Crown Services Organisations LTD

Construction Phase H & S Plan

Project:	Scaffold & Roof light Installation
Address:	113-119 Portland Street Manchester M1 6DW
Date:	July 2019

DOCUMENT VERSION SHEET

	Signature	Name	Title	Date
Prepared By		Dave Garvey	Contracts Manager	03/06/2019

This Construction Phase Plan has been developed in accordance with the Construction (Design & Management) Regulations and is viewed as a working document that will be amended with relevant information throughout the project. This plan should be viewed in conjunction with our risk assessments and safe methods of work, which outline many of the systems and proceedures we have in place to reduce construction risks and achieve our health and safety goals.

In order to develop a thorough Construction Phase Plan and minimise construction risks to our best ability, this construction phase plan has been developed based on the Pre-Construction information supplied to us as required under the duties outlined in the Construction (Design & Management) Regulations. On reviewing the Construction Phase Plan please notify us of any other relevant information reqarding the existing site that we have not been supplied with /is not included, to allow us to protect our employees, sub-contractors and any other person affected by our operations.

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

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INTRODUCTION:
CDM Standards & Objectives

It is the intention of the Principal Contractor that:

- Activities shall be carried out in accordance with the Construction (Design and Management) Regulations and other relevant legislation.
- Consultations with the project team will take place on health and safety matters.
- Management of the project will encourage co-operation between all members of the project team.
- Advice and assistance will be obtained where necessary to fulfil obligations and duties.
- The work shall be completed in accordance with the quality standards specified, to programme and budget as per client instruction.

Safety Standards & Objectives

The Principal Contractor will aspire to:

- Achieve zero fatalities. Zero major accidents and improve on health & safety performance year on year.
- Comply with all current health and safety legislation and approved codes of practice.
- Ensure compliance with Client safety requirements and include these as part of the project requirements.
- Maintain safe access and egress to site, particularly emergency and fire escape routes. Access to cradles will be suitably designed to minimize disruption and safety matters considered. Areas of work at ground level will be suitably cordoned off where required to protect working Operatives as well as members of the public.
- Minimise disruption to neighbours and occupiers of the building and adjacent land users.
- Identify and address risks arising from the Construction activities.
- Implement, enforce and co-ordinate the safe use of tools, plant equipment and personal protective equipment (PPE).
- Carry out regular site safety inspections.
- Maintain adequate welfare facilities for the work force, including contractors. On-site Welfare Facilities will be provided by the Client.
- Assess the impact of the project on the environment and reduce it where possible. There will be minimum waste produced from this site. All waste will be bagged and removed from site on a regular basis.
- Promote awareness of health and safety within the work force through training and communication and through demonstrating management commitment.

The Plan

This Construction Phase Plan has been developed from the pre-construction information provided by the Client, Designers and other parties involved with the Project and will be further developed as the project progresses. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

The Principal Contractor will ensure the following obligations identified by the Construction (Design & Management) Regulations and other applicable legislation is complied with:

- To develop the plan as a working document containing all necessary information.
- To communicate both Client and Principal Contractor requirements to all Operatives.
- To take reasonable steps to ensure all Contractors co-operate.
- Only allow authorized persons access to site. A daily signing in sheet will be in force and all Operatives and Visitors will need to sign in and out. An Induction signing in sheet will also be in force.
- Obtain and assess method statements and risk assessments from all contractors.
- Ensure all statutory notices are displayed.
- Advise all members of the project team of any discoveries or proposals regarding design matters.
- Procure competent contractors through supply chain management.
- Monitor the health and safety performance of contractors and persons on the project.
- Ensure all relevant information is handed over for the safe use and maintenance of the building.
- Ensure training and safety information is maintained to all those on site exposed to construction risks.
- Encourage an open-door policy for the reporting of hazards and proposing improvements to safe practices.
- Notify all Operatives of the responsibility and statutory requirements to look after their own safety and not engage in activities which will put themselves and others at risk.

PROJECT DESCRIPTION

Project Name:	Scaffold & Roof Light Installation
Site Address:	113-119 Portland Street Manchester M1 6DW
Project Description:	To erect specialized scaffolding and renew 25no. Velux roof lights.
Start Date:	Tbc July 2019
Project Duration:	TBC
Asbestos Report:	Client to make available an awareness cert signed by Crown Services prior to issue of a FAO. Intended works are external only and outside of the any areas when asbestos maybe/ is present.
Access, Egress & Deliveries:	Deliveries of equipment and materials will be via the back of the building.
Use of adjacent Land:	Not a requirement.
Site Restrictions:	Working hours between 6p.m and 8a.m.

