

# Health and Safety Policy

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**Platt Construction Ltd**



**NFU Mutual**  
Risk Management Services

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# Statement of General Policy

This is the Health and Safety Policy Statement of:

## Platt Construction Ltd

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our workers, contractors, visitors and members of the public who may be affected by our work activities.

Health and Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any Health and Safety implications for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for workers;
- Providing information for visiting members of the public;
- Ensuring all workers are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business”. To achieve a high standard of health and safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be publicised in the office and available to third parties on request.

**Signed:** *Chris Platt*

**Date:** 1/6/2023

**Review date:** 1/6/2024

# Organisation and Responsibilities

The responsibility for health and safety rests with everyone, from Chris Platt (Director) through to each member of staff. This section sets out the responsibilities under this Policy.

Overall responsibility for health and safety within our business is that of:

## Chris Platt – Platt Construction Ltd

Health and safety advice is provided by NFU Mutual Risk Management Services Limited (RMS).

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with this Health and Safety Policy; and in compliance with statutory provisions:

| <b>Name</b>            | <b>Area of Responsibility</b> |
|------------------------|-------------------------------|
| Chris Platt - Director | All                           |

Workers have legal duties under the Health & Safety at Work etc. Act 1974. In particular, they must:

- Co-operate with management on health and safety matters;
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Enforcing Authority.

# Arrangements

## 1. Communication



### Risk Assessments

[The Management of Health and Safety at Work Regulations]

We have a duty to assess the risks to the health and safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from our activities so far as is reasonably practicable.

- Risk assessments will be undertaken by Chris Platt (and others under their direction) in consultation with **NFU Mutual Risk Management Services Limited** and workers. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable. For further information refer to our Risk Assessments.
- We will bring the key information from risk assessments to the attention of all relevant workers.
- Action required to remove or control the risks will be approved by Chris Platt.
- We will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e.g. annually) or when work activities change, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken by Chris Platt, Director (and others under their direction). "Vulnerable groups" include new or expectant mothers, young workers (under the age of 18) or anyone else with special needs.
- On the spot risk assessments will be completed for specific tasks not adequately covered by the risk assessment programme.

### Safe Systems of Work / Safety Information

[The Health and Safety at Work etc. Act 1974]

To help reduce the risk of injury or cases of ill-health, we will follow best practice when undertaking work activities. Some activities that are undertaken may present a significant risk, for which we have produced safe systems of work. Copies of safe systems of work and health and safety guidance can be found at the office.

- We will document safe systems of work for activities with significant risks and ensure that workers are trained to follow them.
- All workers must read and follow the guidance in the safe systems of work.
- Specific safe systems of work will be developed as needed; these will consider additional hazards brought to our attention either as a result of an inspection or audit of the workplace, as a result of an incident investigation, or through the purchase of additional equipment, machinery, substances etc.

## Lone Working

We have a duty to identify the hazards associated with lone working, assess the risks involved, and put in place measures to avoid or control the risks.

- We will ensure that lone working risk assessments are undertaken and control measures introduced to minimise risk.
- We will ensure that all workers who carry out lone or remote working receive suitable information and training and identify what activities may not be undertaken by one person alone.
- Workers must notify a member of management of any health issues that may limit lone or remote working.
- We will provide adequate systems of communication and ensure that a system of escalating emergency response is in place.

## Consultation and Communication

[Health & Safety (Consultation with Employees) Regulations, Health & Safety (Information for Employees) Regulations]

We have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

- Consultation and communication between management and workers is encouraged on all matters, but especially on health and safety.
- The Health and Safety Law poster is displayed in the office and copies of the H&S Law leaflet available at the office.
- Consultation with workers is provided both informally during daily meetings and more formally at the regular workers meetings/ through the health and safety committee.
- Workers are encouraged to discuss any concerns about health and safety matters with management, which can be done anonymously and in confidence if requested. No action will be taken against anyone who raises a health and safety concern.

## 2. Fire Safety

[The Regulatory Reform (Fire Safety) Order]



We have a duty to protect workers, contractors, tenants, visitors and members of the public from the risk of fire within the premises.

- We will ensure that Fire Risk Assessments are undertaken as required, ensure the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level.
- We will ensure workers are trained in the emergency action to take in the event of fire (e.g. how to raise the alarm, evacuation procedures, use of firefighting equipment, etc.).
- The emergency evacuation procedures will be tested at least annually.
- Fire extinguishers are maintained by a competent contractor on an annual contract.

- Fire alarms are tested on a weekly basis and emergency lighting checked on a monthly basis. These checks are recorded.
- All smokers are responsible for only smoking in permitted areas outside and ensuring smoking materials are properly extinguished.
- No Smoking is permitted inside the buildings or work vehicles.

### 3. Emergency Procedures

[The Management of Health and Safety at Work Regulations]



We are required to produce procedures for dealing with emergencies such as fire, flood, chemical spillage, robbery or violence to workers, etc. These procedures must incorporate the method(s) of signalling, evacuation procedure and the person(s) responsible.

- We will ensure that Emergency Procedures are produced for potential major incidents.
- Copies of the Emergency Procedures are available in the office.
- We will ensure that all workers are aware of the emergency procedures and that the procedures are tested periodically.

### 4. First Aid

[The Health and Safety (First Aid) Regulations]



We will provide suitable first-aid materials and qualified First Aiders. It is important that all injuries, however slight, are properly attended to.

- The following people are qualified First Aiders or Appointed Persons for First Aid:
- Mr Daniel Hooson Mr Paul Clarke Mr Paul Roberts
- The first aider or the most senior member of staff present is responsible for calling an ambulance when required. If in doubt one should be called.
- First Aid supplies are located in the office and work vehicles.
- We will ensure that first aid boxes are regularly stocked with approved first aid materials. First aiders are responsible for reporting when stocks have been used or are running low.

### 5. Accident Reporting

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations : RIDDOR]



We will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or local council). Incidents, ill-health and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or witness to their line manager.

- All accidents are recorded in the accident book kept in the office. To comply with the Data Protection Act completed accident sheets will be torn out of the book and given to Chris Platt, Director to be kept securely.

- Workers are encouraged to report all accidents, incidents, work-related ill health and near misses to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- Chris Platt, Director is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Chris Platt, Director is responsible for undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- Chris Platt, Director is responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

## 6. Third Parties

[The Health and Safety at Work, etc. Act 1974, The Occupiers' Liability Acts]



We have a duty to ensure the safety of all persons on our premises and in our work areas. This includes workers and contractors but also visitors, tenants, trespassers and members of the public.

### Contractors

- We will check that any contractor working for us understands the legal duties applicable to the work to be undertaken, duties to their workers, to us and our workers, and any other person who may be affected by a breach of such duties.
- We will check that any contractors working for us are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety, have safe working methods and have the appropriate level of liability insurance.
- We will ensure that contractors, sub-contractors and their workers are briefed on the health and safety rules prior to commencing work and that all relevant safety information is provided. Unauthorised persons **MUST** be excluded from work areas using barriers and/or appropriate signage where necessary.
- We will monitor contractors to ensure that they undertake work in the agreed manner, and that work does not present a risk to themselves, our workers or any visitors.

### Visitors

- We will ensure that work areas do not present a risk to visitors.
- We will ensure that unauthorised persons are excluded from work areas using locked gates, fencing, barriers and/or appropriate signage where necessary. There is a higher duty of care for children and every effort must be made to manage their safety on our site.
- Any unauthorised persons in work areas must be challenged and reported to Chris Platt, Director.
- All workers are responsible for keeping doors closed, and relevant buildings or areas locked.

## Tenants

- We will liaise with commercial tenants with regard to health and safety.
- Tenants are responsible for health and safety within their area of control and for reporting issues to Chris Platt.
- We will fulfil our legal and moral obligations to residential tenants in business owned properties.

## 7. Information, Instruction, Training & Supervision

[The Health and Safety at Work etc. Act 1974, The Provision & Use of Work Equipment Regulations etc.]



We must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken.

- We will ensure that all workers are adequately trained to carry out their work.
- Induction and job specific training is provided by Chris Platt together with experienced workers. Adequate supervision will be given until workers are deemed competent.
- Training will be identified, arranged and monitored by Chris Platt.
- Training records are kept in the office.
- The following tasks must only be carried out by authorised workers, who will normally have completed a formal training course or specially trained in-house. This is because the tasks are either potentially dangerous or legislation demands formal training. All other workers are strictly forbidden from carrying out these tasks (unless supervised by a suitably qualified person whilst undergoing training):
  - **Pesticides Handling and Use (formal training certificate and authorisation)**
  - **Telescopic Handler/ Forklift Truck (formal training certificate and authorisation)**
  - **Chainsaw (formal training certificate and authorisation)**
  - **Tractors (in-house training and authorisation)**
  - **Company Vehicle Driving (appropriate full driving licence and authorisation)**
  - **Pressure / Steam Washers (in-house training)**
  - **Workshop equipment (in-house training (minimum))**
  - **Entry into confined spaces (in-house training (minimum) and authorisation)**
  - **Abrasive wheels (and grinders) (formal training certificate for identifying, using, changing, setting and mounting wheels)**
  - **Maintenance Activities (in-house training (minimum) and authorisation)**
  - **Step Ladders / Ladders (in-house training)**
  - **All-Terrain Vehicles (ATVs) (formal training certificate and authorisation)**
- Health and safety advice is available from Chris Platt, Director and **NFU Mutual Risk Management Services Limited**.

## 8. Work Equipment

[The Provision and Use of Work Equipment Regulations, The Health and Safety at Work Act 1974, The Lifting Operations and Lifting Equipment Regulations, The Pressure Systems Regulations]



We have a duty to ensure that all plant, machinery or equipment is maintained to be safe.

- We will identify all plant, machinery or equipment needing statutory inspection, regular service maintenance or daily / weekly checks and will ensure that these are implemented.
- We will ensure that equipment is not used by workers unless they are trained AND AUTHORISED to do so.
- Workers are responsible for ensuring that equipment is inspected, including guards, before use. Any problems with plant, machinery or equipment must be reported to Chris Platt immediately and taken out of use until repaired or replaced.
- Workers are responsible for ensuring that all equipment is properly isolated before making adjustments, clearing blockages by hand, undertaking cleaning, maintenance or lubrication etc. - especially if it is necessary to remove guards for these tasks.
- We will check new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant.
- Safety information, operators' manuals, latest test certificates and relevant records are kept in the office.

### Statutory Inspections

We have a duty to ensure that, where required certain lifting equipment (such as passenger or goods lifts) and pressure systems are subject to statutory inspection by a competent person.

- We will identify all lifting equipment and pressure systems that require a statutory inspection.
- We will ensure that statutory inspections are undertaken at the required intervals.

### Display Screen Equipment

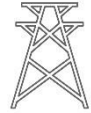
[The Health and Safety (Display Screen Equipment) Regulations]

We have a duty to ensure that the risks to users of display screen equipment (DSE) who habitually use display screen equipment (DSE) as a significant part of their normal work are suitably managed.

- We will arrange for relevant DSE workstations to be assessed and affected workers given sufficient information and instruction in setting up a comfortable and suitable working environment.
- Laptops are not designed for prolonged use and docking stations with normal size monitor, keyboard and mouse should be used when possible.
- We will pay for an appropriate eye sight test (and the basic cost of any glasses required solely for computer use) for habitual users of DSE on request.
- Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

## 9. Electrical Safety

[The Electricity at Work Regulations]



We have a duty to protect workers, contractors, visitors and tenants against the risk of death or personal injury from electricity.

### Fixed Installations

- We will ensure that electrical installations and equipment are installed and maintained in accordance with the regulations.
- The electrical installation will be tested for electrical safety at regular intervals as determined by a competent electrician.
- Only competent electricians carry out electrical work.
- Detailed records will be retained where possible in line with statutory requirements and best practice;

### Portable Appliances

- We will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person.
- Workers are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to Chris Platt and taken out of use until repaired or replaced.
- Circuit breakers and RCD trip devices are regularly checked and maintained.

### Overhead Power Lines

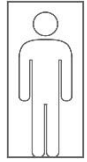
- We will identify overhead power lines that may affect work activities that could result in (near) contact and will ensure the location is communicated to relevant persons.
- We will ensure that a safe system of work is adopted for any work under/ near overhead power lines.
- Any problems with overhead power lines (such as low hanging lines) must be reported to Chris Platt, Director.

### Underground or Hidden Services

- We will identify underground or hidden power cables (and other services) on site as necessary and will assess activities that could result in contact. Where necessary, specialist assistance will be obtained to identify the location of such services.
- We will ensure that the location of underground or hidden services is communicated to relevant workers and contractors / sub-contractors and that safe systems of work are adopted where there is a risk of contact.

## 10. Confined Spaces

[The Confined Spaces Regulations]



We have a duty to ensure that any work in a confined space is assessed to ensure that it is undertaken in a safe and controlled manner. Confined spaces include lift shafts, grain bins, underground tanks, septic tanks and similar types of places.

- We will assess the risk associated with working in a confined space and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work in such a location).
- Only trained and approved workers/ contractors are permitted to undertake work in a confined space and a safe system of work must always be followed.
- We will ensure that any contractor who undertakes work in a confined space does so in a safe manner.

## 11. Work at Height

[The Work at Height Regulations]



We have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner.

- We will assess the risk associated with working at height and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work at height).
- Only trained and authorised workers are permitted to undertake work at height and a safe system of work must always be followed.
- We will ensure that any equipment used for working at height is suitable and sufficient (and properly maintained and inspected). The safest method of access must be used for all work at height.
- We will ensure that any contractor who undertakes work at height does so in a safe manner.
- We will arrange the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so;
- We will undertake formal inspections of ladders and stepladders on a regular basis. Only commercial grade access equipment may be used.
- We will ensure that fragile roofs are clearly marked with signs at the most likely access point.

## 12. Workplace

[The Workplace (Health, Safety and Welfare) Regulations]



We have a duty to protect the health and safety of anyone in the workplace.

## Storage, Maintenance and Construction

- We will ensure that all buildings (including unoccupied buildings), roadways and other structures are maintained in a safe condition.
- We will undertake regular workplace inspections to identify potential health and safety issues.
- We will ensure that entrances and exits are maintained and kept clear and all flooring and floor coverings are kept in good condition.
- Workers are responsible for managing falling objects. All materials must be stacked or stored safely so they don't fall. Storage of all materials and equipment must within reason be arranged so that it remains without risk to anyone's health and safety - and not blocking entrances, exits or roadways.
- Only competent and authorised workers can undertake maintenance (or construction) work. Such work must be undertaken in a safe manner and in accordance with a safe system of work. Workers must not undertake any maintenance activities beyond their capability.
- We will develop and implement a tree safety management plan.

## Cleanliness and Waste

- All workers are responsible for ensuring that work areas are maintained in a clean and safe condition and slips and trips controlled as far as possible.
- All workers are responsible for ensuring that workplaces are kept clean and tidy. Any concerns must be notified to Chris Platt.
- We will ensure the regular disposal of waste materials by not allowing a build-up of any, particularly combustible, materials.
- Workers are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect workers, visitors, and members of the public or the environment to Chris Platt immediately.

## Permit to Work

We have a duty to manage high risk activities and implement a permit to work system to control them. Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in the workplace. High risk work includes significant work at height, live electrical work, hot work, confined space entry and excavations for example.

- Chris Platt is responsible for the management of the permit to work system.
- Chris Platt is responsible for issuing permit to works for workers/ contractors undertaking high risk work.
- Chris Platt is responsible for ensuring that relevant workers/ contractors receive adequate information, Instruction and training in the use of the permit to work system.

## 13. Welfare

[The Workplace (Health, Safety and Welfare) Regulations]



### Welfare Facilities

We have a duty to ensure that adequate rest areas, toilet and wash facilities are provided.

- We will ensure that suitable toilet and wash facilities are provided for workers and visitors.
- Rest and changing facilities along with somewhere clean to eat and drink during breaks will be available to workers. Adequate supplies of potable water will be available and a means of heating food or water for hot drinks.
- Everyone is responsible for ensuring that the facilities are maintained in a clean and sanitary condition. Any problems must be reported to a member of management.

## 14. Workplace Traffic Management and Transport Safety

[The Health and Safety at Work Act; The Provision & Use of Work Equipment Regulations, the Highways Act etc.]



We have a duty to ensure that the workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner. In addition, all vehicles used for work purposes must be properly maintained and operators legally compliant.

- We will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off-loading. Separate travel routes will be provided where possible for pedestrians, to segregate vehicles and pedestrians.
- We will assess the transport risks and put in place controls to manage, so far as is reasonably practicable, the vehicle pedestrian interfaces.
- We will ensure that all vehicles are inspected, serviced, maintained and fitted with appropriate safety devices such as seat belts, warning lights, warning beepers etc.;
- We will ensure that drivers comply with the relevant legal requirements, including licensing and training.
- Workers and visitors must comply with any control measures put in place such as speed limits, parking restrictions, traffic routes, etc.

### Driving on public highways

We recognise that travel on public highways is necessary for some business activities, but it is a hazardous activity and accordingly we will take steps to reduce the identifiable risks as far as possible. Driving is one of the most hazardous activities to undertake and the following precautions should be taken;

- Drivers are expected to take the precautions outlined below to minimise the risks of driving on public highways:
  - Plan routes to minimise the distance driven and take sensible breaks. Avoid overlong days of work and driving combinations;
  - Check vehicles before use;
  - Drive according to the Highway Code and general road safety requirements;

- Limit the consequence of road traffic accidents and breakdowns by wearing seatbelts, carrying supplies (for bad winter weather driving etc.), carrying a travel first aid kit, emergency triangle and a charged mobile phone for emergencies;
- Not make or receive calls while driving using a hand-held mobile phone. Where it is operationally necessary for drivers to remain in contact then appropriate hands-free kits will be provided.
- Drivers must report any health problem which may limit or prevent driving (such as epilepsy) to Chris Platt and where necessary to the DVLA.
- Driving Licences will be called in for checking on an annual basis, or as and when requested. Any endorsements to be notified to Chris Platt immediately.
- Workers using personal vehicles for driving on company business are responsible for ensuring that the vehicle is insured for business use and maintained in roadworthy condition.

## 15. Hazardous Substances

[The Control of Substances Hazardous to Health Regulations : CoSHH]



We have a duty to assess the risks from hazardous substances that we use (e.g. cleaning fluids, fuels, oils, etc.) and hazardous substances that are generated or present in work activities (e.g. dust, fumes, disease, etc.). For further information see our COSHH Assessments.

- We will identify substances and carry out CoSHH assessments in consultation with **NFU Mutual Risk Management Services Limited** and workers.
- We will ensure that Safety Data Sheets are held on file for the hazardous substances used.
- We will ensure that the required control measures are implemented.
- We will inform workers about the Assessments, communicate information about the risks and provide training in the control measures required.
- We will ensure that control measures are used, maintained, examined and tested with records of these tests kept;
- All workers are responsible for following the controls required and wearing the correct personal protective equipment.
- We will ensure that workplace exposure of workers is monitored, if necessary;
- All workers are responsible for ensuring that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers' instructions.

## Legionella and Water Quality

We have a duty to protect the health and safety of workers, visitors and tenants from legionella and other water borne diseases and ensure adequate supplies of safe drinking water are provided.

- We will ensure that procedures for managing water quality, which incorporate the monitoring and testing of water supplies, as well as emergency action are drawn-up and implemented.
- Records of all water testing are kept at the office.

## 16. Occupational Health

[The Control of Substances Hazardous to Health Regulations, The Management of Health and Safety at Work Regulations, The Control of Noise at Work Regulations, The Control of Vibration at Work Regulations]



We have a duty to ensure that our activities do not cause or exacerbate existing illness. Early diagnosis of an illness caused by work can often lead to quicker recovery and may stop other people becoming ill.

- We will do everything that is reasonably practicable to make the workplace safe and healthy.
- We will inform workers of any health risks associated with the work they undertake.
- All workers must co-operate by following the Safe Systems of Work, risk assessments and CoSHH Assessments designed to keep them healthy, including the use of PPE when other means of reducing exposure to hazards are not available.
- Workers are encouraged to report any health concerns, including work-related stress, immediately to management in confidence.
- We will ensure the adequate rehabilitation of workers returning to work after periods of absence.
- We will ensure that worker's health is monitored by means of an annual health questionnaire or by verbal discussion.
- Health surveillance will be arranged for workers where required, including skin checks, vibration, hearing checks for example.
- Workers are reminded to keep up to date with Tetanus protection and the need to practice good personal hygiene.
- The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden. Any person found to be using controlled drugs, "legal highs", or otherwise under the influence at work will be removed for their safety and the safety of others. Such action could be subject to disciplinary proceedings.
- Workers are required to notify the use of prescribed drugs to Chris Platt in writing to ensure job placement is not affected by the use of such drugs.

## 17. Asbestos

[The Control of Asbestos Regulations]



We have a duty to prevent the exposure of workers, contractors, tenants, visitors and the public to asbestos and to manage asbestos on the premises.

- We will ensure that the location of asbestos containing materials is identified and for ensuring that an up-to-date Asbestos Register and Management Plan are in place and maintained.
- We will ensure that the asbestos management plan is known by relevant workers, contractors and other relevant parties to be aware of the location and arrangements to manage.
- We will ensure that information is provided to workers on the dangers of asbestos and for ensuring that anyone who may come into contact with asbestos is suitably trained and follows a safe system of work (which includes the safe disposal of the material).
- Only competent and licensed contractors are permitted to undertake work with asbestos.

## 18. Noise

[The Control of Noise at Work Regulations]

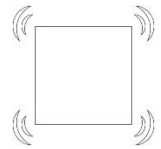


We have a duty to prevent or reduce the risks to health and safety from exposure to noise which can lead to hearing damage / hearing loss.

- We will identify tasks that could expose workers to excessive levels of noise and we will assess the risks.
- We will implement suitable control measures to reduce noise and improve working conditions.
- We will ensure that any members of staff exposed to high noise levels receive suitable information, instruction, training and supervision.
- All noise hazard areas will be clearly marked.
- Suitable hearing protection will be made available to relevant workers where the risks cannot be reduced by other means. Hearing protection must be used by workers in accordance with the training given.
- Any worker exposed to noise levels in excess of 87dB(A) will be requested to participate in health surveillance in the form of audiometric testing.
- Noise levels will be included in the specifications for all new plant and equipment to ensure that, as far as practicable, new noise hazards are not introduced.

## 19. Vibration

[The Control of Vibration at Work Regulations]

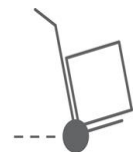


We have duty to prevent or reduce the risks to health and safety from exposure to excessive vibration – which can cause nerve damage like vibration white finger or carpal tunnel syndrome (hand arm vibration) or whole body vibration.

- We will identify tasks that could expose workers to excessive levels of vibration, we will assess the risk and implement suitable control measures to reduce the risks from vibration.
- We will ensure that any workers likely to be exposed to high vibration levels receive suitable information, instruction, training and supervision.
- Workers must comply with the control measures to prevent or reduce exposure to vibration in accordance with their training.
- Any worker exposed to significant levels of vibration will be requested to participate in health surveillance.
- We will ensure that vibration from existing plant is reduced as far as is reasonably practicable to minimise the risk from vibration and improve working conditions.
- Low vibration levels will be included in the specifications for all new plant and equipment to ensure that where possible the hazards are reduced or controlled at source.

## 20. Manual Handling

[The Manual Handling Operations Regulations]



We have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- We will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and assessed.
- We will evaluate the possible control measures identified in the risk assessment and implement the most suitable measures (e.g. changing the way the job is done, engineering improvements, equipment improvements etc.).
- We will ensure that workers receive guidance and training in safe lifting and handling techniques for specific tasks carried out.
- Workers must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform management of any manual handling concerns.
- We will provide and maintain suitable handling equipment and keep records of all maintenance and statutory inspections, where required.

## 21. Protective Equipment

[The Personal Protective Equipment at Work Regulations]



We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE includes, e.g. safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves and respiratory protective equipment (RPE) such as dust masks.

- We will identify, source and replace suitable PPE, implement steps for maintenance, cleaning or repair and provide adequate storage facilities for PPE.
- We will ensure that workers are trained in the correct use, storage and management of the equipment provided.
- Workers must wear the PPE provided, in accordance with training and instruction given. Disciplinary action may be taken if workers fail to wear the PPE when needed.
- Workers must report any loss or obvious defect in the PPE provided to a member of management. Workers must also report any incompatibility issues (e.g. safety spectacles may interfere with the fit of hearing protection).
- Workers must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions.

## 22. Safety Signage

[The Health and Safety (Safety Signs and Signals) Regulations]



We must ensure that sufficient, clear and unambiguous warning signs are provided at strategic locations to warn people of danger.

- We will ensure that where the need for safety signage is identified (e.g. through risk assessment), it will be sourced and displayed in the relevant location(s).
- Workers are required to abide by instructions given on safety signage and should help visitors to comply with the signs as necessary.
- We will regularly review the adequacy of safety signage on the premises.

# Monitoring and Reviewing

To demonstrate our commitment to managing health, safety and welfare in the workplace, we will check the implementation of this Policy by performing regular audits and inspections of the premises and operations.

# Declaration

All staff should sign below to record that they have been made aware of the organisation and arrangements for health and safety, as detailed in the Health and Safety Policy, and will comply with the requirements outlined.

| Print Name | Signature | Date |
|------------|-----------|------|
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**NFU Mutual**

[nfumutual.co.uk/rms](https://nfumutual.co.uk/rms)

NFU Mutual Risk Management Services Limited (No 350057) Registered in England.  
Registered Office Tiddington Road, Stratford Upon Avon, Warwickshire, CV37 7BJ.  
A member of the NFU Mutual Group of Companies.  
For security and training purposes telephone calls may be recorded and monitored.

# Risk Assessment and Method Statement

## The Northern Tennis Club

**Platt Construction Limited**

**Unit 32 Clwyd Close  
Hawarden Industrial Estate  
Manor Lane  
Hawarden  
CH5 3PZ**

|                     |                               |
|---------------------|-------------------------------|
| <b>Project Name</b> |                               |
| <b>Contractor</b>   | <b>Platt Construction Ltd</b> |

## Section 1 – General details

**PROJECT NAME:** 3 No. Synthetic Courts & Padel Court Ground Works

**PROJECT REF:** Phase 1 & 2

**CLIENT:** The Northern TC

**CONTACTS:** Mr John Egan – The Club 07770276201 & Nev Hower 07753 881 888  
WT Partnership – Dale Egan 07772478802  
Padeltech - Andy Ponton 07472 715791

### WORKS:

Construct Block of 3 No. Tennis Courts with associated fencing, floodlighting and path works.  
Padel Court substructure works - Installation by Padeltech.

## Section 2 – Programme of Operations

**START DATE:** 26/6/2023

**PROPOSED WORKING HOURS:** 8.00am – 5.00pm

**EXPECTED DURATION:** 23 Weeks

**EXACT LOCATION** Palatine Road, West Didsbury, Manchester, M20 3YA

**DOCUMENT PREPARED BY:** C Platt

### SCOPE/METHODOLOGY

Sign in & Induction by Mr Chris Platt.

F10 required

## Coronavirus (2019-nCoV) is a new respiratory illness that has not previously been seen in humans.

If you get a cough, high temperature or feel short of breath – do not leave the house, however mild the symptoms.  
Do not come into work. Contact NHS 111 or your GP for medical advice.  
Employees are to travel in their allotted vehicle. Avoid change of driver to minimise the risk of cross contamination.

Hands are to be washed regularly through the day and at the end of the working day with soap and water. Hands are to be washed carefully before eating, handling food or after visiting the toilet, if hands are contaminated by coughing or sneezing. Carry tissues and use to cover mouth and nose if you cough or sneeze. Dispose of tissue immediately in a bin. Food, drinks, utensils, towels are not to be shared.  
Dispose of all tissues, gloves, wipes and paper towels as soon as possible and with care.

### SITE SET UP & EXISTING SERVICES

The surrounding area is roads and properties. Access is to be off Elm Road. Care must be taken near the access/egress of the site. The entrance is to remain unobstructed at all times. A Banksman is to supervise vehicle movement to and from Platt Construction working area. There is to be no disruption to the properties adjacent to the access road. Signs, Heras fencing and bollards to be used as required and entrance to adjacent properties is to be kept clear at all times. Liaise with neighbours adjacent to the access route to ensure minimum disruption to them during the works. The access area is also used by locals for parking so bollards or Heras panels may be required to keep the access route clear.  
There will be a 5mph Speed restriction on site.

A site compound will be set up using Heras fencing, in the area indicated on the site access drawing. This will include a safe area for parking, unloading and storing materials and plant, as agreed.

Access to the site will be restricted to Platt Construction Ltd/Padeltech only.

## SITE SET UP & EXISTING SERVICES

Separate, safe access will be set up for users to the other Club facilities during the construction works.

Site inductions will be carried out by Chris Platt prior to works starting. Raise any issues or concerns with Chris before starting works.

Workers are to take time to read Platt Construction Ltd RAMS and Site Rules for the works and ensure that First Aid kits and all necessary PPE and washing facilities are in the vans. A signing in book is to be kept for the works.

Welfare facilities on site are to be made available by the Club for the duration of all the works. Facilities to be kept clean and tidy at all times.

## SERVICES

Assume any plans are not accurate. All services are to be located by Cable Tool Detector and hand digging before starting any works. Clearly mark any services. Refer to HSE Document 47 *Avoiding Danger from Underground Services* and GS6150 *Danger from Overhead Power Lines* in the Site File.

All services are to be located by means of a laser detector and hand digging. All necessary precautions are to be taken when working near services. With reference to the Health and Safety in Construction document HSG 150 (rev) -Page 56, 57 & 58 - the excavations and underground services section will be used on site as a reference and tick list when undertaking this work. Liaise with client if existing services need to be isolated. A water supply will be available on site.

|           |                                                                                                                                                                |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gas:      | No Drawings Provided. All precautions are to be taken.                                                                                                         |
| Electric  | No Drawings Provided. All precautions are to be taken.                                                                                                         |
| BT:       | No Drawings Provided. All precautions are to be taken.                                                                                                         |
| Drainage: | Note the positions of the any existing Inspection Chambers and ensure all covers are protected from traffic during the works. All precautions are to be taken. |
| Water:    | No Drawings Provided. All precautions are to be taken.                                                                                                         |
| Ducting:  | To be installed                                                                                                                                                |

## WORKS

Plant will be brought on site via the approved access for the works. We anticipate requiring plant as identified below in 3.3.

## METHODOLOGY

### Construction of a Block of 3 No. Porous Tennis Courts

Area: 37.30m x 47.57m – 1,774.00sqm

### 1. Demolition & Excavation Works:

Use Cable Tool Detector to check for any services in the proposed working area. Clearly mark any services. Break out the existing paving, edgings and tennis courts, Aco drainage and irrigation pipework. Break out existing fencing (protecting any fencing that is to remain insitu).

Carry out excavation for the new courts and dispose of off site. (Approximately 44 No. loads based on 200mm depth) Carry out cut and fill and grade the existing area to achieve a gradient not exceeding 1:120. (Spot levels on existing footpaths to be used for court levels) Treat any visible weeds.

The area will be clear of all other personnel and a banksman will oversee the vehicle movements on and off site. The excavator will be used to load the lorries. Where possible, vehicles will be arranged to avoid busy times of the day.

## **2. Geotextile/Drainage:**

Supply and install new drainage system beneath the new courts using 80mm dia. Porous plastic drainage pipe approx. 1.00m within the perimeter of the court area and discharge into existing drainage, ditch or new soak-away adjacent to the area. 220.00m.

Supply and lay geotextile membrane beneath the court construction. Joints to overlap by at least 300mm. This will add stability to the new construction and help deter and future weed growth. The membrane will be delivered to site and off loaded by hiab lorry. The rolls will be moved on site using dumpers and manual labour. Sufficient men are to be on site to move the rolls. A banksman is to oversee the delivery vehicle movements adjacent to the working area.

## **3. Sockets, Edgings & Ducting:**

Set out for socket positions and edging kerbs and mark. Use Cable Tool Detector to check for any services in the locations. Clearly mark any services. Excavate for the ground sockets using a small excavator.

Supply and install 3 No. sets of new tennis posts sockets with hinged lids, set in a concrete surround. Surround to be a minimum of 750mm x 750mm x 750mm deep.

Supply and install 3 No centre band anchors, set in concrete surround (300mm x 300mm x 300mm deep minimum).

Supply and lay new 150mm x 50mm concrete edging kerbs to the court perimeter, bed and haunch in concrete surround.

Supply and install 110mm dia ducting, 400mm deep with draw cords, sleeves and boxes for the new Floodlighting system. Lighting to planning requirements.

Materials will be delivered to site and off load by hiab lorry. Kerbs will be moved to work areas in Avant/dumpers/barrows. Manual handling techniques are to be used when moving kerbs into position. Ready mixed concrete to be used to lay the kerbs, moved in dumpers or barrows. Where possible, concrete will be ready mixed and brought to site by lorry. Banksman to oversee vehicle movements on and off site.

## **4. Stone Foundation/Base Course Macadam:**

Supply and lay 200mm minimum compacted depth of graded limestone Reduced Fines MOT (Type 3) sub base to the area of the courts, spread and roll to even fall. Carry out compaction in layers not exceeding 150mm depth with a suitable roller. Carry out a final trim of the stone foundation.

The materials will be brought to site on large lorries, tipped in the compound/court area.

Dumpers to be loaded by excavator/Avant machine. The stone will then be moved to the working area by dumper/Avant. The stone will be rolled and compacted by ride-on- roller.

Supply and lay 40mm compacted thickness of 14/20mm open textured base course macadam.

The materials will be brought to site on large lorries, tipped in the court area.

The macadam will then be moved to the working/court area by dumper/Avant. The macadam will be rolled and compacted by ride-on- roller.

**5. Fencing:**

Supply and install 2.75m high, tubular section, green, Chainlink fencing system to 3 No. sides of the new courts. 60mm Corner posts. Intermediate posts. There is an option to install a lower 1.20m high fence with 6m returns, on one of the short lengths of the court perimeter. (Adjacent to the grass courts). Fence to include 42mm Top Rail.

2 No. 1.20m wide in line gates and 1 No. 3.00m wide double leaf gate (for maintenance access).

All posts, rails and gates to be galvanised core and green powder coated.

Chainlink mesh to be galvanised core and green plastic coated, to include all necessary line wires and fixings. 3.15/2.24mm

Include 2 No. Single and 1 No. Double access gate metal grids. Materials will be off loaded by Hiab lorry and moved on site using small plant or manual handling methods.

**6. Floodlighting:**

Floodlighting & Ducting Cost To Block of 3 No. Tennis Courts

Court Area: 47.57m x 37.30m – 1,774.00sqm

Supply and install floodlighting columns, cabling and Feeder Pillar. Include for Distribution Board connections and electrical testing.

Ducting from the new Distribution Board in the Indoor Court area to the newly constructed courts and includes 4 No. boxes.

**Club to provide luminaires free issue for installation.** Price assumes supply when required to ensure there are no delays on site.

All electrical connections and testing by the Floodlighting contractor.

Price assumes normal ground conditions for the purpose of tower erection, trenching etc.

Existing power is to be taken from indoor tennis courts. The Club will need to check that the existing Mains supply is suitable.

Commissioning in line with Standard IEE 18th Edition, testing and NIC EIC Certification.

To allow full testing, it is often required that the Mains supply is derived from an existing building. Where this is the case, a Certificate of Periodic Inspection will be required from the building owner to assist in the Certification document of the floodlighting. The Inspection Certificate will be needed to complete the testing.

**7. Acoustic Fencing:**

Supply and install 2.00m high T&G acoustic board timber fencing (Jacksons acoustic or similar). Length of fencing approx. 40m plus 19m, as indicated on drawing in Clement Acoustics document Ref: 16764 NIA 03 RevA 26/10/2022. Includes base boards, counter rails, posts and capping rails. Includes 1 No. 2.00m high Gate with double leaves, each 2.40m wide and all necessary fixings. See Jacksons fencing Drawing J7/02161 for detail.

**8. Pathway Works:**

Construct new flagged footpath 90m x 1.20m wide. No Aco drainage.

### **9. Macadam Wearing Course Surface:**

Supply and lay 25mm minimum compacted depth of 6mm open textured macadam wearing course, 125 pen. Material will be hand laid, using a metal screed to a tolerance of 6mm beneath a three metre straight edge. Infiltration rate will be such that there will be no standing water on the court, fifteen minutes after heavy rain has ceased. There will be no ridges or changes in the surface texture or bay joints that could result in erratic ball behaviour.

The macadam materials will be brought to site in lorries, tipped and laid by hand using a metal screed. The area will be clear of all other personnel and a banksman will oversee the vehicle movements during these works. The excavator will be used to load the material into dumper/Avant, moved on the courts and tipped. Material is to be rolled using an 80/120 ride on roller. The area will be clear of all other personnel during the laying works. Where possible, delivery vehicles will be arranged to avoid busy times of the day. Deliveries will be overseen by a banks-man.

### **10. Edel Advantage Redcourt in Green**

Supply and lay Edel Advantage Redcourt in **Green** to 3 No. tennis courts, complete with Green Dorfner sand. The carpet is over-filled with the sand infill. The sand will need to be re-distributed after play and the surface needs to be kept clean and moss free.

It is important to keep the sand levels correct and top up sand as and when necessary. EU manufacture.

A large lorry will deliver the sand and also the carpet. The synthetic carpet will be off loaded from the delivery lorry onto trolleys and moved along the access route and onto the court area. The carpet rolls will be checked and laid out, ready to lay using tape and adhesive. The sand will be off loaded from the delivery lorry by Hiab or telehandler and moved on to the court area using a telehandler or small tractor/sand spreader.

Where possible, delivery vehicles will be arranged to avoid busy times of the day. Deliveries will be overseen by a banks-man. Adhesives and tape will be delivered on small carrier vehicle and off loaded by telehandler or small Avant machine. A banksman will be oversee the delivery.

### **11. Equipment:**

Supply 3 No. sets of 75mm square, green plastic coated tennis posts, complete with brass winding gear. Supply 3 No. 3.5mm tennis nets, complete with centre bands and adjuster sets. These items will be brought from our stock and manually installed on site.

### **12. Reinstatement:**

Carry out reinstatement to the access path and compound area.  
Leave the site clean and tidy.

### **Notes:**

Levels to be recorded. Material samples may be required. Testing and manuals required.  
Possible Saving for soil only loads off site - To be determined on site.  
Option to upgrade Chainlink to 3.55/2.50mm gauge

## METHODOLOGY

### Padel Tennis Court – Substructure Works:

Area: 43.03 x 12.06m – 518.95sqm

#### **1. Demolition & Excavation Works:**

Use Cable Tool Detector to check for any services in the proposed working area. Clearly mark any services. Break out the existing construction to Courts 1 & 2, edgings, drainage under the path and irrigation pipework.

Carry out excavation for the new Padel courts and dispose of off site. (Approximately 6 No. loads based on 200mm depth) Carry out cut and fill and grade the existing area to achieve a gradient not exceeding 1:120. Treat any visible weeds. Apply Roundup Biactive non-selective and non-residual weed killer to the proposed court area. Active ingredient is Glyphosate. Application strength 360gms per litre of water.

We cannot guarantee the eradication of Horse Tail weed. If this weed is known to be present, we would advise installing a heavy duty geotextile membrane to try and deter future growth in the court area. This would be an additional cost. We are not aware of any Japanese Knot weed/Bamboo on site, which is very expensive to contain or remove from site.

#### **2. Geotextile/Drainage:**

Supply and install new drainage system beneath the new courts using 100mm dia. porous plastic drainage pipe approx. 1.00m within the perimeter of the court area. 70.00 Lin m.

Provisional:- Discharge into existing silt trap/manholes adjacent to the area.

Supply and lay geotextile membrane beneath the court construction. Joints to overlap by at least 300mm. (Terram 1000 equivalent). This will add stability to the new construction and help deter and future weed growth. The membrane will be delivered to site and off loaded by hiab lorry. The rolls will be moved on site using dumpers and manual labour. Sufficient men are to be on site to move the rolls. A banksman is to oversee the delivery vehicle movements adjacent to the working area.

#### **3. Stone Foundation/Base Course Macadam:**

Supply and lay 200mm minimum compacted depth of graded limestone Reduced Fines MOT (Type 3) sub base to the area of the courts, spread and roll to even fall. Carry out compaction in layers not exceeding 150mm depth with a suitable roller. Carry out a final trim of the stone foundation.

Supply and lay 40mm compacted thickness of 14/20mm open textured base course macadam. The materials will be brought to site on large lorries, tipped in the compound/court area. Dumpers to be loaded by excavator/Avant machine. The stone will then be moved to the working area by dumper/Avant. The stone will be rolled and compacted by ride-on- roller.

#### **4. Ducting Works:**

Supply and install 124.00m of 40mm flexible HDPE double wall corrugated underground cable protection ducting for Padel court lights (by others).

Materials will be delivered to site and off load manually.

## METHODOLOGY

### Padel Tennis Court – Substructure Works:

Area: 43.03 x 12.06m – 518.95sqm

#### **5. Macadam Wearing Course Surface:**

Supply and lay 25mm minimum compacted depth of 6mm open textured macadam wearing course, 125 pen. Material will be hand laid, using a metal screed to a tolerance of 6mm beneath a three metre straight edge. Infiltration rate will be such that there will be no standing water on the court, fifteen minutes after heavy rain has ceased. There will be no ridges or changes in the surface texture or bay joints that could result in erratic ball behaviour.

The macadam materials will be brought to site in lorries, tipped and laid by hand using a metal screed. The area will be clear of all other personnel and a banksman will oversee the vehicle movements during these works. The excavator will be used to load the material into dumper/Avant, moved on the courts and tipped. Material is to be rolled using an 80/120 ride on roller. The area will be clear of all other personnel during the laying works. Where possible, delivery vehicles will be arranged to avoid busy times of the day. Deliveries will be overseen by a banks-man.

#### **6. Formwork:**

Supply and install formwork to ring beam. 240.00m. Height not exceeding 250mm – 500mm.

Supply and fit A393 & A252 steel reinforcing mesh (as per engineers details).

Supply and place 45.00cum – RC35 concrete.

Steel Materials will be brought to site by hiab lorry and moved to work areas in the Avant/dumpers/barrows/manually. Manually handling techniques are to be used when moving materials into position. Where possible, ready mixed concrete is to be used and will be brought to site in a lorry. Concrete will then be moved site in dumpers or barrows. Where access allows, concrete may be pumped to site by pump lorry. A Banksman will supervise vehicle movements to and from the working area. Delivery will be when Platt Construction are on site and planned to avoid busy times at the Club and in the locality.

#### **7. Pathway Works:**

Make good the existing path and edgings where disturbed during the works, utilise existing paving Slabs/edgings where possible. Supply new to match existing where necessary. 70m x 1.20m wide.

No Aco drainage. Materials to be off loaded by hiab lorry and moved to location using Avant/Dumper. Paving slabs/edgings to be moved into position using manual handling techniques. Sand and cement deliveries will be by hiab lorry off load and loved on site using the Avant machine.

#### **8. Reinstatement:**

Carry out reinstatement to the access path and compound area.

Leave the site clean and tidy.

Levels to be recorded. Material samples required. Tested and manuals required.

### 3 – PERSONNEL

The designated site personnel will have experience in the activities that they will be undertaking that are covered by this method statement and risk assessment.

| Name               | Role                                    | Competence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mr Chris Platt     | Director<br>Site Manager<br>07740736935 | CSCS Operatives & Environmental – CITB Registered No. 2509702<br>Passed 24/1/2017<br>New Road & Street Works Act 1991 – Qualified as Supervisor.<br>IOSH for Directors – Managing Safely – Passed 24/1/2014<br>CPCS – Ride on Roller – NVQ Blue CPCS May 18th 2016 Passed.<br><br>Twin Drum Ride on Roller – 2/8/2027<br>Telescopic Handler (Avant) 1/8/2027<br>Loading Shovel (Avant) 1/8/2027<br>Forward Tipping Dumper 1/8/2027                                                                                                                                                                        |
| Mr Paul Roberts    | Site Foreman<br>07971042039             | CSCS Construction Site Supervisors Test - Reg. No. 0354665<br>CITB SSSTS (Site Supervisor Training Scheme) 20/3/2018 Expires 2023<br>NVQ CPCS Blue Card – Ride on Roller Reassessed 18/5/2016<br><br>CAT Cable locating course - 29/8/2019 Expires 2024<br>Manual Handling Expires 29/8/2024<br>Abrasive Wheels Expires 29/8/2024<br>Telescopic Handler & Avant Expires 29/8/2024<br>360 Tracked Excavator Operator Expires 29/8/2024<br>Forward Tipping Dumper Operator Expires 29/8/2024<br>Safe Working at Height – Renewal Expires 14/3/2023<br>Use of Tower Scaffold – 14/3/2018 – Expires 14/3/2023 |
| Mr Lance Evans     |                                         | NPORS Operator – Reg: 00469724<br><br>Manual Handling –Expires 29/8/2024<br>CAT Cable locating course – Expires 29/8/2024<br>Forward Tipping Dumper – Expires 29/8/2024<br>Telescopic Handler & Avant Machine - Expires 29/8/2024<br>360 Tracked Excavator – Expires 29/8/2024<br>Hot Works – Expires 20/6/2028                                                                                                                                                                                                                                                                                           |
| Mr Danny Hooson    | Construction<br>Site Operative          | NPORS Operator Registration 441347 Expires 31/12/2026<br>Forward Tipping Dumper All sizes (excluding below 1T)<br>Road Roller (ride-on/articulated/vibrating)<br><br>Twin Ride on Roller – 1/8/2027<br>Forward Tipping Dumper – Expires 1/8/2027<br>Telescopic Handler & Avant Machine - Expires 1/8/2027<br>Loading Shovel – 1/8/2027<br>Banks Person – 1/8/2027<br>Abrasive Wheels - Expires 1/8/2027<br>Manual Handling –Expires 1/8/2027<br>Hot Works – Expires 20/6/2028<br>1st Aid – Booked 16th June 2023                                                                                          |
| Mr Shaun Poglettke | Construction<br>Site Operative          | Ride on Roller 2/8/2027<br>Forward Tipping Dumper – Expires 2/8/2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                             | Telescopic Handler & Avant Machine - Expires 1/8/2027<br>Loading Shovel – 1/8/2027<br>Abrasive Wheels - Expires 1/8/2027<br>Manual Handling –Expires 1/8/2027<br>Banksman – Expires 1/8/2027                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Mr Paul Clarke    |                             | Twin Drum Ride on Roller – 2/8/2027<br>Forward Tipping Dumper – Expires 2/8/2027<br>Telescopic Handler & Avant Machine - Expires 21/8/2027<br>Loading Shovel – 1/8/2027<br>Abrasive Wheels - Expires 1/8/2027<br>Manual Handling –Expires 1/8/2027<br>Banks Person Training – Expires 1/8/2027<br>1st Aid – booked 16/6/2023                                                                                                                                                                                                                                                                                                         |
| Mr Nathan Roberts |                             | Construction Site Operative<br>Site Safety Awareness For Plant Operators Expires 1/7/2024<br>360 Excavator Above 5T not Exceeding 30T Expires 1/7/2024<br>360 Mini Excavator up to 5T Expires 1/7/2024<br>Telescopic Handler Expires 1/7/2024<br>Four Wheel Dumper, Side Tip, Two Wheel & High Tip Dumper Expires 1/7/2024<br>Wheel Loading Shovel Expires 1/7/2024<br>Hydraulic Breaker Expires 1/7/2024<br>Wood Chipper/Mulcher Expires 1/7/2024<br>Agricultural Tractor & Trailer Expires 1/7/2024<br>Quick Hitch Attachments Expires 1/7/2024<br>Fit & Test Discs, Cut Concrete & Tarmac<br>Cut Steels & Metals Expires 1/7/2024 |
|                   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Mr Louis Platt    | Construction Site Operative | Induction completed 1/6/20219<br>Twin Drum Roller – 2/8/2027<br>Forward Tipping Dumper – 2/8/2027<br>Loading Shovel – 1/8/2027<br>Telescopic Handler – 1/8/2027<br>Banks person – 1/8/2027<br>Manual Handling – 1/8/2027<br>Abrasive Wheels – 1/8/2027<br>1st Aid – Booked 16/6/2023                                                                                                                                                                                                                                                                                                                                                 |
| Mervyn Griffiths  | Construction Site Operative | Induction Completed 12/12/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                   |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### 3.1 COMPETENCES REQUIRED FOR TASK

All Platt Construction Ltd operatives are experienced in the elements of work required to construct tennis courts and sports pitch areas. Specialist Sub-Contractors will be used for the specialised areas of work, such as painting the courts.

### 3.3 PLANT EQUIPMENT & TOOLS:

All plant will be hired from reputable suppliers and certificates of inspection, maintenance and compliance with relevant legislation will be requested from the hire company at the point of hire.

Plant and equipment is to be secured at the end of the working day and no keys left on site.

Evidence of competence to operate the equipment will be available on site and provided on request.

| Equipment description   | Equipment description     | Equipment description             |
|-------------------------|---------------------------|-----------------------------------|
| <b>6T/13T Excavator</b> | <b>80 Ride on Roller</b>  | <b>Cable Detector</b>             |
| <b>3T Excavator</b>     | <b>120 Ride on Roller</b> | <b>Hydraulic Breaker</b>          |
| <b>3T Dumper</b>        | <b>Avant</b>              | <b>Cement Mixer</b>               |
|                         | <b>Wheelbarrow</b>        | <b>Cordless Drill &amp; Genny</b> |
|                         |                           | <b>Telehandler</b>                |

### 3.4 MATERIALS:

| Materials                           | Materials                               | Materials                   |
|-------------------------------------|-----------------------------------------|-----------------------------|
| <b>Aggregate</b>                    | <b>Porous Macadam</b>                   | <b>Cement</b>               |
| <b>Sand</b>                         | <b>Kerbs</b>                            | <b>Geotextile</b>           |
| <b>Fencing Materials</b>            | <b>Ducting</b>                          | <b>Ready Mixed Concrete</b> |
| <b>Lighting columns &amp; cable</b> | <b>Synthetic Grass Glues &amp; Tape</b> | <b>Steel Mesh</b>           |
| <b>Sockets &amp; Equipment</b>      |                                         |                             |

### 3.5 TECHNICAL INFORMATION:

### 3.6 WASTE REMOVAL:

Skips or grab lorries will be used on site for the removal of waste. Skips will be removed when they are full by a licenced waste contractor.

### 3.7 HOUSEKEEPING:

The site will be kept clean and tidy. Regular inspections are to be carried out to check signs remain clean and visible, markings are clear and Heras fencing has not been damaged or moved. Ensure site rules are being adhered to.

## Section 4 – Risk Assessments

A risk assessment has been completed for the significant hazards identified with the work required and these are attached at the rear of this document. Risks identified include:

|                              |                             |                         |
|------------------------------|-----------------------------|-------------------------|
| Buried Services              | Excavations                 | 360 deg. Excavator Use  |
| Operation of Ride on Rollers | Operation of dumper trucks  | Occupational Road Risks |
|                              | Screed Laying               | Cement Mixer Use        |
| Manual handling              | Petrol Driven STIHL saw use | Laying Tarmac           |
|                              |                             |                         |
| Vehicles                     |                             |                         |

### 4.1 COSHH

Data Sheets and COSHH Assessments are available on request.

### 4.2 MANUAL HANDLING:

Activities which require Manual Handling have been identified and are detailed below:

Moving the tarmac screed    Moving fence materials, kerbs and paving slabs

Moving carpet, lighting columns.

Where possible manual handling is avoided and mechanical and manual handling aids have been provided which includes dumpers, trolleys and barrows.

Operatives have been trained in correct manual handling techniques and are advised to use the techniques which formed part of their training and to ensure there are sufficient staff available to help where required. Loads are limited to 20kgs -25kg wherever possible.

#### **4.3 NOISE/DUST/VIBRATION**

Dust arising from the ground during dry spells and generated by wind and plant movements will be controlled by spraying water over the ground. Roadways and paths adjacent to the working area are to be kept clean and free from debris. Works are to be sequenced to minimize noise to others, wherever possible. Silica dust will be present in cement and mortar. Employees are to wear their correct PPE and use water to reduce any dust. Ready mixed concrete will be used where ever possible. Washing facilities will be on site for workers. Face fit testing records will be provided upon request.

Hydraulic breaker if required, will be restricted. Employees are to wear their correct PPE gloves and limit time on the breakers and change operators frequently and take regular breaks. Vibration information will be extracted from the User's manual for the relevant pieces of equipment and the use of each piece of equipment will be recorded to ensure that daily/weekly exposure rates are not exceeded.

#### **4.4 ACCESS:**

The surrounding area is roads and properties. The site plan drawing indicates access and site set up location.

Access is to be off Elm Road. Care must be taken near the access/egress of the site. The entrance is to remain unobstructed at all times. A Banksman is to supervise vehicle movement to and from Platt Construction working area. Liaise with neighbours adjacent to the access route to ensure minimum disruption to them during the works.

The access area is also used by locals for parking so bollards or Heras panels may be required to keep the access route clear.

Deliveries to be when Platt Construction are on site and planned to avoid busy times for traffic in the locality.

Deliveries, where possible, to avoid busy traffic movement times on the local roads and car park areas to allow local traffic to disperse with the minimum of disruption. Vehicles are only to use the approved access route and supervised by a banksman.

A site compound will be set up using Heras fencing, in the area indicated on the site access drawing, to include an area for unloading, parking and storing materials and plant.

Access to the working area will be restricted to Platt Construction Ltd/Padeltech only.

All plant and storage will be within the site compound/working area. Excavators, dumpers and lorries are to be fitted audible reverse warning and lights. These will be hired in and will be inspected and in good condition.

Materials will be off loaded in the compound area and moved to the working area using dumpers. Delivery vehicles/plant will not be over loaded and all loads will be properly secured. All plant and materials will be delivered in suitable sized loads to ensure lorries have sufficient turning areas within the confines of the site.

Extra care is to be taken when machines (excavators, dumpers, rollers, lorries etc) are operating in close proximity of each other. Plant and vehicle operators will be suitably experienced and trained.

Separate, safe access will be set up for users to the other facilities during the construction works.

#### **4.5 ACCESS:**

No Go/Adjacent Areas:

No other areas are to be accessed without prior permission. Parking will be within the designated compound area.

Regularly check to ensure the site can be accessed safely. Any access by others is to be agreed in advance and planned carefully to ensure safe access and egress for all works.

## 5.00 PERMITS TO WORK:

### 5.1 PERMIT TYPE:

If required, permits to work will be issued by the Client representative.

### 5.2 SECURITY ARRANGEMENTS:

The site cannot be deemed secure. All machinery left unattended must be isolated and locked in a way that prevents its movement. The site establishment should be fenced off and all contractors' property left within the fenced area. Any plant is to be left locked and disabled at the end of the working day.

Any site fencing is to be checked daily before starting any works and then again at the end of the working day and if required, adjusted immediately to keep the area secure. Plant and storage to be within the site compound/working area. All tools and small items are to be stored safely in the works van and not left on site.

## 6.0 MANDATORY SITE PPE:

| Equipment description            | Specification        | When Required                                                                              |
|----------------------------------|----------------------|--------------------------------------------------------------------------------------------|
| Florescent jackets or waistcoats | To BSEN 471 Class 2  | Vehicle drivers<br>Banksmen<br>All operatives (if required by site rules)                  |
| Safety glasses or goggles        | To BSEN 156 F1       |                                                                                            |
| Safety helmets                   | To BSEN3 97          |                                                                                            |
| Lace up Steel toe capped boots   |                      | Vibrating Plate operators<br>Roller Operators                                              |
| Gloves                           | Appropriate for task | All operatives due to the presence of rats in Fowlea Brook – potential for Weil's Disease. |
| Ear defenders/hearing protection |                      | Vibrating Plate Operators<br>Roller Operators                                              |

## 7.0 EMERGENCY ARRANGEMENTS

Nearest Hospital with and Accident and Emergency Department: Manchester Royal M13 9WL

FIRST AID: Mr Dan Hooson/Paul Clarke/Paul Roberts will be designated first aiders for the duration of the project. First Aid Kit and Eye Wash will be in the works vans.

## 8.0 ADDITIONAL SITE SAFETY ARRANGEMENTS

### 8.1 PEDESTRIAN SAFETY

Any pedestrian access adjacent to the working area is to be separated using site fencing. Emergency Vehicle access is to be maintained at all times.

### 8.2 FIRE SAFETY

A fire point for our employees will be at the site compound area. As the employer, Mr Chris Platt is the responsible person under the Regulatory Reform Fire Safety Order regulations for Platt Construction Ltd works.

Mr Paul Roberts will be appointed to assist in preventative and protective measures.

### 8.3 RESPONSIBILITY FOR TASK LIGHTING

No site lighting will be required.

## 9.0 COMMUNICATION OF INFORMATION

All site personnel will be provided with a detailed briefing on the site information and they will sign to confirm that they have received the briefing. The signed briefing will be attached to this document once completed.  
All workers are to sign in on arrival and again when leaving site.

#### 10.0 MONITORING SAFE SYSTEMS OF WORK & ENSURING COMPLIANCE:

The following personnel will be responsible for monitoring and ensuring that Platt Construction employees follow the safe systems of work and also for ensuring compliance with all site safety rules and procedures. Copies of site records will be provided upon request.

Mr Chris Platt - Director  
Site Foreman Paul Roberts 07971042039

|                              |                        |
|------------------------------|------------------------|
| REVIEW DATE/SCHEDULE:        |                        |
| AMENDMENTS AUTHORISED BY:    | Client Representative. |
| AMMENDMENTS COMMUNICATED TO: |                        |

# Risk Assessment

|                   |                                                                                                                                                                                                                                      |           |                 |                  |                             |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|------------------|-----------------------------|
| Task/ Activity:   | Construction of 3 No. New Tennis courts & Padel court substructure                                                                                                                                                                   | Work For: | The Northern TC | Project Manager: | Mr Dale Egan   Mr John Egan |
| Site Manager:     | Mr Chris Platt                                                                                                                                                                                                                       | Location: |                 |                  |                             |
| Task description: | The construction of 3 No. new tennis courts to synthetic grass with fencing ground works and Floodlighting.<br>Substructure for Padel courts (by others)<br>Detailed actions are set out in the method statement in Section 2 above. |           |                 |                  |                             |

| No | What are the hazards / tasks / activity?                                                                                                                                                       | Who could be harmed and how?                                                                                                                                                                                       | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Residual Risk Rating |   |    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                                                                                                                                                                                |                                                                                                                                                                                                                    | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | L                    | C | RR |
| 1. | <b>Vehicles</b><br>Contact with moving vehicles.<br>Restricted width access;<br>Vehicles passing adjacent to occupied car park;<br>Large vehicle deliveries;<br>Collision with site operative. | Risk to employees and all persons in the vicinity of moving vehicles.<br><br><u>Risk of death or serious injury from:</u><br>Impact / Contact<br>Crushing<br>Items falling from vehicles<br>Falling from vehicles. | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>All vehicle operators hold a current driving licence for the category of vehicles driven.</li> <li>All vehicles and trailers are maintained and serviced in accordance with the User's manual and manufacturers recommendations.</li> <li>Vehicles and trailers parked in designated areas as advised by Principal Contractor.</li> <li>Vehicles driven in accordance with site rules and all safety signs observed at all times.</li> <li>All staff have received appropriate training for the vehicles that they are operating.</li> <li>Wagons moving around site will be accompanied by a banksman at all times where this is required.</li> <li>Banksman has received suitable training and a clear method of communication has been agreed with the</li> </ul> | <ul style="list-style-type: none"> <li>Safe stop procedure to be adopted at all times when on site. 1. Engine off, 2. Gears in neutral, 3. Handbrake on, 4. Key out.</li> <li>All vehicles must be walked in and off site by a trained banksman.</li> <li>Roll over protection must be utilised where fitted.</li> <li>Supervisors to ensure that safe systems are followed.</li> <li>Tool box talk and site briefing to be delivered to staff prior to commencement of works.</li> </ul> | 2                    | 5 | 10 |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                     | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | What further measures are required?                                                                                                                                                                                                                                                                                                | Residual Risk Rating |   |    |
|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                  | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                    | L                    | C | RR |
|    |                                          |                                                                                                                                  |             |   |    | <p>banksman and drivers.</p> <ul style="list-style-type: none"><li>Rollers will be operated with a clear safety distance of 5 meters between the roller, other workers and members of the public. If anyone comes within this safe distance works will cease.</li><li>Drivers will wear seat belts where fitted.</li><li>Vehicles and machinery is checked by the driver/operator prior to use to confirm that it is fit for purpose and is free of defects.</li><li>There is a clear defects reporting procedure which all staff are aware of.</li><li>All staff have been issued with and wear appropriate high visibility clothing.</li><li>Mirrors and horn fitted to vehicles.</li><li>Mobile telephones are not used while driving vehicles or machinery.</li><li>Loads secured and checked prior to moving off.</li><li>Care taken when getting into/out of vehicles.</li><li>No go areas will be discussed with staff and will form part of the initial site briefing.</li></ul> |                                                                                                                                                                                                                                                                                                                                    |                      |   |    |
| 2. | Occupational Road Risks                  | <p>Risk to employees and other road users.</p> <p><u>Risk of death or serious injury from:</u><br/>Impact / Contact Crushing</p> | 3           | 5 | 15 | <ul style="list-style-type: none"><li>A copy of each new driver's licence is taken when they join the firm and checked annually thereafter.</li><li>Staff are instructed that they need to report any penalty points / convictions on their licences as soon as they occur.</li><li>All maintenance / servicing / insurance is arranged</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"><li>The Company should communicate safe driving guidelines to staff, an example of which are included within the safe working procedure.</li><li>A useful list of contact numbers / emergency action should be produced for drivers to keep in their vehicles, for reference purposes.</li></ul> | 2                    | 5 | 10 |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                 | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Residual Risk Rating |   |    |
|----|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                              | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | L                    | C | RR |
|    |                                          |                                                                                                                                                                              |             |   |    | and paid for by the Company <ul style="list-style-type: none"> <li>All the vehicles are fitted with seat belts.</li> <li>Drivers are required to carry out regular checks of tyre pressure and condition, fluid levels, indicators and light function.</li> <li>Drivers are expected to keep their vehicle windows clean, ensure that windscreen washers are kept topped up and the wipers work effectively.</li> <li>Smoking in vehicles and the use of mobile 'phones whilst driving is prohibited, in accordance with current legislation.</li> <li>Drivers aware of the action to be taken, should they be involved in a road traffic accident.</li> <li>Drivers aware that all incidents and work related road traffic accidents must be notified to management and reported in the Accident Book.</li> <li>Each vehicle carries a First Aid kit, Hi-Viz clothing; and roadside hazard warning triangle.</li> </ul> | <ul style="list-style-type: none"> <li>A vehicle safety checklist should be completed weekly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |   |    |
| 3. | 360 ° Excavator                          | Risk to employees and all persons in the vicinity of excavator<br><br><u>Risk of death or serious injury from:</u><br>Impact / Contact<br>Crushing<br>Falling from vehicles. | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>Hired equipment is only hired from a reputable supplier.</li> <li>Hired equipment is accompanied by all relevant documentation and is inspected before use to ensure it is fit for purpose.</li> <li>Trained / experienced operatives familiar with specific activity only drive the excavator.</li> <li>Pre-start safety checks carried out by operator on</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>The Safe Working Procedure should be followed and its compliance monitored by management.</li> <li>Rear end slew distances are essential and should be maintained (rear mirror should be fitted).</li> <li>When slewing in a confined area the selection of plant with minimal tail swing is preferred. Clearance of over 0.5m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction.</li> <li>Excavators with the best view around them</li> </ul> | 2                    | 5 | 10 |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                   | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Risk Rating |   |    |
|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                                                                                                                | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | L                    | C | RR |
|    |                                          | Contact with buried services.                                                                                                                                                                                                                                  |             |   |    | <p>machine.</p> <ul style="list-style-type: none"> <li>The excavator is regularly inspected and maintained in accordance with manufacturer's instructions.</li> <li>Driver is aware of other activities on site via daily construction meetings.</li> <li>Precautions taken to locate and mark overhead and underground services (Cable avoidance tools (CAT), Goal posts etc).</li> <li>Visitors' access to worksite is controlled eg. Heras fencing/signage.</li> <li>Head protection, safety footwear plus high visibility clothing enforced for others in work area.</li> <li>Drivers: trained, competent and authorised to operate the specific excavator. Training certificates from recognised schemes checked for validity;</li> </ul> | <p>directly from the driver position should be selected. Excavators should be equipped with adequate visibility aids to ensure drivers can see areas where people may be at risk from the operation of the machine.</p> <ul style="list-style-type: none"> <li>A signaller should be provided in a safe position to direct excavator operation and any pedestrian movements.</li> <li>Signallers: should be trained, competent and authorised to direct excavator movements and, where possible, provided with a protected position from which they can work in safety; and</li> <li>Pedestrians: should be instructed in safe pedestrian routes on site and the procedure for making drivers aware of their presence.</li> </ul> |                      |   |    |
| 4. | Dumper Trucks                            | <p>Risk to employees and all persons in the vicinity of moving vehicles.</p> <p><u>Risk of death or serious injury from:</u><br/>Impact / Contact<br/>Crushing<br/>Items falling from vehicles<br/>Falling from vehicles.</p> <p><u>Risk of ill health</u></p> | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>Hired equipment is only hired from a reputable supplier.</li> <li>Hired equipment is accompanied by all relevant documentation and is inspected before use to ensure it is fit for purpose.</li> <li>Rollover protective structures (ROPS) are fitted to the vehicle.</li> <li>Where drivers are at risk of falling materials, falling object protective structures are fitted (FOPS).</li> <li>Operators are suitably trained and competent to operate the specific vehicle.</li> </ul>                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>The Safe Working Procedure should be followed and its compliance monitored by management.</li> <li>Vehicles and pedestrians must be separated at all times.</li> <li>ROPS need to comply with international standard ISO 3471 1994.</li> <li>Seat restraints should comply with ISO 66831 1981.</li> <li>Seat restraints need to be worn when ROPS are fitted to prevent injury if the dumper</li> </ul>                                                                                                                                                                                                                                                                                   | 2                    | 5 | 10 |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                 | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Residual Risk Rating |   |    |
|----|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                                                                                                              | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | L                    | C | RR |
|    |                                          | from:<br>Noise<br>WBV (Whole Body Vibration)                                                                                                                                                                                                                 |             |   |    | <ul style="list-style-type: none"> <li>Dumper trucks are operated and maintained according to the manufacturer's instructions.</li> <li>Edges of roadways and tipping points are supported where necessary to prevent collapse and provided with physical protection to prevent vehicles running off the roadway.</li> <li>Stop blocks are positioned a safe distance from the edges of excavations, pits, spoil heaps etc. to prevent dumpers falling during tipping.</li> <li>A specific Platt Construction Limited Risk Assessment for the work being undertaken is carried out prior to the work commencing; this is done as part of the planning stage for the work.</li> </ul>                                                | <p>overturns.</p> <ul style="list-style-type: none"> <li>Plan the work so that dumpers are used on gradients that are within their safe working capacity. Check with the manufacturer.</li> <li>Make sure loads are distributed evenly and provide purpose-built platforms for regularly transported items, e.g. large drums.</li> <li>Make sure that loads do not obscure driver vision.</li> <li>Pedestrians should be instructed in safe pedestrian routes on site and the procedure for making drivers aware of their presence.</li> </ul> |                      |   |    |
| 5. | Buried Services                          | <p>Risk to employees and all persons in the immediate vicinity of the works.</p> <p><u>Risk of death or serious injury from:</u><br/>Contact with buried services which could include electricity cables.<br/>Burns<br/>Electrocution<br/>Electric Shock</p> | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>Information is sought about the presence of underground services before excavation begins.</li> <li>Services are identified, using a suitable locating device by a person trained in its use.</li> <li>Identified routes are marked on the surface with paint or wooden pegs. Steel spikes are not used.</li> <li>Any services exposed are identified and isolated (eg. electric cables).</li> <li>Training is provided to all new staff and refreshed as necessary.</li> <li>An onsite induction is carried out for all staff.</li> <li>Excavation process is carefully controlled by a competent person and carried out under an excavation permit, this being a Permit To Work</li> </ul> | <ul style="list-style-type: none"> <li>Remind staff that plans can be misleading and the route shown will not indicate for example if the cable or pipe has since been moved by someone carrying out an earlier excavation. In many cases.</li> </ul>                                                                                                                                                                                                                                                                                          | 2                    | 5 | 10 |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                         | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | What further measures are required?                                                                                                                                                                                                                                                                                                                         | Residual Risk Rating |   |    |
|----|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                                                                                                      | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                             | L                    | C | RR |
|    |                                          |                                                                                                                                                                                                                                                      |             |   |    | <p>specially designed to ensure that all of the correct safety procedures are implemented.</p> <ul style="list-style-type: none"> <li>Excavations inspected after any event that may have affected their strength or stability, or after a fall of rock or earth.</li> <li>A competent person who fully understands the dangers and necessary precautions inspects the excavation at the start of each shift.</li> <li>Works around services will be carried out by hand.</li> </ul>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                             |                      |   |    |
| 6. | <b>Portable Electrical Tools</b>         | <p>Risk to employees</p> <p><u>Risk of serious injury from:</u></p> <p>Impact / Contact</p> <p>Ejected parts/debris</p> <p>Crushing</p> <p>Direct and indirect electrical contact.</p> <p>Burns.</p> <p>Amputation</p> <p>Noise</p> <p>Vibration</p> | 3           | 4 | 12 | <ul style="list-style-type: none"> <li>Some tools will be hired as required. Hired tools are always provided by a reputable provider and are accompanied by all relevant documentation including users manuals.</li> <li>Workers are familiar with the use of electric hand tools.</li> <li>Tools are well maintained and are visually inspected prior to use.</li> <li>Tools are PAT tested (portable appliance testing) by a competent electrical contractor.</li> <li>A visual inspection is carried out of the hand tools before use to ensure that it is fit for purpose.</li> <li>Staff advised to only use the correct tool for the job and not to adapt tools or use an unsuitable alternative.</li> <li>Staff advised that all defects must be reported immediately.</li> </ul> | <ul style="list-style-type: none"> <li>Remind staff of the requirement to report any symptoms which could be work related.</li> <li>Ensure that tools are recorded on PAT register.</li> <li>Remind staff to undertake a visual inspection of all leads and plugs prior to use and to not use any tools which have been identified as defective.</li> </ul> | 2                    | 4 | 8  |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                       | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What further measures are required?                                                                                                                                                                                             | Residual Risk Rating |   |    |
|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                                                                                                    | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                 | L                    | C | RR |
|    |                                          |                                                                                                                                                                                                                                                    |             |   |    | <ul style="list-style-type: none"> <li>Hand tools used for periods of short duration only. Staff have received training in respect of noise and vibration and have been advised to report any symptoms that they consider could be work related.</li> <li>PPE is provided for staff and includes hearing protection, eye protection and gloves. Gloves are only worn where there is no risk of them being drawn in to the tools being used.</li> <li>Battery/low voltage tools used where possible.</li> </ul>                                                                                                 |                                                                                                                                                                                                                                 |                      |   |    |
| 7. | <b>Manual Handling</b>                   | Risk to employees and others in the vicinity who could be affected by dropped loads.<br><br><u>Risk of minor or major injury from:</u><br>Carrying large, heavy or awkward loads<br>Pulling / pushing of loads<br>Dropping loads on feet<br>MSD's. | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Employees experienced in the tasks that they carry out and have received manual handling training.</li> <li>Weight of items reduced to 20-25kg max where possible.</li> <li>Mechanical handlers used wherever possible.</li> <li>Handling aids provided where possible.</li> <li>Employees aware not to lift beyond their capacity and ask for help if needed.</li> <li>Two person lifts will be used where appropriate.</li> <li>Floors kept clean and clear.</li> <li>Adequate lighting in work areas.</li> <li>Appropriate sturdy / safety footwear worn.</li> </ul> | <ul style="list-style-type: none"> <li>Supervisors to ensure that safe systems are followed.</li> <li>Tool box talk to be delivered to staff periodically in respect of manual handling and safe lifting techniques.</li> </ul> | 2                    | 4 | 8  |
| 8. | <b>Stihl Saw Petrol Driven</b>           | Risk to employees and persons in the immediate vicinity.<br><br><u>Risk of serious</u>                                                                                                                                                             | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Hired equipment is only hired from a reputable supplier and is accompanied by all relevant documentation and is inspected before use to ensure it is fit for purpose.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Remind staff that they must report any symptoms which could be associated with the work they are undertaking.</li> <li>Implement occupational health screening for</li> </ul>            | 2                    | 4 | 8  |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                         | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | What further measures are required?                                                                                                                                                               | Residual Risk Rating |   |    |
|----|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                      | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                   | L                    | C | RR |
|    |                                          | <u>injury from:</u><br>Contact<br>Drawing in<br>Amputation<br>Burns<br><br><u>Risk to health from:</u><br>Noise<br>Vibration<br>Dust |             |   |    | <ul style="list-style-type: none"> <li>All work is carried out in external areas with good ventilation.</li> <li>All workers are experienced and competent in the use of the Stihl saws.</li> <li>Workers have been made aware of the possibilities of back and upper limb injuries and have undergone training in prevention.</li> <li>PPE is provided and worn eg. safety footwear, gloves, ear defenders, eye protection and dust masks.</li> <li>Staff aware of the risks to their health and take appropriate measures.</li> <li>Damping down carried out to reduce the exposure to dust.</li> <li>Safety glasses, safety shoes, hearing protection, gloves and RPE provided for employee use where necessary.</li> <li>Roadways and paths adjacent to the working area are kept clear of debris.</li> <li>Work is scheduled to reduce noise exposure to others.</li> <li>Washing facilities are available on site and employees advised to maintain good hygiene principles.</li> <li>Equipment is only refuelled when it has cooled.</li> <li>Fuel stored in approved fuel containers only.</li> </ul> | all staff exposed to dusts from concrete.<br><br><ul style="list-style-type: none"> <li>Ensure that employees wearing RPE have been fit tested and that this is repeated as necessary.</li> </ul> |                      |   |    |

| No | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                   | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Residual Risk Rating |   |    |
|----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|    |                                          |                                                                                                                                                                | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | L                    | C | RR |
|    |                                          |                                                                                                                                                                |             |   |    | <ul style="list-style-type: none"> <li>No smoking permitted other than in authorised areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |   |    |
| 9. | <b>Screed Laying</b>                     | Risk to employees<br><br><u>Risk of death or serious injury from:</u><br>Impact / Contact<br>Crushing<br>Items falling from vehicles<br>Falling from vehicles. |             |   |    | <ul style="list-style-type: none"> <li>Only experienced workers are used for the operation of screed laying.</li> <li>All employees involved in the operation have received manual handling instruction and training.</li> <li>Rotation of personnel where possible.</li> <li>Staff are given sufficient time to rest between operations.</li> <li>Staff wear appropriate PPE at all times.</li> <li>Staff advised of the need to report any pre-existing conditions which may be exacerbated by this operation.</li> <li>Correct equipment available for the task.</li> </ul> | <ul style="list-style-type: none"> <li>As with all manual handling operations, the first consideration should be whether the hazards can be eliminated or reduced. There are mechanical aids available for levelling screed and consideration should be given to using this method if it is reasonably practicable to do so.</li> <li>Staff should wear PPE appropriate to the chemicals they are working with and should be advised of any specific risks which should be taken account of prior to works commencing.</li> <li>Repetitive pushing and pulling in hot and humid temperatures can lead to the early onset of fatigue.</li> <li>Good hygiene practice should be encouraged; splashes of concrete/tarmac should be washed off the skin immediately.</li> <li>When reinforcing mesh is used this should be handled using gloves.</li> <li>There should always be sufficient drinking water available for employees particularly when carrying out the operation in hot/humid conditions.</li> <li>Communication between employees is key and this must be discussed in advance. Employees</li> </ul> |                      |   |    |

| No  | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | What further measures are required?                                                                                                                                                                                                                                                       | Residual Risk Rating |   |    |
|-----|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|     |                                          |                                                                                                                                                                                             | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           | L                    | C | RR |
|     |                                          |                                                                                                                                                                                             |             |   |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | must work together to achieve the end result.                                                                                                                                                                                                                                             |                      |   |    |
| 10. | <b>Slips and Trips</b>                   | <p>Risk to anyone.</p> <p><u>Risk of minor or major injury from:</u><br/>Slips on substances</p> <p>Trips over items and poor ground conditions</p>                                         | 3           | 4 | 12 | <ul style="list-style-type: none"> <li>Housekeeping standards maintained to a high standard during works.</li> <li>Supervisors ensure that housekeeping standards are being maintained.</li> <li>Tools are maintained in tool boxes/tool belts when not in use.</li> <li>Trailing cables avoided, cordless tools used where possible.</li> <li>All employees have been issued with suitable footwear and are required to wear this at all times when on site.</li> <li>Spills cleared up or sand used to absorb excess liquid (such as oils).</li> <li>Debris cleared up periodically as appropriate.</li> <li>Rubbish removed periodically.</li> </ul> | <ul style="list-style-type: none"> <li>Supervisors to ensure that safe systems are followed.</li> <li>Remind staff of the need to ensure good housekeeping at all times.</li> <li>Ensure that Principal Contractor's rules are followed in respect of removal of waste.</li> </ul>        | 1                    | 4 | 4  |
| 11. | <b>Exposure to Hazardous Substances</b>  | <p>Risk to employees and third parties</p> <p><u>Risk of death or serious injury from:</u><br/>Fire / explosion</p> <p><u>Risk of ill health from:</u><br/>Skin contact<br/>Eye contact</p> | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>COSHH assessments have been produced for the hazardous substances used on site or created by the work process (i.e. dust/fumes/vapours).</li> <li>Chemicals are stored according to the instructions on the label or on the COSHH assessment/MSDS.</li> <li>All chemicals are stored in their original containers.</li> <li>Only approved chemicals are purchased and used.</li> <li>Staff are issued with and wear the appropriate PPE as identified in the COSHH assessments.</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>Supervisors to ensure that safe systems are followed.</li> <li>Remind staff of the need to report all accidents no matter how minor.</li> <li>Ensure that staff are aware of how to deal with spillages and have a spill kit available.</li> </ul> | 2                    | 5 | 10 |

| No  | What are the hazards / tasks / activity?                 | Who could be harmed and how?                                                                                                                                                                                                                                                                        | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | What further measures are required?                                                                                                                                                                                                                                                                                                                                                                                                                        | Residual Risk Rating |   |    |
|-----|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|     |                                                          |                                                                                                                                                                                                                                                                                                     | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            | L                    | C | RR |
|     |                                                          | Ingestion                                                                                                                                                                                                                                                                                           |             |   |    | <ul style="list-style-type: none"> <li>Natural ventilation.</li> <li>Washing facilities available.</li> <li>First aid kit and eye wash is readily available on site.</li> <li>First aid trained personnel who have access to COSHH assessments.</li> <li>No smoking permitted in areas other than authorised areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |   |    |
| 12. | <b>Vibrating Tools including breakers and Compactors</b> | Risk to employees<br><u>Risk of death or serious injury from:</u><br>Contact with tools and moving parts<br>Crush Injury<br>Abrasions<br>Cuts<br>Drawing in<br>Fire<br>Electrocution<br><br><u>Risk of ill health from:</u><br>Hand Arm Vibration syndrome<br>Whole Body Vibration<br>Noise<br>Dust | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Only authorised and trained staff use vibrating tools.</li> <li>Equipment is regularly serviced &amp; maintained in accordance with manufacturer's recommendations, under lease contract.</li> <li>Staff rotation carried out where possible. Company instruction is that staff should rotate tasks after 5 minutes of using vibrating hand tools.</li> <li>Staff advised that they should take regular breaks.</li> <li>Staff are advised of the risks of HAVS and WBV and know that they must report any tingling in hands/fingers or back issues which they believe could be associated with the work they are undertaking.</li> <li>Company has a policy of purchasing lowest vibration tools when existing tools are replaced.</li> <li>All tools and equipment is maintained to ensure that vibration levels are as low as possible.</li> <li>Gloves are issued and worn.</li> </ul> | <ul style="list-style-type: none"> <li>Pre-employment medical questionnaire should be completed by all employees to identify any pre-existing conditions.</li> <li>Staff to be reminded of the need to report any ill health symptoms immediately if these could be related to the work undertaken.</li> <li>Occupational health screening should be provided for those employees who are exposed to harmful noise as part of their employment.</li> </ul> | 2                    | 4 | 8  |

| No  | What are the hazards / tasks / activity? | Who could be harmed and how?                                                                                                                                                                                                                                                                                                                                                                                                                       | Risk Rating |   |    | What are the control measures?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | What further measures are required?                                                                                | Residual Risk Rating |   |    |
|-----|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------|---|----|
|     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                    | L           | C | RR |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                    | L                    | C | RR |
| 13. | <b>Cement Mixer</b>                      | <p>Risk to employees</p> <p><u>Risk of death or serious injury from:</u><br/>           Contact with tools and moving parts<br/>           Crush Injury<br/>           Abrasions<br/>           Cuts<br/>           Drawing in<br/>           Fire<br/>           Electrocution</p> <p><u>Risk of ill health from:</u><br/>           Hand Arm Vibration syndrome<br/>           Whole Body Vibration<br/>           Noise<br/>           Dust</p> | 4           | 5 | 20 | <ul style="list-style-type: none"> <li>Hired equipment is only hired from a reputable supplier.</li> <li>Hired equipment is accompanied by all relevant documentation and is inspected before use to ensure that it is fit for purpose.</li> <li>The mixer drive machinery is guarded and an emergency stop is fitted.</li> <li>Only experienced workers use the mixer.</li> <li>The mixer is always used outdoors therefore the risk of being overcome by fumes is low. The mixer ideally should be sited downwind of where personnel are working.</li> <li>Hot parts of the engine are protected from contact.</li> <li>Workers have received manual handling instruction.</li> <li>Refilling of the fuel tank only carried out when the motor is off and cool.</li> <li>Appropriate PPE worn for the construction site general risks and eye and skin protection used when using the mixer.</li> <li>Good hygiene practice encouraged; splashes of concrete washed off the skin immediately. Water used for washing out the mixer will contain corrosive chemicals and is not allowed to contact the skin or soak into clothes.</li> <li>Bags of cement opened with care, whilst wearing eye protection as dust may be produced which is corrosive if left on the skin and eyes. Refer COSHH Assessment.</li> </ul> | <ul style="list-style-type: none"> <li>The drive guard should be secured and only openable using tools.</li> </ul> | 2                    | 5 | 10 |

## **The Northern TC**

## **Site Rules**

**19/6/2023**

Employees are to comply with Company Health and Safety Policy at all times.

PPE to be worn – minimum Hard Hats, Hi-Viz jackets, shirts and safety footwear is to be worn at all times. Gloves (specific to task) and Eye Protection (specific to task) to be worn.

Employees are to ensure that they are conversant with emergency procedures. Employees have mobile phones. First Aid Kits are kept in the works vehicles.

Any hazardous materials found on site or hazards arising as a result of the works must immediately be reported to Chris Platt, who will inform the Tennis Club.

Access to the site will be for Platt Construction only. A Banks-man will supervise vehicle movements to and from our work area. Maintenance vehicles to be given supervised access if access required. Liaise with Padeltech workers for their access.

Construction noise levels shall not exceed statutory limits. No radios or CD player permitted. Keep noise levels down and do not disturb other site contractors or visitors.

Chris Platt will indicate if there are any smoking areas on site. Do not smoke in common areas.

Health and Safety conditions are to be monitored at all times on site and any unforeseen circumstances or possible dangers are to be reported to Chris Platt immediately. If you are unsure of anything, please check with Chris. Do not put yourselves or others at risk.

The site is to be maintained as a clean area at all times free of any litter or debris. All public areas and pathways are to be left clear and free of hazards at all times. Clean and tidy the site daily.

Language is to be appropriate for the location. Contact with children is to be avoided. Work personnel are to avoid talking to children whenever possible. Find an adult to assist a child.

All subcontractors must work in accordance with the site rules.

Signed: ..... Name: ..... Position: ..... Date: .....

# Risk Matrix

The system adopted in this risk assessment gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?”

Risk ratings are completed pre-risk controls to determine the level of risk with a task which has no control measures in place. Once the control measures which are taken by the Company as standard are applied a further post-controls risk rating has been calculated to take account of the effect of those controls on the overall risk rating.

| Likelihood that hazardous event will occur |               |
|--------------------------------------------|---------------|
| 1                                          | Very Unlikely |
| 2                                          | Unlikely      |
| 3                                          | Fairly Likely |
| 4                                          | Likely        |
| 5                                          | Very Likely   |

| Consequence of hazardous event |                                           |
|--------------------------------|-------------------------------------------|
| 1                              | Insignificant – no injury                 |
| 2                              | Minor – minor injury needing first aid    |
| 3                              | Moderate – up to 3 days absence           |
| 4                              | Major – more than 7 days absence (RIDDOR) |
| 5                              | Catastrophic - death                      |

|            |   |             |    |    |    |    |
|------------|---|-------------|----|----|----|----|
| Likelihood | 5 | 5           | 10 | 15 | 20 | 25 |
|            | 4 | 4           | 8  | 12 | 16 | 20 |
|            | 3 | 3           | 6  | 9  | 12 | 15 |
|            | 2 | 2           | 4  | 6  | 8  | 10 |
|            | 1 | 1           | 2  | 3  | 4  | 5  |
|            |   | 1           | 2  | 3  | 4  | 5  |
|            |   | Consequence |    |    |    |    |

Decisions as to whether or not action is needed can then be made by reference to the following matrix. Any activity which falls into the Red/Amber pre-control measures must not be carried out until suitable control measures have been applied. **Any task which has a risk rating of 20-25 post risk controls WILL NOT take place:**

| Risk rating | Action                                                                                                      |
|-------------|-------------------------------------------------------------------------------------------------------------|
| 20-25       | Stop – stop activity and take immediate action                                                              |
| 15-16       | Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 8-12        | Action – Ensure that current control measures are maintained and improve if possible.                       |
| 3-6         | Monitor – look to improve at next review or if there is a significant change                                |
| 1-2         | No action – no further action but ensure controls are maintained and reviewed                               |

## DYNAMIC RISK ASSESSMENT PROFORMA

This format is to be used to complement the Task Specific Risk Assessments. The suggested headings in italics are not exhaustive. The On-Site Supervisor needs to consider how these factors will create additional risk ***(if any)*** and what extra control measures they need to apply.

Activity & Location:

Date & Time:

### HAZARDS & ADDITIONAL CONTROL MEASURES REQUIRED

**GROUND:** *(Flat/Sloping/Uneven/Hard/Soft/Slippery/Wet/Grass/Concrete/Gravel/Sand)*

**WEATHER:** *(Wet/Dry/Hot/Humid/Cold/Icy/Windy/Sunny/Snow)*

**PARTICIPANTS:***(Old/Young/Language issues/Disabled - Sight, Hearing, Physical/Behaviour/Attitude/Supervision)*

**OTHER:***(Any other factor that could create a hazard not mentioned above)*

# Types of Hazards

| Hazard                      | Examples of Hazard                                                                                                                     |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Crushing                    | Scaffold over load; items falling from load carriers, overturning vehicle, falling objects.                                            |
| Cutting / shearing          | Knife, saw, etc.; circular saw blade; chain saw blade, guillotine.                                                                     |
| Entanglement                | Drill chuck and bit; abrasive wheel; power take off shaft.                                                                             |
| Trapping                    | Conveyor belt and drive; Vee belt and pulley; raised tipper lorry body.                                                                |
| Impact (including puncture) | Moving vehicles; drill; abrasive wheel; low headroom; hypodermic needles; nails; other modes of transport in the immediate vicinity.   |
| High pressure injection     | Compressed air; compressed gas; steam boiler; hydraulic system                                                                         |
| Abrasion                    | Abrasive wheel                                                                                                                         |
| Slips / trips               | Damaged floors; trailing cables; oil spills; water on floors; debris; sloping surface; uneven steps; changes on floor level; wet grass |
| Falls from height           | Fragile roof; edge of roof; edge of mezzanine floor; work on ladder; erecting scaffold; hole in floor; lifting cage                    |
| Electrical contact          | Mains electric; overhead power lines; static; batteries                                                                                |
| Short circuit / overload    | Mains electric                                                                                                                         |
| Fire / explosion            | Heating; faulty electrics; explosives; significant dust build-up, fertiliser storage                                                   |
| Ionising radiation          | Radioactive sources from harvesters etc.                                                                                               |
| Non-ionising radiation      | Microwaves; radio frequency; ultra violet; infra-red                                                                                   |
| Repetitive actions          | Drilling, using nail guns, manual handling of items.                                                                                   |
| Stressful postures          | Seated work; work above head height; work at floor level                                                                               |
| Lifting / handling          | Lifting; lowering; carrying; pushing; pulling; hot / cold loads; rough loads.                                                          |
| Fatigue / stress            | Excessive working hours; poor job design; high levels of concentration                                                                 |
| Violence / assault          | Cash handling; violent or aggressive customers                                                                                         |
| Hot ambient temperature     | Working outdoors; working in hot environments.                                                                                         |
| Cold ambient temperature    | Working outdoors; working in cold stores                                                                                               |
| Adverse weather conditions  | Working outdoors                                                                                                                       |
| Asphyxiation / drowning     | Work in tank; pit; basement; un-vented room; vessel; silos; work near water                                                            |
| Significant noise           | Noise > 80dB(A)                                                                                                                        |
| Significant vibration       | Pneumatic drill; vibro-hammers; chain saws; ATVs; strimmers; post drivers.                                                             |
| Hazardous substance         | chemicals; dust; fumes; vapours                                                                                                        |
| Localised hot surface(s)    | Welding flame / arc; steam                                                                                                             |
| Localised cold surface(s)   | CO2 extinguisher; refrigerant                                                                                                          |

[illegible]

# CONSTRUCTION PHASE

# HEALTH & SAFETY PLAN

Site: The Northern Tennis Club

Palatine Road, West Didsbury, Manchester, M20 3YA

## Works:

Construct 3 No. Synthetic Clay Tennis Courts with Associated Fencing & Floodlighting works. Substructure Works For 2 No. New Padel Courts. All as detailed in the Method Statement.

Start Date: 21/06/2023

Anticipate 23 Weeks

# **The Northern Tennis Club**

1. Index
2. Location/Site Access Drawing  
Construction Phase RAMS/Site Rules  
Signature Form (Front of File)  
Risk Assessments  
Pre-Start meeting info
3. Tennis Court Works Specification  
Padel Courts Works Specification  
Programme
4. Safe Working Procedures  
Emergency & Fire Procedures  
Welfare
5. COSHH/ Data Sheets
6. Accident Reporting Procedures
7. Health & Safety Policy & Management Procedures  
Environmental Policy Statement & Procedures  
Insurances
8. Floodlighting Information
9. Training Records
10. Court Maintenance Information  
Platt Construction Ltd Guarantee  
Testing/Certification

1/6/2023

### **PROCEDURES FOR ENVIRONMENTAL ISSUES:**

All works are assessed at quotation stage for any impact that the proposed works may have on the surrounding environment.

If any risks are identified a proposal will be included at the quotation stage for addressing any environmental risks.

When a contract is awarded the method statement for the works will detail procedures for reducing any environmental risks. The method statement is used by the site workers for Health and Safety and Environmental purposes.

We aim to implement an environmental management system appropriate to the location, scale and nature of our activities.

We strive to minimize any negative environmental effects caused by our operations and activities, use energy efficiently and minimize waste and pollution.

THE ENVIRONMENT AGENCY  
THE QUADRANT  
99 PARKWAY AVENUE  
SHEFFIELD  
S9 4WG

CONTROL OF POLLUTION (AMENDMENT) ACT 1989  
THE CONTROLLED WASTE (REGULATION OF CARRIERS AND SEIZURE OF  
VEHICLES) REGULATIONS 1991  
**REGISTERED CARRIER - NO. NOW/269588**

# Emergency Procedure

In the event of an emergency:

- DO NOT put yourself at risk;
- raise the alarm;
- inform management of the incident;
- summon immediate and appropriate assistance.

Fire or emergency dial 999 and give the following information:

- address: .....The Northern TC M20 3YA
- .....
- contact name(s): Chris Platt .....
- telephone number: ...07740 736935.....
- Ordnance Survey grid reference: .....
- describe the nature of the incident and provide clear directions to the site.
- agree a suitable meeting point with the Emergency Services.

Move any staff, machinery or livestock away from danger area WITHOUT endangering anyone.

Provide the fire and rescue service with details of the location of any hazardous materials and any other information which will assist them in dealing with the incident (see below). If possible, provide a copy of the site plan:

- fuel (diesel, petrol, etc.) located: .....Compound/Vans.....
- compressed gas located: ...N/A.....
- chemicals / pesticides located: .....Compound.....
- fertiliser located: ...N/A ... quantity: .....
- Fire extinguishers located:
- .....Vans..... type: .....Powder & Foam
- Electricity isolation point(s) located: .....
- gas isolation point(s) located: .....
- mains water located: .....
- further water supplies located: .....

If you believe there is a pollution risk as a result of a spillage then the following procedure should be followed:

- contain spillages whenever possible;

➔ call the relevant Environment Agency (EA / NIEA / SEPA) Emergency Helpline on 0800 80 70 60 and pass on information regarding type of spillage. They will require the same contact information as previously recorded.

In the event of a severe accident dial 999 and request an ambulance. Again, they will require the same contact information as previously recorded.

For other accidents on site, the following staff have attended a first aid course :

 .....Paul Clarke ...

 .....Dan Hooson...

 .....Paul Roberts...

First-aid facilities are located:

 .....In the works vehicles... ..

 .....In the office.....

The nearest doctor / medical centre is located:

Telephone :

The nearest casualty department is located:

A&E Department – Wythenshawe Hospital M23 9LT

Telephone :  ...0161 291 6041

Other important telephone numbers include:

| Contact                | Location                                                                                           | Telephone Number                                                                                     |
|------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Manager                |  ...Chris Platt |  ...01244 533184 |
| Manager (out of hours) |  ...Chris Platt |  ...07740 736935 |
| Local Police           |  .....          |  .....           |
| Electrician            |  .....          |  .....           |
| Plumber                |  .....          |  .....           |
|                        |  .....          |  .....           |
|                        |  .....          |  .....           |
|                        |  .....          |  .....           |

PLATT CONSTRUCTION LTD  
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1/6/2023

Health and Safety advice is given to the company by NFU Mutual Risk Management Services Ltd.  
We also use HSE publications and external training.

1. Plan, Manage and Monitor Works:

The day to day management of the company is undertaken by the Mr Christopher Platt. He now has over twenty five years of both the on-site practical experience and of the administrative experience with the company. He holds a CSCS Supervisory card CPCS Plant Operator Card and ISOH for Directors. We build and refurbish tennis courts and multi-use games areas and currently employ four people on the payroll.

A risk assessment is undertaken for each new enquiry at the initial site visit to assess the work and identify any hazards. This information is then incorporated into the costing for the proposed works so that all health and safety costs are included in the quotation.

A site file is created with all relevant information, the site risk assessment and the method statement for carrying out the work.

The works are monitored by the site supervisor and Chris Platt. Any changes to works are discussed and agreed before being implemented. If required, formal meetings will be held with clients to update/clarify any details and progress of the works. Chris attends site most days and is always available to discuss any matters with clients/their representative either on site or by phone.

2. All new workers have a copy of the Company Handbook.

Health and Safety is communicated to workers by site inductions, verbal instructions, risk assessments, written method statements, permits to work, training and regular tool box talks. Daily communication by phone and on site discussions. Employees are consulted for their views to improve health and safety procedures.

3. A site induction is carried out by Chris Platt who will talk through the proposed works with the workers and high-light any particular risks or working methods particular to the works. The site file is kept on site with a copy of the risks assessment, the method statement for the particular job and safe methods of working. This is used for reference by the workers. This will cover such things as access, the correct plant/equipment to use, signing, manual handling, and arrangements for emergencies.

Workers wear correct PPE and are trained for the plant/tools or work to be completed. The main communication is regular discussions on site, by telephone calls and regular tool box talks.

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4. Sites are secured by existing court fencing or Heras temporary fencing to prevent access by unauthorized individuals.
5. Welfare facilities are provided for our workers. Where none are available for use on site, these are hired in as required. (toilet units with wash facilities, rest rooms and changing facilities, fresh drinking water).
6. Asbestos guidance information is contained in the employee handbook. Employees are instructed to inform Chris Platt if asbestos is ever found to be present on site. They are instructed not to touch or try to remove materials that may contain asbestos but to contact Chris Platt immediately.  
We do not work on buildings. We have detailed guidance on dealing with asbestos in our NFU safety audit file and, if encountered, would use a specialist company.
7. Chris Platt carries out a fire risk assessment for site and a copy is kept on site. This will be reviewed as work progresses and if appropriate methods changed to lower any risk. The experienced Site Supervisor is appointed as a competent person to assist in preventative and protective working methods on site. Inspected fire extinguishers are kept in the work vehicles and a fire point allocated on each site.
8. To comply with CDM Regulations 2015 the works are carefully planned, well managed and carried out by our experienced and trained employees. