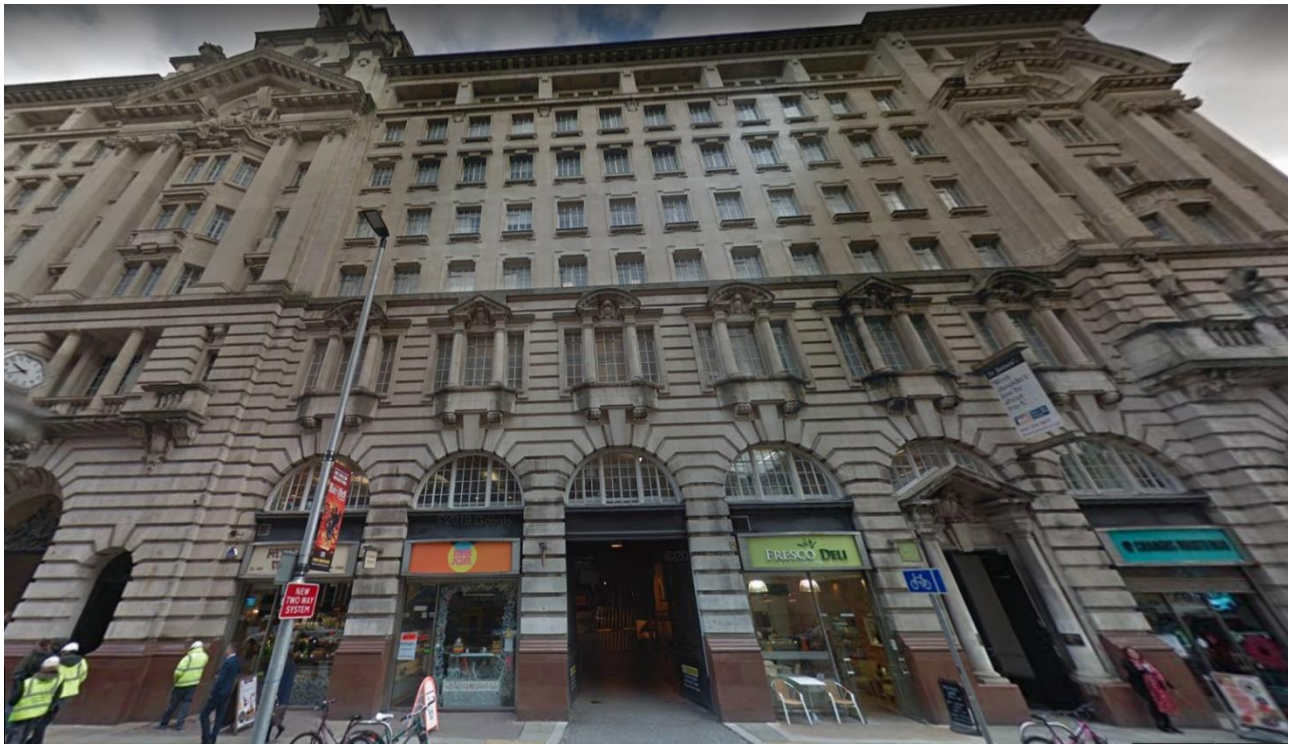
CONSTRUCTION PHASE HEALTH & SAFETY PLAN



ST. JAMES BUILDING CARTWAY PROJECT

Client:
Bruntwood Estates Ltd
Union House
Albert Square
Manchester
M2 6LW

Site Address:
St James
61-95 Oxford Street
Manchester
M1 6EG

Principal Contractor:
Contact One Ltd
43 Princes Crescent
Bare
Morecambe
LA4 6BY

Construction Phase Plan read and deemed suitable to commence by:

Name	Client Position	Date	Signature	Confirmed by

Revision and Distribution Sheet

Issue	Date	Description of Change	Site Manager	Approved by Contracts Manager
Original	19/07/19	N/A		
Rev1	19/09/19	As required in email from client dated 6th September 2019 and revised PCI dated 8th August 2019 and received on 18th September 2019		

The plan is a “live document” to be supplemented and/or revised as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project.

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Outline Programme

1 Description of Project

1.1 Project Description

St James building is located on Oxford St, the Rochdale Canal runs along the south of the building. Portland street is also close by. Manchester Oxford Road Train station and also St Peter's square tram station are both less than 5 minutes' walk away as well.
The project works are to create a new shell and core demise in The Cartway and some of the parking area, to relocate existing H/Vac and services so they will be accessible outside of the new demise.

1.2 Key Dates

Start date is TBA following Planning Approval.

1.3 Existing Structures

The development, built in approx. 1912, comprises six interlinked blocks above first floor level, the blocks being separated by the internally situated light wells. The floors at ground levels extend through the light wells effectively occupying the majority of the plan area of the site.
The southern end of the Oxford Street blocks bridges over the canal which runs parallel and adjacent to block D and passes under Oxford Street. The original structural frame throughout the development, with exception of the steelwork within the stone clad elevations, is concrete cased steel beams and columns, monolithic with reinforced concrete floor slabs.

1.4 Ground Conditions

There is no excavation below ground level on the project.

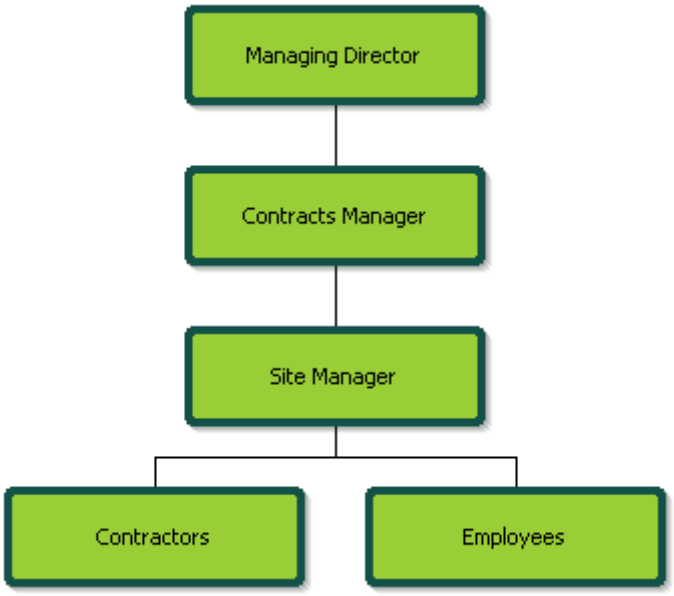
1.5 Existing Traffic Systems

There are footways on both sides of the road. The internal areas are delivery bays for the building and existing carparking for building occupiers and this is to be altered during the works. The Client is to discuss this with the occupiers.
Contractor parking to be within the contractors allocated site area
In order to facilitate the works required to the footway, a temporary closure will be required. We will speak to the relevant bodies when we are ready to undertake the works.

1.6 Working Restrictions

The existing surrounding trades and institutions are not be disrupted during the works.

2 Management Structure



2.1.1 Managing Director

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across Contact One Ltd

2.1.2 Contracts Manager

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and Contact One Ltd's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with Contact One Ltd's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors

- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 Site Manager

The Site Manager is responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and Contact One Ltd's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

2.1.4 Contractors

The responsibilities on contractor personnel are the same as Contact One Ltd's employees. Contact One Ltd's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 Employees

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to Contact One Ltd's Health & Safety Policy

- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3 Management Of The Work

3.1 Health & Safety Goals

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety [First Aid] Regulations 1981
- R.I.D.D.O.R. 2013
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- High Inflammable and Liquefied Petroleum Gas Regulations 1982
- Petroleum Spirit [Plastic Container] Regulations 1982
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos Regulations 2012
- Deposit of Poisonous Waste Act 1972
- Environmental Protection Act 1991
- Safety Signs and Signals Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Work at Height Regulations 2005

3.2 Monitoring & Reviewing

The Site Manager/Supervisor and/or Site Foreman as part of their line management responsibilities will inspect the site on a daily basis using Form HS24: Site Inspection or HS25: Site Audit. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.
In addition to the above, this site will be visited by the Company Health and Safety Advisor or representatives appointed on their behalf, on a regular basis. Reports of these visits will be left on site for information and action.