PROJECT DIRECTORY:

Client:	Victor Boys – Building Surveyor, Bruntwood
H&S:	Dave Garvey – Contracts Manager
Facilities Management:	Amy Graves – Property Manager, Bruntwood
Principal Contractor:	Site Manager: Steve Hannigan Contract Manager and Office Administration: David Garvey

PROJECT SUB-CONTRACTORS:

All works will be undertaken in house**.**

PROJECT MANAGEMENT:

Contracts Manager:	David Garvey
Site Manager:	Steve Hannigan
First Aider:	Steve Hannigan
First Aid Location:	In the hoarded work area - To be determined site and updated as the job progresses.
Location of Site Office:	N/A
Location of Welfare Facilities:	Clients facilities on the 4th floor.
Fire Marshall:	Steve Hannigan
Fire Alarm Warning:	Shout fire fire
Fire Assembly Point:	Rear parking area. (turn left at the end of Dickenson Street to the rear of the building.
Nearest A&E Hospital:	Manchester Royal Infirmary Oxford Road Manchester M13 9WL
Site Directions:	N/A
Emergency Gas Contact:	N/A. No gas works involved on this project.
Emergency Electrical Contact:	0870 060 0005
Emergency Water Contact:	0345 672 3723

THIS IS A NO SMOKING SITE

ALL PERSONNEL ARRIVING/ LEAVING MUST SIGN IN/OUT AT SITE OFFICE

YOU MUST BE INDUCTED BEFORE STARTING WORK ON SITE

ALL ACCIDENTS / NEAR MISSES MUST BE REPORTED TO THE SITE MANAGER

CROWN

RESPONSIBILITIES

Management Team

The Principal Contractor has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the project goals.

The team function will be to:

Integrate with the Consultants to achieve the best solutions for the project; work as one with the professional team and the Clients 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 Clients expectations: employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client; bring the project in on time, on budget , to meet and exceed the Clients expectations.

Contract's Manager

The Contracts Manager will promote a positive health & safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example, and ensure appropriate health and safety training is given to all employees as necessary. Will strive to ensure that health and safety factors are considered at all stages in the work process with sufficient resources made available to maintain safe working methods and equipment and to ensure compliance with the company policies and procedures.

In overall charge of the contract and monitoring deliver of the project including health and safety issues, and response for day to date liaison with project team members.

Site Manager:

The Site Manager has day to day responsibility for the site including management of work activities, tradesmen and delivery of the construction works. The site manager will implement the Company's policies and procedures on site, reporting to the Project / Contract's Manager.

The Site Manager will ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to health and safety, ensure appropriate control measures, training , instruction, protective clothing etc have been provided and that there is supportive documentations, ensure that all plant and equipment is safe fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer, ensure the site is laid out and maintained to secure site safety, clear access/ egress/ emergency routes and that suitable welfare facilities are provided; ensure there are sufficient first aiders on site, suitable fire aid facilities and arrangements; ensure all reportable accidents/ incidents are immediately notified to the appropriate persons.

Contractors:

All contractors will operate in accordance with the Principal Contractor's procedures, site specific rules and Clients requirements, as explained both within the induction process and within contract documentation. All Contractors shall co-operate with each other to facilitate the safe operation of the site activity.

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

The Principal Contractor will co-ordinate the activities of the various contractors on site and if anyone has a health and safety question, or there is a co-ordination problem with the other Contractors, the matter should be referred to the Principal Contractor as soon as possible.

Site Staff/ Operatives:

All persons on site are required by law to take reasonable care of themselves and others who may be affected by their acts or missions.
Everyone must co-operate with the Principal Contractor by observing the procedures and site rules described in this plan, so enabling the various parties to comply with their statutory duties. In particular everyone on site must:

Use the appropriate personal protective equipment at all times.

Keep personal tools and equipment in good condition and report all defects in plant and equipment, or any unsafe acts to the Site Manager.
Only undertake tasks authorized within their scope of works.
Not perform any task unless they have been authorized, trained and are capable of doing it.
Follow the site rules and any relevant method statements at all times.
NEVER TAKE ANY CHANCES.
If any site employee or contractor has any doubt about the health and safety aspects of the task being undertaken, he should immediately inform the Site Manager.

If any employee or contractor becomes aware of a hazard that has been foreseen, he should bring this to the attention of the Principal Contractor and discuss precautions that can be adopted to minimize the risk.

PROJECT DELIVERY

Setting Standards

It is the intention of the company that: activities shall be carried out in accordance with relevant statutory provisions to include the Construction (Design & Management) Regulations; 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.

Health and Safety Goals

The Company will aspire to : achieve zero fatalities and improve on safety performance year on year; comply with all current safety legislation and approved codes of practice; ensure compliance with client safety requirements ; work with and advise the client in his aspiration to provide a better environment for his employees; maintain safe and unimpeded access to the site, particularly for emergencies , and minimize disruption to neighbours; identify and address all risks arising from the works; police and co-ordinate the use of safe procedures, tolls , plant , equipment and the appropriate use of PPE; work with the Clients direct contractors to maintain safety and site co-operation; maintain adequate levels of welfare facilities; identify and provide health and safety training to promote awareness of safety and improve risk perception, and assess the impact of site activities on the environment and minimize this.

Project Meetings

Pre- Contract Meeting	21st June 2019
Client Meetings	TBC at pre-contract meeting.

