Appendix 4: Site Layout Plan

4.2 Services, including Temporary Installations

Electrical equipment will be fed at110V feed, via transformers, we will use battery powered tools, wherever possible.

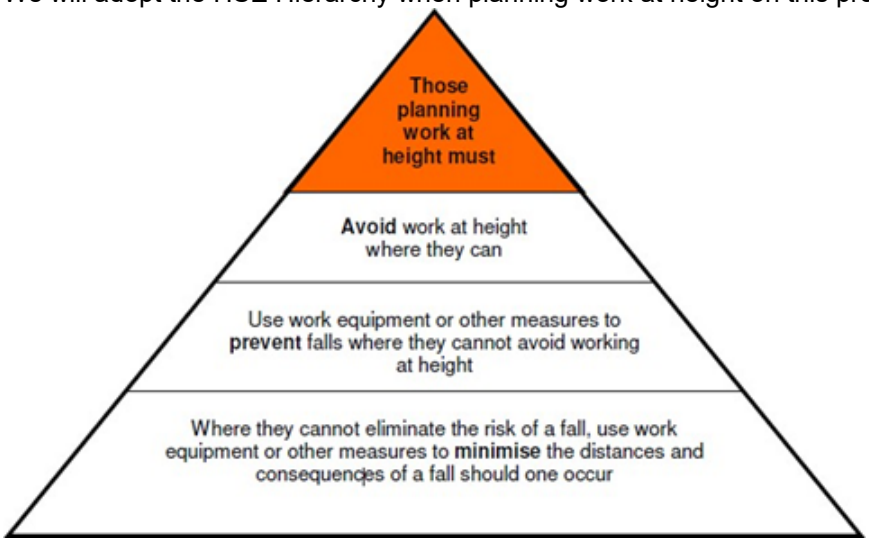
NB
In addition, electrical contractors and works will be conducted as required by the Electricity at Work Regulations 1989 and Electricity at Work – Safe Working Practices HS (G) 85.

Water will be supplied via a mains feed.

4.3 Preventing Falls

Armitage Construction and any sub-contractors working on our behalf will be required to comply with the Work at Height Regulations 2005.

We will adopt the HSE Hierarchy when planning work at height on this project:



Any scaffolding required will be erected and inspected by a competent person and hand over certificates will be retained. 7-day inspections (minimum) will be carried out by a Competent Person.

Scaffolding will be erected and managed in accordance with all NASC Guidelines and in particular SG4:15 and TG20:13. 'Scafftags' will be placed at points of access to the scaffolding.

Working on roofs

- On roofs most people fall:
- From eaves
- By slipping down the roof and then over the eaves.
- Through the roof internally; or
- From gable ends.

- Full edge protection at eaves level will be provided for work on roofs.
- The edge protection will be strong enough to withstand a person falling against it.
- Edge protection will also 'catch' materials or equipment should they fall.

Work platforms

- Work platforms will be provided, at least 3 boards wide, and just below the eaves.
- The platform will be kept clean to prevent material accumulating.

Roof ladders

- On sloping roofs, roof workers will not work directly on slates or tiles, as they do not provide a safe footing, particularly when they are wet.
- Roof ladders and proprietary staging will be used to enable safe passage across the roof.
- They will be designed for the purpose, of good construction, properly supported, and securely fixed by means of a ridge hook placed over the ridge, bearing on the opposite roof.
- Youngman Boards with a handrail or similar will be used.
- They will be used in addition to eaves-level edge protection.
- Gutters will not be used to support any ladder.

Weather conditions

The Work at Height Regulations 2005 specifically state that work should not be carried out if weather conditions could endanger the health and safety of workers. We will not work on roofs in icy, rainy, or windy conditions.

The site manager will consider the Beaufort scale and take the appropriate action for the wind speed on site and consider the wind speed may be higher at roof level than at ground level:

The Beaufort scale

No	m/s	mph	Description	Effects on land
0	0	0	Calm	Smoke rises vertically
3	4	8–12	Gentle breeze	Gentle breeze, small twigs in constant motion
4	6	13–18	Moderate wind	Dust, leaves and loose paper raised. Small branches move
5	8	19–24	Fresh wind	Fresh breeze. Small trees in leaf begin to sway
6	10	25–31	Strong wind	Strong breeze, large branches move. Whistling heard in phone wires. Umbrellas become difficult to use
7	14–16	32–38	Very strong wind	Whole trees in motion
8	18–20	39–46	Gale	Twigs break off trees. Difficult to walk
9	22–24	47–54	Severe gale	Slight structural damage occurs – chimney pots and slates removed
10	26	55–63	Storm	Trees uprooted. Structural damage

Activity	Wind speed at which activity should cease
All laying or handling of slates, tiles, battens and felt at roof level	Mean wind speed reaches 23 mph (gusting to 35 mph or over)
Handling rolls of felt at roof level – extreme care should be taken	Mean wind speeds are in the region of 17 mph (gusting to 26 mph or over)

Activity	Wind speed at which activity should cease
All laying or handling of membrane roof coverings at roof level	Mean wind speed reaches 23 mph (gusting to 35 mph or over)

All access equipment will be inspected and operated by competent persons and all work at height activities will be risk assessed and a detailed method statement produced.

Any person erecting/inspecting a Tower Scaffold must have a PASMA certificate.

Any person using a boom operated MEWP or scissor lift will hold a valid IPAF Certificate for the required category of equipment.

We will have a documented rescue plan in place for high level rescue.

All access equipment will be inspected daily and operated by competent persons and all work at height activities will be risk assessed and a detailed method statement produced.

Regular toolbox talks will take place on the various aspects of working at height on site.

Scaffold access ladders will be removed at the end of each shift and be stored securely in the site compound.

Ladders and stepladders will only be utilised where all other safer alternatives have been considered first and deemed not reasonably practical – and then only for access purposes or very light work for short periods as detailed in accordance with HSE guidance.

Fibreglass Ladders and Stepladders, if required, will be used when conducting electrical work.

4.4 Work with or near Fragile Materials

All roofs should be treated as fragile until a competent person has confirmed they are not

- Before working on the roof get confirmation that the roof and battens are load bearing i.e., support the weight of the roofers and access equipment.
- All other fragile surfaces will be protected.
- Roof ladders and proprietary staging will be used to enable safe passage across a roof.
- Youngman Boards with a handrail or similar will be used.

Following a site survey, suitable means of access and working platforms will be recommended, to be included into a set of RAMS for access.

4.5 Control of Lifting Operations

Not applicable.

4.6 Dealing with Services (Water, Electricity, Gas, Comms Cabling etc.)

We have been advised that there are services on site by the Principal Designer. The site is served by gas, water, electricity, telecoms, and drainage.

Armitage Construction will confirm the accuracy of any existing information and ascertain the exact location, condition and status of all services that may be affected by these works by careful and thorough investigation of the site prior to commencement of the works.

All electrical work will be performed 'dead', no live working to take place, including testing and inspection.

Armitage Construction will deploy a robust 'lock-off' procedure to ensure equipment remains 'dead'.

Where any excavations are being undertaken, all areas shall be subject to a complete CAT and Genie scan, all service runs shall be clearly marked, and a layout drawing produced.

Following the survey, we will us safe-digging techniques to locate all buried services and determine whether they are 'live' or 'abandoned' and mark them on site and on the site layout drawing, as such.

An electronic copy of this shall be supplied to the Principal Designer prior to proceeding with excavations.

Armitage Construction will follow the principles contained within **HSG47 (Third edition), Avoiding danger from underground services.**

4.7 The Maintenance of Plant and Equipment

All plant and equipment will be serviced and maintained in accordance with manufacturers' recommendations, and we will expect our contractors to demonstrate their procedures for maintaining their work equipment.

4.8 Poor Ground Conditions or Contaminated Land

Not applicable.

4.9 Work in Confined spaces

No area within the scope of the works constitutes a confined space.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g., lack of oxygen).

4.10 Demolition

Demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge, and experience. Key issues are:

- Falls from height
- Injury from falling materials
- Uncontrolled collapse
- Risks from connected services
- Traffic management
- Hazardous materials
- Noise and vibration
- Fire
- Worker involvement

A systematic approach to demolition projects is a team effort between many people, who all have responsibilities:

- Clients must appoint duty holders who have the relevant skills, knowledge, and experience and where organisations, the organisational capability, and are adequately resourced.
- Clients, with the help of the principal designer must provide those who need it (e.g., designers, contractors) with pre-construction information that can reasonably be obtained. A range of surveys and reports will be needed - for example, to check for presence of asbestos; structural stability of site and nearby structures; the location of above and below ground live services in the work area; etc. These should be done before work begins and not be left for the principal contractor to organise once the demolition work has started.
- Principal designers must plan, manage, monitor, and coordinate health and safety issues in the pre-construction phase (i.e before demolition starts) to give principal contractors as much information as possible to allow the principal contractor to keep people (site workers and the public) as far as possible from the risks.

- Principal contractors must plan, manage, monitor, and coordinate health and safety issues during the demolition work.
- Site managers must ensure workers are supervised and are following safe working practice.
- Sub-contractors and site workers must follow the instructions and plans given to them by those in charge of the work and ensure that their colleagues do too.
- Armitage Construction have sub-contracted the demolition works to P McGuinness & Co Ltd. They will have full control of the demarked area and will hand the area back to Armitage Construction once the demolition work has finished. They will produce a Method Statement detailing how the building will be demolished, accompanied by appropriate RAMS.

Falls from Height

- During demolition and dismantling, workers can be injured falling from edges, through openings, fragile surfaces, and partially demolished floors.
- Dutyholders have a responsibility to assess, eliminate and control the risks of falls from height.

Injury from Falling Materials

Workers and passers-by can be injured by the premature and uncontrolled collapse of structures, and by flying debris.

A safe system of work is one that keeps people as far as possible from the risks. This may include:
- Establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary
- Covered walkways
- Using high-reach machines
- Reinforcing machine cabs so that drivers are not injured
- Training and supervising site workers

Uncontrolled Collapse

The structural survey should consider:
- The age of the structure
- Its previous use
- The type of construction
- Nearby buildings or structures
- The weight of removed material or machinery on floors above ground level

The method statement for the demolition will identify the sequence required to prevent accidental collapse of the structure.

Risks from Connected Services

- Gas, electricity, water, and telecommunications services will be isolated and disconnected before demolition work begins.
- Where this is not possible, pipes and cables must be labelled clearly, to make sure they are not disturbed.

Traffic Management

- Effective traffic management systems are essential on site, to avoid putting workers at risk of being hit by vehicles turning, slewing, or reversing.
- Where possible, vision aids and zero tail swing machines will be used.

Hazardous Materials

Hazardous materials that should be considered include dust, asbestos, and respirable crystalline Silica (RCS). There may also be material or contamination on site that has not been cleared, for example:

- Acids from industrial processes
- Paints
- Flammable liquids
- Unidentified drums
- Microbiological hazards

Noise and Vibration

- Frequent exposure to loud noise can permanently damage a person's hearing. Noise can also create a safety risk if it makes it difficult for workers to communicate effectively or stops them hearing warning signals.
- Vibrating hand tools used in demolition can cause hand-arm vibration syndrome (HAVS). Worker's exposure to vibration must be managed and reduced as far as possible.

Fire

- Fire is a risk where hot work (using any tools that generate spark, flame, or heat) is being done. During structural alteration, the fire plan must be kept up to date as the escape routes and fire points may alter. There must be an effective way to raise the alarm.

Worker involvement

- Everyone involved must to know what precautions are to be taken on site.
- Workplaces where employees are involved in taking decisions about health and safety are safer and healthier.
- Our employees are often the best people to understand the risks in their workplace

4.11 Managing Temporary Works

BS 5975: 2008, Code of Practice for temporary works procedures and the permissible stress design of falsework, defines temporary works as: "Parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works''.

Scaffolding will be installed to provide access and will be fenced to prevent access, where required.

Armitage Construction will engage a competent scaffolding company to design, erect, inspect and if necessary, amend the scaffolding.

Works will not commence on the scaffolding until Armitage Construction are in possession of a 'Handover Certificate'.

4.12 Traffic Routes and Segregation of Vehicles and Pedestrians

4.12.1 Access/Egress

- Access and egress will be via Hartfield Close.
- There will be no deliveries between the following times:
  8.15am to 9.15am mornings and 2.45pm to 4.00pm afternoons, Monday to Friday.

4.12.2 Traffic/Pedestrian Routes

- Pedestrian access will be from the site compound, where personnel will sign-in and out.

4.12.3 Parking

- A limited number of parking spaces are available in the site compound.
- There are double yellow lines on Hartfield Close and there is No Parking on Brunswick Street.
- Contractors and visitors will have to park safely and courteously on surrounding public roads.
- We shall ensure that site operatives give due regard to and pay careful attention to parking adjacent to the site so as not to block private driveways or hardstanding
- These obligations shall apply both to parking in the immediate vicinity of the site and on all roads adjacent to the works.
- Wherever possible, we shall encourage 'vehicle sharing', with a central collection point for workers, to be driven to site.

4.12.4 Accidents, Fire, and Emergency Services

- Clear access for emergency personnel shall always be kept.
- All accidents will be reported, and details entered into the Site Accident Log; details will be forwarded in accordance with the Company Accident Reporting Procedure to the Health & Safety Advisor
- Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Safety Notice board
- A designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

4.13 Prevention of False Alarms

If necessary, Armitage Construction Ltd will take the following actions:

- Smoke detection heads will be bagged during the works to prevent activation of the fire alarm system.
- 'Bags' will be removed at the end of each shift.
- Should the alarm need to be raised, this will be done by activating the nearest call point.
- Any works creating dust are to be undertaken using water suppression or vacuum techniques to control dust in a well-ventilated room i.e., water-cooled Stihl saw, wet sweeping techniques, and vacuum extraction on dust generating tools and equipment.
- Cutting and mixing, where possible and practical will be done outside the building to reduce dust.

Dealing with false alarms

Should an alarm raise, we will follow the evacuation plan, if the cause was found to be a false alert, because of our works, we will cease activities and review the current arrangement to prevent future occurrences.

Fire safety must remain paramount, any measures taken must not put the building or occupants at risk.

4.14 Any other restrictions noted in the Pre-Construction Information

- None noted.

5.0 The Health and Safety File

5.1 Health & Safety File

Consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

a) A brief description of the work carried out.

b) Any residual hazards that remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water nearing strata; buried services etc.).

c) Key structural principles (for example bracing, sources of substantial stored energy including pre or post tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there.

d) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).

e) Information regarding the removing or dismantling of installed plant (for example any arrangements for lifting, order, or other special arrangements for dismantling etc).

f) Health and safety information about equipment provided for cleaning or maintaining the structure; gas supply equipment; firefighting services etc.

g) Information and as built drawings of the structure, its plant and equipment (for example the means of safe access to and from service voids, fire doors and compartmentalisation etc).

The file does not need to include things that will be of no help when planning future construction work, for example:

(i) The pre-construction information, or construction phase plan.
(ii) Construction phase risk assessments, written systems of work and COSHH assessments.
(iii) Details about the normal operation of the completed structure.
(iv) Construction phase accident statistics.
(v) Details of all the contractors and designers involved in the project (though it may be useful to include details of the Principal Contractor and the CDM co coordinator).
(vi) Contractual documents.
(vii) Information about structures, or parts of structures, that have been demolished – unless there are any implications for remaining or future structures, for example voids.
(viii) Information contained in other documents, but relevant cross- references should be included.

Some of these items may be useful to the Client or may be needed for purposes other than complying with the CDM Regulations, but the regulations themselves do not require them to be included in the file. Including too much material may hide crucial information about risks.

6.0 Significant Design and Construction Hazards

6.1 Significant Hazards Identified During Design

SR 1. Enabling work (demolition)

1. Buried/ concealed services may be present.
2. There will be work to maintain electrical supply through the site in order to carry out demolition and phased construction.

Contractor to provide method statement including:

- procedures for checking for services prior to excavation.
- protective measures for retained electrical supply cable

Appendices

Appendix 1: Pre-Construction Information
Appendix 2: HSE Notification F10
Appendix 3: Program of Works
Appendix 4: Site Layout Plan
Appendix 5: Signing in/out Log Sheets
Appendix 6: Induction and Site Rules
Appendix 7: Fire Action Plan and Notice
Appendix 8: Emergency Contacts
Appendix 9: Risk Assessments / Method Statements / Lifting Plans / PTW etc.
Appendix 10: Site Inspections
Appendix 11: Work equipment inspections and plant inspections
Appendix 12: Hire Equipment Inspections
Appendix 13: Contractors Safety Records
Appendix 14: Asbestos Procedure
Appendix 15 Asbestos Awareness Register
Appendix 16 em1 asbestos essentials
Appendix 17: Toolbox Talks
Appendix 18: Armitage Construction Approved Card Schemes, Guidance (19.3.2021) V1
Appendix 19: COVID-19 Controls