3.3 Liaisons Between Parties On Site

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.
Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally, all contractors are to work within the site's build

programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

3.4 Consultation With The Workforce

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.
Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe.

3.5 The Exchange Of Design Information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. Contact One Ltd will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

3.6 Handling Design Changes During The Project

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. Contact One Ltd will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

3.7 Selection & Control Of Contractors

This will be provided through the usual management regime on site viz.: direct communication between contractor representative and Contract Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.
Representatives from relevant contractors would attend the site progress meetings with attendance by client representative as appropriate.
Additionally, all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.
See the Appendix for details of a typical questionnaire (Form HS28: Contractor Questionnaire) used in the selection of contractors. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

3.8 The Exchange Of Health & Safety Information Between Contractors

The exchange of health and safety information between contractors will take place during pre-start meetings, and throughout the duration of the project by the use of on-site meetings, letters and electronic means.

3.9 Site Security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors. Site specific risk assessment will determine the most appropriate measures required.

3.10 Site Induction

All personnel arriving on site will be required to attend a site induction session before starting work. Contractors will be notified in advance to bring copies of their trade cards for the site file.
The induction (Form HS05: Site Induction) (with signed attendance Form HS06: Site Induction Register) will revolve mainly around the Site Rules (Form HS17: Site Rules), a copy of which will be given to each individual. Records of these inductions will be retained.

3.11 On-Site Training

Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand, then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

3.12 Welfare Facilities

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regs 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals. Possible use of existing facilities to be arranged with the Client.

3.13 The Production & Approval Of Risk Assessments & Written Systems Of Work

Risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out.

3.14 The Reporting & Investigation Of Accidents & Incidents Including Near Misses

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of R.I.D.D.O.R. 2013 will be immediately reported to the enforcing authority by the quickest available means. Notice will also be issued to the Client.

3.15 First Aid

On-site first aid arrangements will be commensurate with the operations being carried out. First Aider will be identified during the Induction to the operatives.

3.16 Site Rules

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Health and Safety Policy and Contact One Ltd is committed to supporting that initiative.
All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28: Contractor Questionnaire).
All personnel arriving on site will be required to attend a site induction session before starting work.
The induction (Form HS05: Site Induction) (with signed attendance Form HS06: Site Induction Register) will revolve mainly around the Site Rules (Form HS17: Site Rules), a copy of which will be given to each individual. Records of these inductions will be retained.

3.17 Fire & Emergency Procedure

See completed Fire Plan (Form HS19: Fire Plan)

4 Contact Names

Involvement	Name	Address	Contact
Client (Employer)	Bruntwood Estates Ltd Marcus Branch-Curtis	Union House Albert Square Manchester M2 6LW	Tel: 07393 237 886 Email: marcus.branch-curtis@bruntwood.co.uk
CDM Principal Designer	Bruntwood Estates Ltd Marcus Branch-Curtis	Union House Albert Square Manchester M2 6LW	Tel: 07393 237 886 Email: marcus.branch-curtis@bruntwood.co.uk
Structural Engineer	D W Consulting Engineers LLP Chris Corrigan	Marsland House, Marsland Rd, Sale M33 3AQ	Tel: 0161 969 4144 Email: Chris@dwllp.com
Architect	MgMaStudio Limited Matthew Ashton	Oriel Chambers Suite 37 14 Water Street, Liverpool L2 8TD	Tel: 0151 236 6627 Email matthewashton@mgmastudio.co.uk
Principal Contractor	Contact One Ltd David Riley	43 Princes Crescent Bare Morecambe LA4 6BY	Tel: 01524 401401 Email: mail@contactoneuk.com
Site Manager / First Aider	Contact One Ltd Paul Crowder	Suite 4D Manchester Club 81 King Street Manchester M2 4AH	Tel: 07538539879 Email:
Fire Engineer	Buro Happold Stuart martin	Eastgate, 2nd Floor,, Castle St, Manchester M3 4LZ	Tel: 0161 233 5000 Email: Stuart.Martin@burohappold.com
Hospital	Manchester Royal Infirmary	Grafton Street Manchester M13 9WL	Tel; 0161 276 1234
Client / PD CDM Advisor	BPA Services Limited D. Bedson	Quantum House 290 Leek Road Stoke-On-Trent Staffordshire ST4 2BX	T: 01782 215664 M: 07834 022357 E: d.bedson@bpa-services.com

5 Arrangements For Controlling Significant Safety Risks

5.1 Delivery & Removal Of Materials & Equipment

Materials will be delivered wherever possible to location to be used immediately. Where unable to use immediately, materials will be placed/stored in locations so as not to interfere with works or building occupiers operations. Deliveries will be subject to a “call-off” system wherever practicable and suppliers advised of most appropriate access to the site (Portland Street). Materials to be moved around the site will be facilitated by use of dumpers, lorries and forklift trucks as necessary using approved haul routes and access/egress points.

5.2 Dealing With Services

Electricity to the works will be mains supply wherever practical and adequate award of contract notice is received.
Electrical wiring within accommodation units will be tested at recommended frequency suppliers of hired units required to supply evidence of electrical safety.
Banksman facility to be provided to supervise all activities in close proximity to these services. No raised bodies under overhead electric lines to be permitted unless minimum safe vertical and horizontal distances can be achieved. See site Specific risk assessment. Services isolations will be undertaken by the Bruntwood FM team. They will seek and control the permits to work.

5.3 Adjacent Land Use

The works are internal to the building, except for the pavement works in Oxford Street. There are adjacent retail outlets to the works and no disruption would be allowed to their trading. The pedestrian area would be diverted and protected from road traffic during the works.

5.4 Stability Of Structures Whilst Carrying Out Construction Work, Including Temporary Structures & Existing Unstable Structures

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads. See site Specific risk assessment. The Site Manager will oversee and control Temporary Works in conjunction with the Structural Engineer and Bruntwood FM Services Team.

5.5 Preventing Falls

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005. See site Specific risk assessments.

5.6 Working With Or Near Fragile Materials

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc. See site Specific risk assessment.

5.7 Control Of Lifting Operations

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment. See site Specific risk assessment.

5.8 Maintenance Of Plant & Equipment

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support.

5.9 Working On Excavations & Poor Ground Conditions

All practicable steps will be taken to prevent danger to any person, including where necessary the provision of supports, steps or battering. An inspection will be carried out by a competent person before each shift is commenced. See site Specific risk assessment.

5.10 Work On Or Near Water Where There Is A Risk Of Drowning

N/A

5.11 Traffic Routes & Segregation Of Vehicles & Pedestrians

The Contract Manager/Supervisor will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken.
In accordance with the Company Safety Policy, “No Lorry Shall Reverse Unless Supervised”, and signs will be erected at site access and egress points stating such, and a suitable number of Banksmen will be provided to take control of reversing vehicles. These Banksmen will be wearing the equipment and clothing specified in the Company Policy. Contractors will be required to follow same policy.
All lorries are to be equipped with audible reversing alarms. Sweepers are to be equipped with reversing cameras. It is Contact One Ltd's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet. However, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.
Where possible, all vehicles should access and egress whilst remaining in forward gear

5.12 Storage Of Materials & Work Equipment

Aggregate type materials will be stored on site wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. Other materials and products such as street furniture, cabling, appliances, consumables will be stored off site and delivered as required to minimise disruption to site operations.

5.13 Any Other Significant Safety Risks

The Design Team have tried where possible to reduce hazards. Below is a list of **significant** hazards to be managed by the Contractor.

- No **significant** risks have been identified by the design team that a competent contractor would not foresee.
- **Materials requiring particular precautions**
- There are no materials identified in the PCI that requiring handling and use precautions other than what the respective contractors are aware of and used to.

6 Arrangements For Controlling Significant Health Risks

6.1 The Removal Of Asbestos

The client has commissioned an Asbestos 'Pre-Refurbishment' Survey which has been issued to us. NO ACM's were noted.
If any ACM's are found, all such work will be carried out in accordance with the Control of Asbestos Regulations 2012, the associated Code of Practice - Work with Materials containing asbestos and The Asbestos Essentials - Task Manual. Licensed asbestos removal contractors will be used when necessary. See site Specific risk assessment.

6.2 Dealing With Contaminated Land

Nothing identified within the PCI

6.3 Manual Handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts. See site Specific risk assessment.

6.4 Use Of Hazardous Substances, Particularly Where There Is A Need For Health Monitoring

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring. See product specific COSHH assessments.

6.5 Reducing Noise & Vibration

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives. See site Specific risk assessment. Noise, dust and vibration will be controlled by employing Best Practicable Means (BPM) as prescribed in the following legislative documents and the approved code of practice BS 5228: The Control of Pollution Act 1972

The Health & Safety at Work Act 1974
The Environmental Protection Act 1990
Construction (Design and Management) Regulations 1994
The Clean Air Act 1993
General measures to be adopted by the Contractor to reduce noise, dust and vibration include:

· Erection of site hoarding to act as minor acoustic screen.
· Use of well-maintained modern plant.
· Site operatives to be well trained to ensure that noise minimisation and BPM's are implemented.
· Effective noise and vibration monitoring to be implemented.
· Reducing the need to adopt percussive and vibrating machinery.
· Vehicles not to be left idling.
· All loads entering and leaving the site to be covered.
· Water to be used as a dust suppressant.
· Cutting equipment to use water as suppressant or suitable local exhaust ventilation system

6.6 Any Other Significant Health Risks

Nothing has been advised within the PCI. Only routine construction hazards remain.

Working hours are:

- Monday to Friday: 7.30am to 6pm
- Saturday: 8.30am to 2pm

7 The Health & Safety File

7.1 Layout & Format

The PCI received on 18th September 2019 included an overview of the requirement of the H & S File. There was not a defined contents list or draft H & S File prepared by the Principal Designer included as noted in the PCI page 25 Para 1. The File is to include;

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on)
- Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs
- Hazardous materials used (for example, lead paints and special coatings)
- Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services
- Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors)
  There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

7.2 Arrangements For The Collection And Gathering Of Information

The principal designer will prepare, review amend or add to the file and give it to the client at the end of the project. If his duties terminate prior to the end of the construction phase then the principal contractor will carry out these duties.
Clients, designers and contractors will supply the information necessary for compilation and updating the file.
Everyone providing information will ensure it is accurate and provided promptly.

7.3 Storage Of Information

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable,

HS05: SITE INDUCTION

Contract/Job Name	
Contract/Job Number	

1 Introduction

- This document gives a checklist as to the general content of the Site Induction which the Organisation will present to all personnel before they commence work on any site.
- The Site Induction conveys important information regarding the site, the working methods and health and safety.
- Site Induction is a legal obligation required under the Management of Health & Safety at Work Regulations 1999. It is vital that it is conducted for all staff on every site as it has been found that new arrivals are statistically the most likely to be injured and that injury occurs soon after starting work.
- All personnel will be required to attend a Site Induction before commencing work and will be required to sign a register to confirm that they attended the induction and will abide by the policies, procedures, methods and rules of the Organisation.
- This list it NOT comprehensive. Other topics, not covered here may be required to be added to ensure it is site specific

2 Welcome

- Outline details of the project/contract including start date, completion date, sequence of works, end-use and type of construction.
- Explain the purpose of the induction, why it is important and how long it will last i.e. approximately one hour.
- Inform inductees that by the end of the induction, they should know:
- The site safety rules
- What is being built and who is involved
- Safety procedures and layout for the site
- The risks on this project
- Accident causes and reporting procedures
- Health and Safety Duties
- Minimum Personal Protective Equipment
- Where the welfare and First Aid facilities are located
- Inform personnel of the Site Manager/Foreman for this site.
- Inform personnel of other key personnel.

3 Site Details

- Explain site access, site security and passes (if applicable) and parking arrangements.
- Give hours of work.
- Indicate any restricted areas.
- Give details of any factors which may increase risks e.g. vicinity to schools, public, water, roads, railways, holes.
- Give information regarding previous use of site, in particular, collapse, hazardous substances, buried gas or electric services.

4 Welfare Facilities

- Give location of welfare facilities including toilets, canteen, changing, washing and drying facilities and give any restrictions on use e.g. smoking area.
- Make it clear to all personnel that absolutely no drugs and alcohol will be tolerated on site.

5 Major Risks & Specific Activities

- Focus on any activities being undertaken currently on this specific site which pose a hazard to personnel such as work at heights, lifting, vehicles, equipment and plant.
- Give details of any major risks pertaining to the specific site.
- Inform them that Permits to Work are required for certain activities. Explain what activities these are, i.e. services isolations, hot works.

6 Accidents

- Explain that all accidents, incidents and “near misses”, even if minor, must be reported to the Site Manager/Foreman immediately in order to be recorded in the Accident Book or on the Accident & Incident Record.
- Explain that the law requires certain incidents to be investigated and that employees/contractors are required to co-operate with these.

7 Attendance Register

- Explain that all personnel, contractors, visitors MUST sign the attendance register upon arrival at the site and that everyone must also sign out when they leave.
- Explain that all operatives have responsibility not to allow unauthorised persons or members of the public on site and that anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.

8 Fire

- Identify who is responsible person under Fire legislation and Code of Practice.
- Explain the fire procedure.
- Explain which permits-to-work are required for hot works.
- Identify where the fire extinguishers, muster points and fire exit routes are. Explain the importance of not obstructing any of these.
- Identify who is trained to use any fire-fighting equipment.
- Explain that all operatives have a duty to inform the site manager/foreman of any fire immediately.
- Outline how re-entry to the site will be organised in the event of an evacuation.

9 First Aid

- Identify the “first aiders”.
- Inform personnel where the first aid box(es) are located.
- Inform personnel of the nearest hospital.
- Inform operatives that they must inform their supervisor if they are taking any prescription drugs or suffer from any medical condition.

10 Health & Safety Policy

- Explain that all personnel are expected to take responsibility for the health and safety of themselves, their colleagues and the public and that they are to assist in implementing and working within the limits of the Organisation’s Health and Safety Policy.
- Ensure personnel are aware of the risks posed to their own health on the site e.g. manual handling, dust, concrete, noise, vibration and the measures and controls in place to minimise these risks.
- Explain that conduct must comply with the Organisation’s Health & Safety Policy and Site Rules at all times.

- Explain that if personnel have any concerns, they should address them to their own supervisor, the site manager/foreman or a nominated safety representative if applicable.
- Ensure that personnel have a clear understanding of the work that they are undertaking and are familiar with any Method Statements and Risk Assessments that apply.
- Ensure that all personnel are aware that random safety checks will be carried out to ensure that Health & Safety Policy, Site Rules and Method Statements are adhered to.
- Ensure all personnel are aware of the hazards their work might pose to others, the hazards they may be exposed to and the controls that are in place.
- Explain which permits-to-work will be issued.

11 Ladders

- Ensure all operatives are told not to use and to report any damaged ladders.
- Remind operatives to only rest ladders against solid surfaces and not on any fragile or insecure material.
- Inform personnel that ladders must be footed and/or tied.
- Inform personnel that they must fully extend ladders and lock them into position before using them.
- Remind personnel not to overreach while using a ladder.
- Inform personnel not to use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services and point out areas on site where this applies.
- Remind operatives to only use ladders only at 75° (4 up:1 out).

12 Plant & Equipment

- Make it clear that no-one is permitted to operate any plant or equipment unless they have relevant training and have been authorised to do so by the site manager/foreman.
- Instruct personnel not to ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.

13 Roof Work

- Make it clear that no-one is permitted to access roofs except those persons specifically authorised by the Site Manager/Foreman.
- Remind operatives that mobile tower scaffolds must only be used with wheels locked and only be moved when empty.

14 Personal Protective Equipment (PPE)

- Explain that hardhats, safety shoes/boots and hi-visibility vests must be worn at all times on site.
- Explain what specific tasks may also require additional PPE – and that operatives must also make sure they make use of the PPE provided – this may include ear protection, masks, gloves, goggles, harnesses etc.

15 Scaffolds

- Explain that only operatives holding a relevant training certificate and who have been authorised to carry out this work by the site manager/foreman are permitted to erect, alter or dismantle scaffolding.
  Scaffold will not be required on the highway

16 Specific Activities

- Focus on any activities being undertaken currently on this specific site which pose a hazard to personnel such as work at heights, lifting, vehicles, equipment and plant. For some activities, Permits to Work will be required. Explain which activities and how they are obtained.

17 Tidiness

- Explain that all operatives are expected to tidy up after themselves and to take responsibility for ensuring the site is kept clean and tidy.

18 Traffic

- Inform operatives of site speed limit.
- Inform operatives of rules regarding reversing.
- Explain importance of keeping pedestrians and vehicles separate.

19 Site Rules

- Explain that most of the information contained in this Site Induction is also detailed in the Site Rules.
- Explain why the Site Rules are important e.g. legal requirements, industry accident statistics, accident prevention, personal responsibility etc.
- Explain where the Site Rules will be displayed.
- Distribute a copy to each inductee.

20 Site Induction Register

- Explain that all personnel must sign the Site Induction Register to confirm they attended the induction, that they understand what they have been told and that they agree to comply with the Site Rules.
- Ask if anyone has any questions.
- Thank everyone for attending and distribute Site Rules and/or Induction Booklet and/or helmet sticker.
  - Ask anyone who is under 18 to stay after the induction in order to ensure “young persons” risks can be assessed.

HS06: SITE INDUCTION REGISTER

Introduction

All personnel are required to attend a Site Induction before commencing work and are required to sign this register to confirm that they attended the induction, have received a copy of the Site Rules and have agreed to abide by the policies, procedures, methods and rules of the Organisation.

Contract/Job Name	
Contract/Job Number	

PLEASE READ THE NOTICE BELOW BEFORE SIGNING THIS REGISTER
I acknowledge that I have attended and understood a Site Induction before commencing work. I acknowledge that the Site Rules have been explained to me and that I have been given a copy. By signing this register, I agree to abide by the policies, procedures, methods and rules of the Organisation.

Name	Company	CSCS Registration No	Signature	Date

HS17: SITE RULES

Contract/Job Name	
Contract/Job Number	

1 Introduction

This document details the rules for working on site. All personnel, subcontractors and visitors must abide by these rules. Anyone contravening these rules risks being removed from the site. Site Rules are designed to protect the health, safety and welfare of all personnel on site and members of the public who could be affected by the works. It is paramount that all personnel, subcontractors and visitors to the site are familiar with these rules and have agreed to abide by them by signing a register.
A copy of this document will be given to all personnel during their Site Induction and a copy will be displayed in a prominent place in the welfare facility.
This list is not exhaustive. Additional rules must be included to ensure the document is site specific.

2 Accidents

- Report all accidents, incidents and “near misses”, even if minor, to the site manager/foreman immediately.

3 Attendance Register

- All personnel, contractors and visitors MUST sign the attendance register upon arrival at the site. Everyone must also sign out when they leave.
- Do not allow unauthorised persons or members of the public on site. Anyone noticing unauthorised persons on site must notify the Site Manager/Foreman immediately.

4 Fire

- The ‘Responsible person’ under Fire legislation and Code of Practice is .....
- Do not obstruct fire extinguishers and fire points.- Do not obstruct fire exit routes.- Inform the Site Manager/Foreman of any fire immediately.

5 Health & Safety Policy

- Your conduct must comply with the Organisation’s Health & Safety Policy and these Site Rules at all times.

6 Ladders

- Damaged ladders must be removed from site immediately.
- Only rest ladders against solid surfaces and not on any fragile or insecure material.
- Ladders must be footed and/or tied.
- Fully extend ladders and lock them into position before using them.
- Do not overreach while using a ladder.
- Do not use metal ladders or timber ladders with metal reinforcements in the vicinity of live electrical services.
- Use ladders only at 75° (4 up:1 out).
- Ladders must extend 1.05m above stepping off point.

7 Method Statements

- Method Statements, where provided, must be followed by all operatives.

8 Plant & Equipment

- Do not operate any plant or equipment unless you have relevant training and have been authorised to do so by the site manager/foreman.
- Do not ride as a passenger on any plant vehicle unless there is a specifically designed passenger seat.

9 Personal Protective Equipment (PPE)

- Hardhats, safety shoes/boots and hi-visibility vests must be worn at all times on site.
- Specific tasks may also require additional PPE – you MUST also make sure you comply with this requirement – this may include ear protection, masks, gloves etc.

10 Roof Work

- No access to roofs except to persons specifically authorised by the Site Manager/Foreman.
- Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

11 Scaffolds

- Do not erect, alter or dismantle scaffolding unless you hold a relevant training certificate and have been authorised to carry out this work by the Site Manager/Foreman.

12 Site Specific Rules

See also Clients Rules where applicable.

13 Tidiness

- Clean up after yourself.
- Ensure the site is kept clean and tidy at all times. It is everyone's responsibility.

14 Traffic

- Site speed limit is 6 mph.
- No vehicle to reverse without supervision.

15 Welfare

- Use the designated welfare facilities only. Report dirty or broken facilities.
- Eating or drinking in the workplace is forbidden. Eating and drinking is only permitted in the designated welfare area.
- No alcohol or drugs are permitted on site. Any person suspected to be under the influence of alcohol or drugs will be removed from site immediately.
- No horseplay will be tolerated. Offenders may be asked to leave the site.
- Smoking is forbidden on site except in the designated area of the welfare facilities.

16 Waste

- All site waste is to be separated and segregated for re-use or recycling.

HS19: FIRE PLAN

Contract/Job Name	
Contract/Job Number	
Site Address	St. James Building Cartway Area
Site Fire Officer	
Site Fire Marshalls	
Fire Plan Authorised by	

1 Duties & Controls

Bruntwood to issue Building Fire Strategy when available.
This document is based on current known information.

- A 'Responsible Person' will be appointed under the The Regulatory Reform (Fire Service) Order 2005.
- This person will: -
- Undertake a fire risk assessment
- Ensure personnel are trained and given relevant information
- Put precautions into place to safeguard employees and non-employees
- Ensure arrangements for: -
- Testing and maintenance of fire detection and alarms
- Firefighting equipment
- Emergency fire exits and routes
- Fire evacuation drills and assembly points.

2 Site Security

- The site must be kept secure in order to prevent the risk of a third party deliberately causing a fire to start by the following measures:

The site will be closed to unauthorised persons. All staff will be monitored during the working shift to ensure works will not increase the possibility of fire.

3 Storage of Dangerous Materials

- LPG and other flammable liquids will be safely stored on site in the following location. This storage area is marked on the accompanying proposed site layout drawing. N.B. LPG is always stored outside of buildings and in a well-ventilated area.

LPG will not be stored on site and only brought to site to use at the time of use. It will be removed immediately the task is complete and no later than the end of the working day

- LPG supplies will be turned off at the cylinder when not in use.
- LPG equipment and fittings will be regularly inspected by a suitably trained, competent and qualified person.
- Suspected LPG leaks detected by hissing or smell will be confirmed using only soapy water. A naked flame will not be used as a means of detecting a leak.
- Unnecessary stockpiling of combustible materials is to be avoided, especially in any area where there is risk of exposure to a naked flame or spark.
- Waste materials will not be permitted to accumulate outside of the designated waste area(s)
- Waste will not be burned on site.
- The site will be kept clean and tidy at all times.

4 Hot Works

- Any contractor intending to carry out any “Hot Works” will obtain a Permit-to-Work.
- Tar boilers will not be left unattended.

5 Smoking

- No smoking is permitted on site.

6 Work in Confined Spaces

- Any contractor intending to carry out any “Work in a Confined Space” will obtain a Permit-to-Work.

7 Raising the Alarm

- If a fire breaks out, the person discovering the fire must raise the alarm immediately by using the following alarm signal.

Air Horn adjacent to the Fire Point

8 Escape Routes

- Escape routes from all areas of the site are clearly marked on the accompanying proposed site layout drawing.
- Assembly points are clearly marked on the accompanying site plan.

9 Fire Fighting Equipment

- The following types of firefighting equipment have been identified as necessary and made available on this site:

Water extinguisher CO^2 Extinguisher

- Firefighting equipment is available on site at locations as directed in the site induction.
- Any personnel carrying out “Hot Works” will have a suitable fire extinguisher within safe reach.
- It is the responsibility of the Responsible Person to ensure fire-fighting equipment is regularly inspected and maintained by a suitably competent person.

10 Fire Drills

- Fire drills will be carried out if the Responsible Person deems that the size of this site requires it.

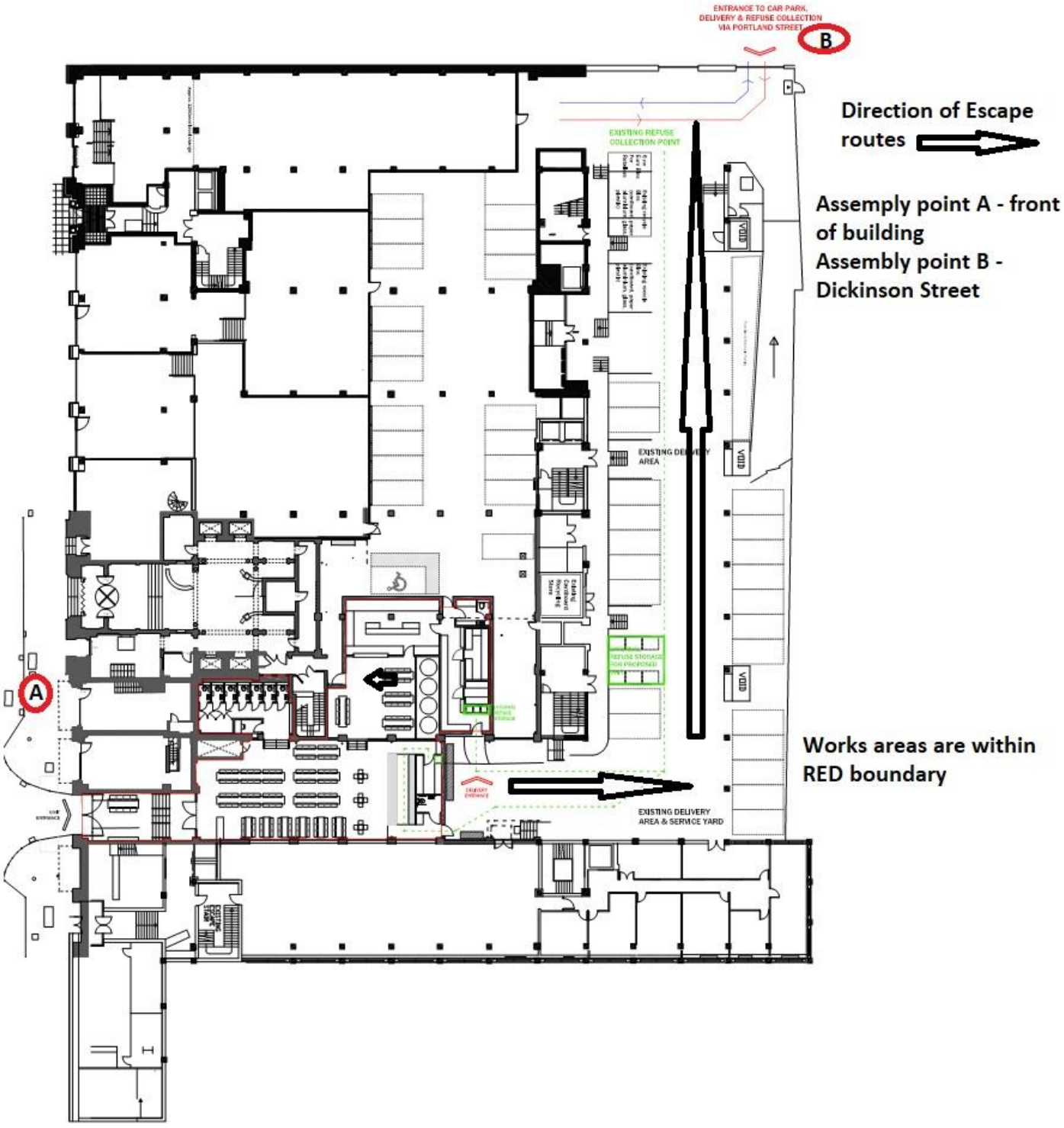
11 Fire Brigade Access

- There will be no change to how the Emergency services access the building. It will remain as the existing building fire strategy.

12 Signage

- Signs will be displayed in suitably prominent positions on site in addition to in site offices, welfare facilities, fire points and assembly points.

See overleaf for Emergency Assembly point location.


ENTRANCE TO CAR PARK, DELIVERY & REFUSE COLLECTION VIA PORTLAND STREET
B
EXISTING REFUSE COLLECTION POINT
EXISTING DELIVERY AREA
A
EXISTING DELIVERY AREA & SERVICE YARD
Direction of Escape routes
Assemply point A - front of building
Assembly point B - Dickinson Street
Works areas are within RED boundary

HS24: SITE INSPECTION CHECKLIST

- **Introduction**

In order to ensure that the Organisation's Health & Safety Policy is being implemented on a daily basis and that high standards of health and safety are being maintained on site, each site will be inspected daily (preferably at a different time each day) by the Site Manager, Foreman or other suitably qualified person.
The results of the inspection and any appropriate correction action taken are to be recorded and filed.
This document is not exhaustive and additional site-specific topics may need to be included. It gives guidance as to the areas that should be regularly checked while walking around the site.

Contract/Job Name	
Contract/Job Number	
Date	
Inspected By	
Signature	

Inspection Checklist	Checked	Comments
ACCESS		
Safe separate access to site for vehicles and pedestrians is in place.		
All personnel can reach their area of work safely.		
Gangways, ladders, roads, passenger hoists, staircases and scaffolds are in good condition.		
Open edges on scaffolds, mobile work platforms, excavations, gangways etc. have suitable guard rails or other edge protection.		
Holes are securely guard railed or are covered with fixed marked covers.		
Working areas and walkways are free from slip and trip hazards and obstructions.		
COSHH		
Any substances which are hazardous to health have been identified and suitable controls to eliminate or minimise risk of exposure are in place.		
ELECTRICITY AND OTHER SERVICES		
Cables and leads are adequately protected and positioned safely.		
Suitable plugs are being used.		
Electrical equipment has been visually checked today.		

Inspection Checklist	Checked	Comments
No vehicles manoeuvring unsupervised under power lines.		
EXCAVATIONS		
Excavations supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.		
No personnel are working in an unsupported trench.		
Secure method of exit is available in all excavations.		
All excavations are clearly marked and surrounded with barriers.		
Stop blocks are provided and properly secured.		
Materials, spoil and plant are stored at a safe distance from the edge of any excavations.		
Separate excavations inspections are up to date.		
EMERGENCY PROCEDURES		
Any changes to emergency procedures for today's working conditions have been made and communicated.		
FIRE		
Responsible Person on site.		
Fire Plan is up to date.		
Firefighting equipment in position.		
Fire exit routes are unobstructed.		
Fire signage is displayed.		
Flammable gases and combustible materials are stored safely.		
Site is clean and tidy.		
Hot Works Permit system is being used.		
FIRST AID		
First Aid equipment is fully stocked and accessible.		
Trained "First Aider(s)" on site.		
LADDERS		
Ladders used are in good condition.		
Ladders are used resting on solid surfaces.		

Inspection Checklist	Checked	Comments
Ladders are only used fully extended and locked into place.		
Personnel do not overreach while using ladders.		
Ladders are suitable for the jobs they are being used for.		
Ladders are removed or boarded off at the end of the working day.		
MOBILE TOWER SCAFFOLDS		
Mobile tower scaffolds are only being constructed by personnel with a suitable training certificate.		
Mobile tower scaffolds are only being used by suitably trained personnel.		
Mobile tower scaffolds are only being used with wheels locked and are empty when being moved.		
ROOF WORK		
Handrails and toe boards in place.		
Boatswain chair / rope access equipment (where required).		
Safety nets (where required).		
Fragile materials identified and protected using barriers, covers or suitable working platform.		
Personnel and the public are kept away from the area below any work at height.		
Crawling ladders and boards.		
LIFTING EQUIPMENT		
Mobile and static cranes are working on a firm level base.		
Safe working loads are displayed.		
Separate lifting equipment inspections are up to date.		
Operatives are ascertaining weight and centre of gravity of load before attempting to lift it.		
Hoists have a suitable base enclosure to ensure no-one could come into contact with any moving part.		
The landing gates of any hoists are kept shut except when the platform is at the landing.		
Powered access equipment is only being erected by competent personnel.		
Fixed lifting equipment is rigidly connected to the structure against which it operates.		
The base of any powered access equipment is suitably fenced.		

Inspection Checklist	Checked	Comments
LIGHTING		
Adequate lighting is provided and working.		
Additional lighting for working in darkness is working.		
Emergency lighting is working.		
PERMITS-TO-WORK		
Permits-to-Work are being used for:		
Asbestos		
Confined Spaces		
Electrical Works		
Excavations		
Hot Works		
Roof Works		
PPE		
Head and foot protection and hi-visibility vest/jackets are always being worn by all on site personnel.		
Other necessary PPE is being worn where necessary (e.g. goggles, visors, ear defenders, harnesses).		
PPE register is up to date.		
PLANT AND EQUIPMENT		
Separate plant inspections are up to date.		
Correct plant and machinery is being used for the tasks being carried out.		
Dangerous parts i.e. moving gears, chain drives, projecting engine shafts, are guarded.		
Passengers are not being carried on vehicles not designed to carry them.		
RISK ASSESSMENTS		
Risk Assessments are up to date.		
SCAFFOLDING		
All uprights have base plates and where necessary timber sole plates.		
All uprights, ledgers, braces and transoms are in position.		
Scaffolds are adequately secured to the building.		

Inspection Checklist	Checked	Comments
Safe access is available to all scaffolds.		
All working platforms are fully boarded.		
Warning notices and barriers are in place to indicate any incomplete scaffold.		
Separate scaffold inspections are up to date.		
Guard rails and toe boards are in place.		
SITE SECURITY		
No access to site by the public.		
Site Attendance Register is being used.		
Materials are safely stored.		
SIGNAGE		
All signage required by law is displayed appropriately.		
SITE TIDINESS		
Site is clean and tidy.		
STORAGE		
Designated storage areas are being used.		
Storage areas are unobstructed.		
Storage areas are still of a suitable size.		
Storage areas for combustible materials are located away from naked flames.		
Waste storage areas are being used and waste is being collected and removed regularly.		
TOOLBOX TALKS		
Regular "Toolbox Talk" training sessions are being held.		
The register of "Toolbox Talks" delivered and personnel who attended is up to date.		
TRAFFIC MANAGEMENT		
Vehicles do not reverse without properly trained banksmen.		
Site access routes are clearly signposted and in good condition.		
Holes are protected with fixed covers and clearly marked.		

Inspection Checklist	Checked	Comments
WELFARE FACILITIES (TO COMPLY WITH CDM 2015 SCHEDULE 2)		
No smoking policy is being adhered to.		
No drugs or alcohol policy is being adhered to.		
Toilets and washbasins for men and women are in good working order and are clean and properly lit.		
Supply of soap and towels are available.		
Facilities to change, store and dry clothing are clean and tidy.		
Drinking water and cups are available.		
Food and drink preparation area is clean and tidy and equipment in good working order. All seating must be fitted with backs.		
WASTE MANAGEMENT		
All site waste is to be segregated to facilitate re-use or recycling.		

HS25: SITE AUDIT

- **Introduction**

In order to ensure that the Organisation's Health & Safety Policy is implemented, and its principles are being adhered to on its sites, random Site Health & Safety Audits will be carried out by a suitably appointed person.
This document details the general areas which will be scrutinized by the Auditor but does not necessarily constitute an exhaustive list since there may be specific working conditions on a given site not necessarily covered by this document, but which still potentially pose a risk to health & safety.
This document is designed to be used in conjunction with the Organisation's Health & Safety Policy which describes in detail the standards within which the Organisation aims to work for each of the items listed below.
In order for the Auditor to tick the ""satisfactory"" box against an item, he/she must have seen or obtained suitable evidence to support the ""satisfactory"" rating e.g. documents in Health & Safety File, interviews with staff, visual observations, copies of training certificates etc.

Contract/Job Name	
Contract/Job Number	
Date	
Audit carried out by	
Signature	

PLEASE READ THE NOTICE BELOW BEFORE SIGNING THIS DOCUMENT
I have inspected the scaffold and judge it is safe for work to be carried out.

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
HEALTH & SAFETY MANAGEMENT			
Site Personnel demonstrate awareness of contents of Health & Safety Policy.			
Site Personnel demonstrate awareness of their own responsibilities with regard to health and safety.			
Site Personnel have received adequate health and safety training.			
Adequate and suitable Method Statements have been written where appropriate and are being followed.			
Site management can demonstrate that health and safety of site personnel is an integral part of their day to day management.			
IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS ON CONSTRUCTION SITES			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Regular internal site safety inspections are carried out and any risks that are identified are acted upon promptly.			
Internal site safety inspections are recorded and filed.			
RECORDS, STATISTICS AND MONITORING OF ACCIDENTS AND INCIDENTS			
A suitable system for recording accidents, incidents and hazards is in place.			
Incidents reportable under R.I.D.D.O.R are being reported promptly.			
All inspections of site safety, vehicles, plant, excavations, scaffolds and harness are recorded and filed.			
An adequate Health & Safety File is being maintained.			
CONTRACTORS & PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE ORGANISATION			
Non-employees and sub-contractors of the Organisation have been made aware of the Company Health & Safety Policy and have signed to agree that they will adhere with it AND/OR sub-contractors have supplied their own Health & Safety Policy which has been approved in writing by a suitably authorised person within the Organisation.			
ASBESTOS			
Any Asbestos Containing Material (ACM) is being managed according to legislation and company Health & Safety Policy.			
ACCESS			
Safe separate access to site for vehicles and pedestrians has been provided.			
All personnel can reach their area of work safely.			
Gangways, ladders, roads, passenger hoists, staircases and scaffolds are in good condition.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Open edges on scaffolds, mobile work platforms, excavations, gangways etc. have suitable guard rails or other edge protection.			
Holes are securely guard railed or are covered with fixed marked covers.			
Working areas and walkways are free from slip and trip hazards and obstructions.			
COSHH			
Substances which are hazardous to health have been identified and suitable controls to eliminate or minimise risk of exposure are in place.			
DRAWINGS			
Adequate drawings and plans have been drawn up prior to works commencing and any additional drawings/amendments have been completed and are available for inspection.			
ELECTRICITY AND OTHER SERVICES			
Portable generators are meeting legislative standards for emission and noise.			
Fuel supplies are stored only within in-built fuel tanks supplied by bunded fuel bowser with lockable lines.			
Low voltage tools are being used where possible.			
Where mains voltage is used, trip devices are provided.			
Cables and leads are adequately protected and positioned safely.			
Suitable plugs are being used.			
Services have been identified, marked and adequately protected.			
Electrical equipment is visually checked every day.			
Electrical safety tests are carried out annually for all portable electrical equipment including trip devices.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
No vehicles manoeuvre unsupervised under power lines.			
EXCAVATIONS			
Excavations are adequately supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.			
Safe methods are used to put in the supports, which do not involve personnel working in an unsupported trench.			
Secure method of exit is available in all excavations.			
All excavations are clearly marked and surrounded with barriers.			
Stop blocks are provided and properly secured.			
Materials, spoil and plant are stored at a safe distance from the edge of any excavations.			
Excavations are inspected daily, and results recorded and filed.			
EMERGENCY PROCEDURES			
Adequate emergency procedures for site evacuation are in place.			
Adequate emergency procedures for rescue of injured personnel are in place.			
Additional emergency procedures are in place for any specific working conditions.			
FIRE			
Suitably competent Fire officer is present on site.			
All personnel demonstrate awareness of fire procedures.			
Adequate means of raising the alarm is available.			
Suitable firefighting equipment is available and positioned accessibly.			
Adequate fire exit routes are clearly marked.			
Adequate fire signage is displayed.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Flammable gases and combustible materials are stored safely.			
Site is clean and tidy.			
Fire Plan document has been prepared and is available for inspection.			
FIRST AID			
First Aid equipment adequate to the needs of works carried out on site is available.			
Trained "First Aiders" are present on site at all times.			
CONSTRUCTION PHASE HEALTH AND SAFETY PLANS			
An adequate Construction Phase Health & Safety Plan has been prepared and implemented in accordance with CDM Regulations.			
The Contract Health & Safety File is being maintained as required by CDM Regulations.			
F10 available (if applicable)			
LADDERS			
Ladders used are in good condition.			
Ladders are regularly inspected.			
Ladders are used resting on solid surfaces.			
Ladders are only used fully extended and locked into place.			
Personnel do not overreach while using ladders.			
Ladders are suitable for the jobs they are being used for.			
Personnel can demonstrate awareness of good ladder safety.			
MANUAL HANDLING			
Personnel have been trained in manual handling techniques and demonstrate awareness.			
Lifting equipment is available to minimise manual handling.			
Aggregates are purchased in smaller weights where feasible.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
METHOD STATEMENTS			
Where necessary suitably detailed Method Statements have been prepared and are being followed for:			
Asbestos			
Excavations			
Working in confined spaces			
Working at heights			
Hot works			
Working on gas services			
Working on electrical services			
Working on pressure systems			
Where sub-contractors are employed, they have signed to agree to work according to company Method Statements OR are following their own Method Statements which have been approved by the Organisation.			
Method Statements are clearly written.			
MOBILE TOWER SCAFFOLDS			
Mobile tower scaffolds are constructed in accordance with WAHR and PUWER.			
Mobile tower scaffolds are only constructed by personnel with a suitable training certificate.			
Mobile tower scaffolds are only being used by suitably trained personnel.			
Mobile tower scaffolds are only used with wheels locked and are empty when moved.			
ROOF WORK			
Suitable controls are in place to prevent any falls of persons, materials or tools from any height by using edge protection.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Where a person can fall a distance which might cause injury, a working platform with handrails and toe boards is provided AND/OR protective equipment such as boatswain's chair or rope access equipment AND/OR fall arrest equipment such as correctly and safely hung safety nets or harnesses.			
Fragile materials on a roof have been identified and protected using barriers, covers or suitable working platform.			
Personnel and the public are kept away from the area below any work at height.			
Crawling ladders and boards are provided.			
LIFTING EQUIPMENT			
Mobile and static cranes are working on a firm level base.			
Safe working loads are displayed.			
Lifting equipment including, where applicable, aerial cableways, aerial ropeways, crabs, cranes, draglines, excavators, fork lifts, gin wheels, hoists, jacks, lifts, mobile elevated platforms and safe load indicators are inspected weekly.			
Lifting equipment is additionally thoroughly examined by a suitably competent person every 12 months.			
Current test certificate is available for all cranes.			
Inspections are recorded and filed.			
All operators hold suitable training certificates.			
Cranes with a capacity of more than 1 tonne have an automatic safe load indicator.			
Banksmen, slingers, signallers can demonstrate that they have been adequately trained in attaching loads.			
Operatives ascertain weight and centre of gravity of load before attempting to lift it.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Hoists have a suitable base enclosure to ensure no-one could come into contact with any moving part.			
The landing gates of any hoists are kept shut except when the platform is at the landing.			
Powered access equipment is only erected by competent personnel.			
Fixed lifting equipment is rigidly connected to the structure against which it operates.			
The base of any powered access equipment is suitably fenced.			
LIGHTING			
Adequate lighting is provided.			
Additional lighting is available after dark.			
Emergency lighting is provided and functioning.			
NOISE			
Adequate noise assessments are carried out and suitable controls to minimise exposure to excess noise have been implemented.			
Adequate PPE is provided.			
Noisy work is restricted to certain times of the day, where possible.			
Breakers are fitted with silencers.			
Barriers have been erected to contain noise.			
Personnel demonstrate awareness of the risks associated with excess noise.			
PERMITS-TO-WORK			
A suitable Permits-to-Work system is in place for:			
Asbestos			
Confined Spaces			
Electrical Works			
Excavations			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Hot Works			
Roof Works			
PPE			
Appropriate head and foot protection and hi-visibility vest/jackets is worn at all times by all on site personnel.			
Other necessary PPE is provided for operatives who need it.			
PPE register is in use.			
PPE is in good condition.			
PERSONNEL			
All personnel have attended a Site Induction.			
Personnel hold adequate training certificates appropriate to the tasks required of them.			
Personnel demonstrate adequate competency.			
Personnel demonstrate understanding of personal responsibility for health and safety matters.			
PLANT AND EQUIPMENT			
All plant and equipment is inspected and maintained in line with PUWER and LOLER.			
Test certificates are available where required.			
Inspections are recorded and filed.			
Correct plant and machinery is being used for the tasks being carried out.			
Dangerous parts i.e. moving gears, chain drives, projecting engines shafts, are suitably guarded.			
Operatives are competent and have relevant training certificates.			
Loads are adequately secured.			
Passengers are not being carried on vehicles not designed to carry them.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Personnel demonstrate awareness of HAV and have received adequate training.			
RISK ASSESSMENTS			
Risk Assessments have been carried out for every work task prior to commencement and controls identified and implemented.			
SCAFFOLDING			
All scaffolds are erected, altered and dismantled only by competent persons who have certified CITB/CTA etc. training in accordance with NASC guidelines and WAHR regulations.			
Handover certificates are used for scaffolds and work platforms.			
Drawings and load calculations have been produced for non standard scaffolds.			
All uprights have base plates and where necessary timber sole boards.			
All uprights, ledgers, braces and struts are in position.			
Scaffolds are adequately secured to the building.			
Safe access is available to all scaffolds.			
All working platforms are fully boarded with boards arranged to avoid risk of tripping or tipping.			
Warning notices and barriers are in place to indicate any incomplete scaffold.			
Scaffolds are regularly inspected and maintained, and the results of the inspections recorded.			
Where a person can fall a distance, which could cause an injury, guard rails and toe boards are in place.			
Toe boards are of suitable & sufficient height.			
Upper guardrails are positioned at least 950 mm above the work area.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
Measures have been taken to avoid any unprotected gaps of 470mm or more between toe board and guard rail.			
All scaffolds are regularly inspected by a competent person and results recorded and filed.			
SITE SECURITY			
The public are fenced off AND/OR otherwise protected from the works.			
Adequate security gates and other measures are in place to prevent unauthorised access.			
Site Attendance Register is used to sign all personnel in and out of the site including employees, contractors and visitors.			
Plant is immobilised out of hours.			
Any piles of materials are safely stacked to avoid collapse.			
SIGNAGE			
All signage required by law is displayed appropriately.			
SITE TIDINESS			
Site is clean and tidy.			
STORAGE			
Designated storage areas have been set up and are clearly marked.			
Storage areas are unobstructed.			
Storage areas are of a suitable size.			
Storage areas for combustible materials are located away from naked flames.			
Suitable waste storage areas have been set up and waste is collected and removed regularly.			
TOOLBOX TALKS			
Regular "Toolbox Talk" training sessions are held.			

Inspection Checklist	Satisfactory	Unsatisfactory	Details of remedial action required
A register of "Toolbox Talks" delivered and personnel who attended are kept.			
TRAFFIC MANAGEMENT			
Vehicles and pedestrians are kept apart as far as possible.			
Vehicles do not reverse without properly trained banksmen.			
Site access routes are clearly signposted and in good condition.			
Holes are protected with fixed covers and clearly marked.			
WELFARE FACILITIES			
No smoking policy is strictly enforced.			
No drugs or alcohol policy is strictly enforced.			
Toilets for men and women are available and are clean and properly lit.			
Washbasins are large enough to wash up to the elbow.			
Soap and running hot and cold water and towels are provided.			
Facilities to change, store and dry clothing are available.			
Drinking water is available and clearly marked.			
An indoor facility of adequate size is available for personnel to sit down, prepare hot drinks and hot food. All seating must be fitted with backs.			
WASTE MANAGEMENT			
All site waste is to be segregated to facilitate re-use or recycling.			
OTHER COMMENTS / OBSERVATIONS / RECOMMENDATIONS			

HS28-02 CONTRACTOR CDM COMPLIANCE ASSESSMENT

The Construction (Design & Management) Regulations 2015 state that duty holders must be deemed to have the necessary skills, knowledge and experience to fulfil their duties. Clients must ensure that designers, contractors and other team members that they propose to engage are sufficiently able with

regard to health and safety and are adequately resourced and appointed early enough for the work they have to do.
As such, the Client requires that the following questionnaire is fully completed for assessment.

This form and any attachments must be completed and returned electronically for the attention of:
John Crockett IMAPS, SIIRSM RSP, ACIOB
Health & Safety Manager
Acorn Analytical Services Ltd
32 Charter Gate
Quarry Park Close
Northampton NN3 6QB
Email: john.crockett@acornhealthandsafety.co.uk
Tel: 01604 648928
Mobile: 07961 094234

CLIENT NAME	
PROJECT NAME	
PROJECT ADDRESS	
DATE OF ISSUE	

Please complete your company details overleaf.

If you have accreditation from one of the SSiP Forum Members please provide a copy of your certificate and registration number and answer questions 2, 9 and 10. If not, please continue overleaf and answer the questions in Part 1.

Part 2 must be answered in all cases.

HEALTH & SAFETY QUESTIONNAIRE GUIDANCE

ASSESSMENT RESPONSE		MANDATORY REQUIREMENT
	When responding to the questions detailed on the Competence Questionnaire you have three reply options as described below. Y, N or N/A	**Questions** **1, 3, 11 are mandatory minimum requirements.** A negative response to any one of the three questions will automatically result in an "unsatisfactory" H&S assessment.
Y	A 'Y' written in the column provided beside each question shall indicate a "yes" response. **Each response must be qualified by attaching the relevant verification information extracted from your company policy/procedures. Failure to provide such documentary qualification shall result in a zero assessment rating.**	
N	A 'N' written in the column provided shall indicate a "no" response and result in zero assessment rating.	All assessment questions must be completed
N/A	"Not Applicable" responses must be qualified by a statement in the comments box at the bottom of the assessment questionnaire.	Failure to complete any question will result in a zero assessment rating.

ASSESSMENT EVALUATION & RATING SYSTEM

Following submission of your completed questionnaire, as assessment rating shall be awarded again each satisfactory completed question in the column provided. The rating is based on the quality of information provided to support all positive responses to the questions, and falls within a numerical banding of 0-5 as detailed below:

0	Appalling	2	Reasonable	4	Very good
1	Poor	3	Good	5	Excellent
Unsatisfactory		Satisfactory Pending Action		Satisfactory	

Next an overall assessment rating shall be awarded to each question, which as a result will fall within a cumulative total banding as detailed below:

Rating		Cumulative Total
0-1	Unsatisfactory	0-23
2-3	Satisfactory Pending Action	24-47
4-5	Satisfactory	48-60

However, any question scoring 0 or 1 will normally result in an overall unsatisfactory rating.

Required Action

The section at the foot of the form shall indicate any further action required to be undertaken where the submission is not considered to be of a satisfactory standard.

CONTRACTOR CDM COMPLIANCE
Part 1

Project Name……

Name of Contractor……

Address ……

……**Post Code**……

Tel. No. ……**Mobile No.** ……

Contact Name / Email Address……

ITEM	QUESTION	RESPONSE							
		Y N N/A	Assessment Rating						
			0	1	2	3	4	5	Sub Totals
1	Please provide a copy of your Company H & S Policy indicating when it was last reviewed.								
2	Please explain the arrangements you have made to put the policy to effect and how you discharge your duties under CDM 2015								
3	Please provide details of from whom you receive information / updates on health & safety matters to include their name and competency and how this is disseminated to your employees.								
4	Please provide examples of your employee annual training records to include CPD and CDM updates.								
5	Please provide details of numbers of people who have passed a construction H & S assessment or course and what levels they are within your company.								
6	Please provide evidence showing how the company will identify significant health and safety risks and how they will be controlled. Provide sample risk assessments / safe systems of work / method statements.								
7	Please provide evidence of your company Monitoring, Audit & Review procedures.								
8	Please indicate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method								

	statements / safe systems of work.								
9	Please provide evidence showing the way in which you record and investigate accidents and incidents. Also include the records of your last two accidents / incidents and action taken to prevent recurrence. Also include your incident frequency rate for the last three years. (See calculation sheet).								
10	Please provide records of any enforcement action taken over the last five years, and what action was taken to put matters right								
11	Please provide details of the management proposed to be used on this project. The details should include their CV, details of any relevant qualifications and / or professional institution memberships, H & S updates to include CDM training.								
12	Please indicate how you will ensure appropriate welfare arrangements are available for your workforce.								
13	Will you be using sub-contractors? If so please provide evidence showing how you ensure sub-contractors are competent and examples of sub-contractor assessments you have carried out.								

**Where there is insufficient space in the box, please include the information on a separate sheet to include the item reference number.*

Format For Question 9

	A Payroll Employees	B Self Employed Persons	C Sub contractors	D No. of major injuries	E No. of Fatalities	F No. of other reportable incidents	G Incidence Rate per 1000 Employees *
Year 1							
Year 2							
Year 3							

* $\frac{D+E+F}{A+B+C} \times 1000$

Part 2

ITEM	QUESTION	RESPONSE							
		Y N N/A	Assessment Rating						
			0	1	2	3	4	5	Sub Totals
1	Please provide details of 3 similar projects you have undertaken in the last 3 years to include client contact details, scope, value and programme period.								

Evaluated by:	Date:	Signature:

Comments:

HS37-REGISTER OF RISK / COSHH ASSESSMENTS

This Register records details of risk assessments for _____ Site/Dept

Serial No of Assessment	Process/Hazard/Activity	Date	Review Date		
			1st	2nd	3rd

HS38-REGISTER OF METHOD STATEMENTS

This Register records details of Method Statements for _____ Site/Dept

Serial No of Method Statement	Process/Hazard/Activity	Date	Review Date		
			1st	2nd	3rd

Outline Programme

acorn
analytical services

contact one
commercial building services