PPE	Suitable and sufficient PPE must be worn at all times, provided by your Employer. All Operatives shall wear PPE including high visibility vests, toe protectors and hard hats at all time, under the instruction of the Site Manager. Failure to comply will result in remove from the site. Other PPE, where necessary will include eye protection, ear protection, gloves and respirators. The Site Supervisor will be responsible for ensuring PPE is worn. For works whilst ascending the chimney either via the ladder or in cradles, harness must be worn by all Operatives at all times.
Induction	Bruntwood will induct all persons working on the site prior to commencement. All persons including visitors must report to the site main reception office for induction on arrival. A toolbox talk will be held by Crown Services Supervisor for all those ascending the chimney and wearing harnesses. Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. Failure to comply will result in removal from site.
Welfare	Welfare facilities will be made available onsite for all operatives. You must leave welfare facilities in the condition that they were found in. Report any damage or poor conditions to the site manager. Do not misuse the welfare facilities or equipment provided.
First Aid	The first aid box will be available at the first aid area; all operatives will be made aware of its location in the site induction. The Site Manager is responsible for first aid throughout the construction phase and ensuring the procedures set out in the site induction and this plan are complied with. Promptly report any injuries to the appointed first aider for treatment.
Security	All visiting persons and working operatives must sign in/ out of site. All persons new to site must undertake an induction under the direction of the Site Agent. The site will be locked and secured at the end of each working date and when not in use. Access cradle will be secured at the required height at the end of each working day. Storage and welfare facilities will also be within a lockable and vacant area of the site. You must not trespass upon adjoining areas except where permission has been granted. Comply with safety signs at all times.
Plant & Equipment	You may only operate plant and equipment that you are trained and authorized to use. You may only carry out tasks for which you are trained and competent. If you suspect that plant/ equipment / scaffold is unsafe, please notify the site manager immediately.
General Safety	You must comply with the method statements and risk assessments for your activity. If you see any hazards on site, real or potential, inform the site manager immediately. Do not block routes for access/ egress/ escape of fire exits. Maintain a safe place of work by being tidy and removing your rubbish/ waste.
Restrictions	Smoking and burning on site are not permitted. Radios are not permitted on site. No alcohol or drugs are permitted on site. Persons suspected of being under the influence of drugs or alcohol will be asked to leave site. Food and drink are only to be consumed within designated canteen areas. Persons displaying racist, sexist, violet or threatening behavior will be asked to leave site and not return.
Fire Safety	Hot works are subject to permits – obtain from the site manager
Other	

SAFE SYSTEMS OF WORK

Risk Assessments

Risk assessments have been carried out to cover operations and site wide risks under the direct control of the Principal Contractor, and are included within the project documents.

Detailed risk assessments will be carried out throughout the project for all activities carried out on site. All personnel involved in the project will be briefed on the risk assessment and only once the risk assessment and control measures in place have been discussed and fully understood will the activity proceed.

All risk assessments are reviewed periodically and on commencement of an activity to ensure suitability for the task being undertaken.

All Subcontractors will be required to submit an overall project method statement and risk assessments specific to the activities to be carried out as part of the project. All method statements and risk assessments will be reviewed by the PC and accepted prior to contractors being able to commence the work on site.

Method Statements

The control methods outlined within the above risk assessments must be complied with when undertaking the work activity. Other high risk activities to be completed as part of the works must be carried out under the method statements provided by the specialist sub-contractor.

Method statements will be used to manage the work activities and the safety of those on site, or who may be affected by the activity.

Where a method statement is in place for an activity, in addition to the risk assessment, operatives must familiarize themselves with both documents and ensure the works to the procedures outlined.

Method statements will be developed as 'safe working procedures' for high risk or complex site activities. Method statements must be approved by the Site Manager prior to commencement of the activity on site.

Permits to Work

High risk works will be controlled by a permit to work system, this will include the following activities:

Hot Works – *Not applicable to this site.*
Roof Works – Yes
Live Electrical Works – *Not applicable to this site.*
Confined Spaces – *Not applicable to this site.*
Excavations – *Not applicable to this site*.

Hot works are not permitted unless a permit to work has been issued by the Principal Contractor, specific to the activity. Permits can be issued by the Site Manager in control of the works.

Sub-Contractors are expected to implement their own permit to work systems in additional to the site Permit to Work Systems when needed, details of which should be supplied to the Site Manager.

Site Register:

All persons visiting or working on the project are required to sign in and out of site at the site office before proceeding to their work area.

In an operational / occupied site environment, operatives may also be required to sign in and out of the Clients premises; this is an additional requirement and not an alternative.

Sub-Contractors: *No Sub-Contractors on this – all works will be undertaken in house by Crown Operatives.*

Sub-Contractors are required to supply the following information:

1. Health & Safety Information – policies, procedures etc.
2. Risk Assessments
3. Method Statements

4. Insurance Details

Method statements are to include author, date, PPE to be worn (above and the standard PPE set out in this document). Information must be project specific and include details of any plant/equipment used. This information is required PRIOR to commencement on site. Only when a RAMS has been approved by the Principal Contractor will the works commence.

Throughout the works Sub-Contractors must also supply material data sheets, operation and maintenance manuals for the relevant materials used or products installed.

The project will be undertaken in accordance with all the contract drawings and in line with the schedule of works. All works will be completed to the full satisfaction of the supervisor and the contract architect. All Defective works will be rectified at the respective Contractors expense, including any associated work by other parties required prior to, or following rectification of the defective items. Should this situation arise, liquidated and ascertained damages will be apportioned in line with the contract documents.

ACCIDENT PROCEDURES

When an accident or dangerous occurrence takes place - It will fall into one of the following categories. Proceed as indicated in the accompanying information as described below:

Minor Accident to Employee

Report to First Aider for treatment
Ensure details have been entered in the accident book
Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete internal report form and send direct to the Principal Contractors H&S Manager/ director.
If the injured employee is admitted to hospital and is an in-patient for more than 24 hours, the accident becomes specified as 'major injury' and must be notified as described under the category below.

Minor Accidents to Others

Report to First Aider for treatment
Complete the accident book and accident report form as detailed above.
Inform the person's workplace and notify his employee

Major Injury

Report to First Aider for treatment/ Call 999
Halt works on the site immediately
Complete the accident book
Inform director of overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site.
Comply with requirements of RIDDOR (Reporting of injuries, Disease and Dangerous Occurrence)
A record must be kept by employers of all noticeable diseases, this will be form F25008A
Where an employee has suffered an injury as a result of a noticeable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

Reporting of Accidents

Inform the Site Manager who will immediately obtain medical assistance if required. The Site Manager will advise the Director with overall responsibility for health and safety, who will notify our safety advisors and HSE if applicable. Injuries will be entered into the accident book, which will be on site as part of the H&S file.

All incidents (accidents, Diseases and Dangerous Occurrences Regulations (RIDDOR)
Following and accident or dangerous occurrence the HSE will be notified as soon as possible via the incident contract centre on 0845 300 9923. An internal investigation will then take place as carried out by the specialist contractor and the Principal Contractor which will be carried out in accordance with the procedures detailed in RIDDOR. The HSE will be informed within 10 days of the accident via the specified SE form and using the incident contact centre website.

Reporting of Near Misses
All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the site manager verbally, and followed with the completion of the Incident Report Form. Copies of the form will be available from the site office.

Investigation Procedures

Written reports will be obtained from all parties and presented to the director responsible, who will instigate a formal enquiry into the incident, the findings of which will be included within the H&S file, and on the company's incident system, with any necessary improvements implemented.

SUB-CONTRACTOR MANAGEMENT. ***No Sub-Contractor's on this site – all works completed in house by Crown Operatives*****.**

Sub- Contractor Selection

Sub-Contractors are selected from an approved list of specialists who either have recognized quality and safety accreditation or have a history of carrying out satisfactory works on behalf of the Principal Contractor or as named by the Client. All Sub-Contractors will fill out a questionnaire as part of our vetting procedure prior to becoming approved by the company.

All sub-contractors will have produced evidence of up to date insurances which will be kept on file at the Principal Contractor offices and written confirmation that their operatives are fully trained for their specific element of work and in the use of the equipment pertinent to their role.

All sub-contractors will be responsible for obtaining COSHH information for materials associated with their works and this will be issued with their method statements, risk assessments and O&M Manuals and will be held in a separate file by the Site Manager.

Exchange of Information

A copy of the Construction Phase Plan and associated project documentation will be made available to all sub-contractors and a copy of the specific risk assessments, method statements and procedures for this contract will be issued to all sub-contractors

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

The Principal Contractor will co-ordinate the activities of the various contractors on site and if anyone has a health and safety question, or there is a co-ordination problem with other contractors, the matter should be referred to the Principal Contractor as soon as possible.

All sub-contractors will be given an initial induction course to ensure that they understand site procedures. All personnel will undergo a site-specific induction before being allowed to work on site, in additional sub-contractors must take responsibility for the safety and task specific training of their own personnel.

COMMUNICATION

Management Meetings

Frequency of meetings are anticipated to take place with the client regularly throughout the works, to ensure the frequent exchange of information and that the client requirements and critical success factors of the project are met.

The Site Manager is the point of contact for discussing and taking views on H&S for all persons working on site. Various meetings will be held throughout the contract at all levels to allow the communication and distribution of the contact information along with giving the opportunity for feedback.

Regular liaison with the Client, Consultants, Contractors and Designers will take place throughout the project with the distribution of all relevant information to project team members where appropriate and where required.

Consultation

All members of the workforce will be consulted on H&S procedures and controls that affect the workplace. This procedure will be initiated during the site induction and will involve the distribution of relevant information and allow for feedback and suggestions.

Any health and safety suggestions made by employees and/or contractors will be recorded and considered, and where appropriate, implemented into working procedures.

Site Inductions

All Principal Contractor personnel & visitors will undergo a site induction on company safety procedures and a site-specific induction before being allowed to work on site.

All sub-contractor personnel 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.

New operatives will receive a site induction from the Site Manger. At this stage they will be informed of the location of existing records and documents including H&S information on site and all relevant procedures and will be requested to sign a separate section of the register to acknowledge that they have received an initial tool box talk and have been given the opportunity to read the details within the site files.

The initial toolbox talk will cover the scope of works, outlining the risks posed by other trades on site, and site specific hazards will also be verbally communicated during the induction.

Tool Box Talks

Daily Tool Box Talks are required on site throughout the construction phase.

The TBT's will be used a communication channel to update operatives and crew on progress and include relevant H&S information for the current activities taking place.

Records of the induction and TBT's should be maintained and stored in the site H&S file.

MONITORING ARRANGEMENTS

Monitoring will be carried out and achieved using a variety of different means such as; inspections, checklists, meetings, appraisals, audits, reviews, permit to work procedures, employee consultation etc. The site manager will carry out regular inspections of the works and highlight any breaches of regulations or bad practices to the relevant contractor.

Specific arrangements in place for monitoring the delivery of this project are:

Site Managers weekly safety and scaffold inspection
Site safety inspection (as required)
Management meetings.

CONTROL OF SITE SAFETY RISKS

Access, Delivery & Waste Removal

Designated vehicle and pedestrian access points to be put in place as part of site set up. All people accessing the site to be pre-arranged with the Bruntwood.

Parking only within designated parking areas, care must be taken to obey parking restrictions and to avoid blocking access to neighboring properties or emergency services.

All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. All operatives will be fully licensed for their vehicles.

All delivery drivers will be instructed to report to the Site Manager on arrival, and where necessary, a banks man will be provided for the vehicle while within the site boundary.

Waste will be carried down from high levels and removed from site on a regular basis.

All materials disposed of from site will be removed in accordance with the requirements of environmental protection legislation, by a licensed waste disposal contractor, to a licensed waste disposal site.

Site Traffic & Vehicle Movements

Where required, a traffic management plan will be in place with segregation of pedestrian and vehicle traffic and the implementation of a one-way system will be enforced where possible.

A banks man will safely guide all vehicles arriving at the site, and a site speed limit of 5mph will be enforced. All reversing and turning is to be carried out under the constant supervision of a banksman.

Drivers must take care when other vehicles and pedestrians are in any area through which they are moving.

Where possible audible and visual signals are to be used for any reversing.

Maneuvering of any sizeable loads of vehicles to be carried out with signaler in attendance, to ensure that third parties are kept clear of site operations.

Existing Structures & Fragile Materials

All existing structures will be protected throughout the works, with temporary supports detailed by a structural engineer where necessary, to prevent the risk of premature collapse or damage to existing structures.

When carrying out structural alterations or works in close proximity to an existing structure, the structure will be assessed prior to commencement.

A detailed risk assessment and safe working method statement will be prepared by a competent person, then inducted to an understood by all involved, prior to any demolition, dismantling or other works that may affect the structure or adjacent structures.

The method should minimize the risks to persons by as far as is practical.

Ensuring that only the minimum number of people are involved in the work, as little as is possible is undertaken within the structures being demolished / dis-mantled and that the mechanical means are used whenever possible. Taking steps to prevent non-essential personnel and third parties from entering the area. Ensuring that no un-planned collapse of material occurs.

All fragile materials within any existing structures will be identified and protected as required. No fragile materials will be used as working platforms, or form part of any access routes. Where any risk of falling through materials is identified, fall preventions methods such as barriers to prevent access, harnesses, safety netting or temporary platforms / crash decks to be installed underneath the material.

The handling of any fragile materials will be subject to risk assessment and additional control measures to ensure materials are adequately protected.

Work at height / Falls

Falls from height are a major contributor to construction fatalities, therefore all working at height shall be controlled through the use of method statements, ensuring that risks are thoroughly assessed and minimized where working at height cannot be avoided.

When working at height is anticipated, the Site Manager is expected to highlight the hazards and promote safe working practices during site inductions and toolbox talks.

The following system of controls will be implemented:

Avoid high level working wherever possible.

If work at height cannot be avoided, then a rigid barrier edge protection around all edges of areas where persons could fall any distance that might cause injury (including temporary access platforms) will be the priority measure.
Toe boards and guards to contain work equipment and to prevent fall of materials will be installed.
Warning signs at ground level will be displayed below working areas.
Where the risks of falls from height cannot be totally eradicated, then fall-arrest measures such as harnesses, air bags of safety netting below the working area will be selected to limit the falling distance and to cushion the fall.

The Site Manager is to ensure that perimeter site barriers and warning signs at base level are maintained at all times.

To minimize slips and trips on site, good housekeeping is an essential part of our site safety procedures and unless otherwise specified workers are expected to: (a) keep their working are tidy (b) report any area of the site in poor housekeeping state to the site manager.

Lifting Operations:

All lifting operations must be assessed and planned by a competent person, and a lifting plan developed prior to the lift commencing. Unsafe lifting operations can not only hard those involved in the lift but also other site personnel and members of the public. Failure to undertake lifting operations safely can also cause considerable damage to materials, property and the lifting equipment itself.

The Site Manager will have overall responsibility of lifting operations on site and will act in accordance with all relevant H&S Regulations in particular the Lifting Operations and Lifting Equipment Regulations (LOLER)

Lifting operations will be pre-planned taking into account all aspects of the load to be lifted. Banksman/ Slingers will be adequately trained and competent.

Competent person to be in charge of lifting operations.

Clear segregation of working areas and close supervision by the Site Manager is required to ensure that persons are kept clear of areas directly beneath or in line with any lifting or swinging across of materials or structures.

Work on or Near Water

Any work on or near water will be subject to a task specific risk assessment with appropriate rescue procedures in place prior to work commencement.
No lone working will be permitted where work is on, over or near to water courses. Where possible any work on water will be eliminated through alternative work methods and / or temporary enclosures such as cofferdams to maintain a dry work area.

Permit to work to be in place for works on or over water.

Workers will be made aware of any risks associated with leptospirosis and precautions taken such as good hygiene, PPE and symptom awareness.

Other Significant Safety Risks

For the safety of all operatives and members of the public that may be present within the surrounding site area, all drivers must not exceed 5mph within the site boundary. Under no circumstances should contractors park obstructing neighbouring properties.
No other adjacent land use us anticipated to be affected by the works.

No other significant safety risks not outlined above have been identified.

CONTROL OF HEALTH RISKS

Hazardous Materials & Substances

We have not been informed by the Client or Designers of any other hazardous materials present within the existing structure.

All materials shall be used in accordance with good practice and current Health & Safety Regulations including COSHH Guidance Notes from manufacturers and suppliers.

Any contractor bringing onto site any hazardous substance must notify the contracts manager and be in possession of a suitable COSHH assessment and material data sheet.

All containers on site must be labelled.

All substances are to be stored as detailed by the Manufacturers health and safety data sheets.

All hazardous substances to be stored in locked storage areas, designed specifically for the substances with good ventilation and away from direct sunlight and any sources of ignition.

Noise, Vibration & Dust

There are not anticipated to be significantly high levels of noise or vibration during the construction phase. Levels will be minimized through the selection of equipment, working procedures and job rotation.

Vibration and noise levels will be monitored throughout the project.
Control measures will be specified where applicable within Method Statements
Operations shall be subject to a noise assessment if required and control measures implemented.
All contractors are to implement best practicable means to minimize noise in accordance with current statutory regulations and local regulations. The site manager will stop any operations deemed to be unreasonably noisy.

All contractors to ensure that PPE to comply with the Noise at Work Regulations is issued to their own operatives where required. Appropriate PPE for the site activities will be available on site. Works will not commence without suitable PPE, such as ear defenders, where required.

Where high levels of dust are anticipated during works the Site Manager will be responsible for issuing face masks or other respiratory / PPE specified in Method Statements.

Manual Handling

All operatives will be made aware of the risks associated with manual handling. On-site training and tool box talks to be delivered as appropriate to raise awareness of the risks.

When necessary, mechanical hoists and lifting equipment will be utilized to minimise the risk of injury to operatives. When lifting or moving materials, use mechanical means wherever possible.

When lifting and depositing loads, ensure that the load is manageable and, if necessary, ask for help if load is heavy and bulky.

Avoid individuals lifting any load heavier than 25kg or large or bulky items. Larger loads should be moved mechanically by a fork lift truck (tele-handler), hoist or barrow or otherwise by employing a team lift.

Other Significant Health Risks

Appropriate precautions will be in place to protect the workforce from sun exposure through the use of clothing and barrier creams.

Risk Register

Risk	Control
Public Safety & Adjacent Land Use	.
Un-authorised persons entering site	Site access is restricted and controlled by Crown Services
Movement of plant and machinery on site	No members of the public to have access on to site.
Work adjacent to the site boundary	Any work outside the site boundary to be risk assessed and temporary fencing erected.
Access routes for vehicles, plant and pedestrians	Segregated access routes where possible. Access routes to reduce the need for turning or reversing.
Vehicles and plant maneuvering	All vehicles maneuvering on or off site and around site to be accompanied by a banksman if in close proximity to pedestrians, other vehicles or structures.
Cordon of surrounding areas	The area below the erection of scaffold will be closed with barriers and a grounds man in place as a marshal on the pavement.

Environmental & Ground Issues

Noise – above 80db (A) or 10db(A above background noise out of hours.	All works to be completed out of normal working hours. Ear protection for operatives.
Exposure to high levels of vibration	Work on vibrating equipment will be minimized. Exposure will be restricted within the legal limits.
Dust exposure to operatives	Dust masks provided for activities if required particularly silica containing projects.
Risk of water contamination through spillages	Re-fuelling areas away from natural water or surface water drainage. Spill kits provided.
Removal of Construction debris	Contractor to supply skippage through licensed company. All wastage will be removed from site via van – picked up on a regular basis.

Fire & Emergency

Fire Risk on Site	Possible risk due to hot works. Hot works permit to be issued prior to any hot works commencing.
Fire Risk to Adjacent Buildings	As above
Fire Escape Blockage	Existing fire escapes to be kept in use. All existing fire escapes to be kept clear at all times.
Access Routes Obstructed	Materials blocking escape. No materials to be stored in walkways
Fire & Emergency Planning	Follow clients fire risk assessment and evacuation plans
Inhalation, burns, risk of fire from use of flammable substances	Recommendations as details on manufacturer's safety data sheets on storage to be complied with. Gases and flammable liquids to be stored as required by the HFL DSEA Regs
Arson	Site security to be maintained throughout project. Skips and waste materials to be located away from perimeter and buildings.

Work at Height & Falls

Falls of persons/ materials	Safe access provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements.
Contact with falling materials form overhead work	Adequate protection from work being carried out overhead. Exclusions zones below work at height.
Persons falling down holes / excavations	Secure barriers to be fixed around all openings or plates /

	timber fixed over service holes
Fall of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suspension and fall arrest equipment. RAMS to be provided.
Slips, trips and falls.	Constant monitoring of housekeeping. Maintaining of access / egress routes.

Site hazards

Manual handling – dropping, crushing straining	PC to control delivery and movement of materials to ensure loads being lifted by individuals do not exceed those that can be safely lifted.
Demolition – collapse, crushing	PC to ensure that demolition is carried out in a controlled way by competent contractors working to an approved RAMS and in accordance with the H&S Plan.
Excessive noise	Ensure that all noisy operations are minimized during occupation of the building. Excessively noisy operations will be subject to noise assessments and programmed to minimize disruption,
Stability of existing structures	PC will protect any existing structures that may be effected by the works.
Electrical, Mechanical	PC to ensure that all areas are surveyed prior to works commencing. Liver work prohibited on site.
Hazardous substances	PC will ensure use of competent personnel working to approved RAMS and COSHH assessment.
Disturbance of asbestos containing materials	Client to provide refurbishment and demolition (previously type 3) survey prior to commencement. Works to stop if ACM found.

FIRE PROCEDURES

The fire and emergency plan for the project will be displayed at the site office and is included in the Fire Safety Plan within this document. Fire extinguishers, notices, alarms and fire exits will be provided for all working areas.

In accordance with our Hot Works Permit to Work System, all Hot Works must be authorized by a permit to work and must cease at least 1 hour before site closure.

Fire Safety Plan

Fire Plan Principles
Site specific fire arrangements will be briefed to all site operatives through the site induction.
The site shall have a designated Fire Marshall
Fire alarms, call points and extinguishers must be maintained on occupied floors.
Floors under the control of the PC will have alarm call points and extinguishers maintained at all times.
Where the works take place in occupied buildings then the buildings own fire warning system will be used with the permission of the occupier.

Smoking in designated areas only.
No burning on site.
The design team and client will, where possible, specify materials of a non-flammable nature

The Principal Contractor is responsible for ensuring adherence to the project fire plan and procedures, and will:

1. Provide and maintain in good working order suitable and sufficient fire-fighting equipment and establish safe and adequate fire assembly points;
2. Maintain means of safe access and egress in all areas at all times.
3. Liaise with the design team and client to secure permanent fire-fighting equipment to be brought into service as soon as possible;
4. Include fire patrols as part of the site safety inspections;
5. Conduct fire evacuation tests regularly as per the company's test procedures;
6. Update the fire plans as the project progresses and inform site operatives accordingly;
7. Provide secure storage for flammable / highly flammable liquid and compressed gas.

Contractor Responsibilities

1. Complying with all relevant statutory requirements and procedures relating to fire prevention as laid down by the Principal Contractor;
2. Using, where possible, non-flammable materials for temporary works, packaging etc;
3. Ensuring that safe systems of work are carried out on site;
4. Advising the Principal Contractor of all COSHH materials brought onto site, to include data sheets;
5. Where required appoint fire marshals;
6. Obtain permits for all hot works;
7. Liaise with and obtain approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases;
8. Petrol/ Diesel equipment should be located so that exhausts are well away from combustible materials with engines shut off during refueling operations
9. Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders, separated from other stores by fire resistant materials and well ventilated.
10. Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure well ventilated and suitably labelled storage area.
11. All cylinders when not in use should be returned to the storage area immediately. Use of cylinder should be covered by a risk assessment / method statement
12. The electrical sub-contractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings.
13. Ensure that open fires are not started for any reason
14. The Principal Contractor and Contractors will target a zero loss rate due to fire.

Means of Escape
All works must be designed and erected so that a safe route is always available to a final exit (place of safety)
Fire exits must be clearly identified, with a maximum travel distance in accordance with relevant standards.
Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times.
When works necessitates use of naked flames, a portable fire extinguisher is to be readily available, and works must only commence when a permit to work has been issued by the Principal Contractor.

Fire Fighting

The Principal Contractor will establish a site procedure for dealing with fire emergency that takes into account the hazards involved and site specific features, the procedure includes the following points:

1. Sounding a warning alarm
2. Dealing with a fire
3. Closing down of operations
4. Evacuation of an area
5. Assembly of marshal points and roll calls
6. Locating missing persons

The Contractors Fire Marshall will instruct and train all personnel under his control under his control precautions and the actions to be taken in the event of fire.
The Fire Marshal will instruct and train all Supervisors in the correct use of fire-fighting equipment
The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as a permanent provision is secured.
All fire-fighting equipment will be properly maintained, examined and tested in accordance with the Manufacturer's instructions, and shall conform to the relevant British Standard

Fire Emergency Protocol

1. In the event of discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire
2. All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/ muster point
3. The Site Manager must be notified immediately by the quickest practical means by the discoverer of the fire
4. The Site Manager will immediately:
    A. Activate the fire alarm (if not already)
    B. Contact the emergency services requesting assistance
    C. Ensure all areas are quickly evacuated and site personnel are at assembly points

    D. Notify the Client
5. The Site Manager will establish where possible:
    A. The exact location of the fire
    B. The extent and nature of the fire
    C. Whether there are any casualties
    D. The evacuation status
6. Without taking any personnel risks, and if reasonably safe to do so, and attempt may be made to extinguish the fire by using the nearest appropriate extinguishers
7. All Contractors supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation
8. The Principal Contractor will arrange for the emergency services to be met at the main access point, and guide/ direct them to the incident
9. Upon arrival of the emergency services, the Principal Contractor's site manager will brief the officer in charge, and provide such assistance as required.
10. No person will return to work until the all clear has been issued from the Fire Marshall

HEALTH & SAFETY FILE

Format

All relevant information for the H&S file will be submitted to the Client/ appointed consultant for this project.
The information that will be gathered includes:

1. Construction Methods
2. Safe Systems of Work
3. As Built/ As installed drawings
4. O&M Manuals
5. Specifications / Data Sheets
6. Any further information requested by the CDM Co-ordinator for the compilation of the H&S file.

Any other information required by the Client will be supplied on request

Gathering of Information

Sub-Contractors must submit all relevant health & safety information, method statements and risk assessments specific to this contract, the method statements are to include identity of the author , date prepared , PPE to be worn (over and above standard PPE for the site), they will be project specific and include any plant/equipment to be utilized. This information will be collated and filed on site as part of the contract health & safety file under CDM Regulations

Sub-Contractors must also submit relevant O&M manuals, material specifications and As Installed Drawings where applicable for inclusion in the H&S File. All Sub-Contractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements and risk assessments and will be held in a separate file by the Site Manager.

All information must be issued on or before date of project completion. Retention reduction will not be released until this information has been provided and approved. An instruction is included on all purchase orders to ensure that the relevant COSHH information is provided by suppliers. This information is retained in a central file and then issued as required.

Storage of Information

All relevant information will be stored electronically and, where applicable, in hard copies.

Fire Evacuation Plan

Fire Evacuation Plan

1. The fire alarm at 113-115 Portland Street is monitored for fire activations by Custodian.

2. If you discover a fire, raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle the fire.

3. The Fire Brigade should be informed immediately in the event of a real fire, either by the Crown Services Fire Warden or person discovering the fire.

4. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings, do not use passenger/service lifts.

5. Follow the evacuation route to the nearest emergency exit. Your nearest emergency exit will not necessarily be the normal exit route therefore it is important you are familiar with this.

6. On leaving the building make your way to the designated Fire Assembly Point (Dickinson Street) which is indicated on the Fire Action Notices.

7. Remain at the Assembly Point until given instructions to do otherwise by the Crown Services Fire Warden.

8. Do not under any circumstances re-enter the building until given authority to do so by the Bruntwood Fire Warden.

Fire Evacuation Plan

1. The fire alarm at 117-119 Portland Street is monitored for fire activations by Custodian.

2. If you discover a fire, raise the alarm by activating the nearest Break Glass Unit. Do not attempt to tackle the fire.

3. The Fire Brigade should be informed immediately in the event of a real fire, either by the Crown Services Fire Warden or person discovering the fire.

4. Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings, do not use passenger/service lifts.

5. Follow the evacuation route to the nearest emergency exit. Your nearest emergency exit will not necessarily be the normal exit route therefore it is important you are familiar with this.

6. On leaving the building make your way to the designated Fire Assembly Point which is indicated on the Fire Action Notices.

7. Remain at the Assembly Point until given instructions to do otherwise by the Crown Services Fire Warden.

8. Do not under any circumstances re-enter the building until given authority to do so by the Crown Services Fire Warden.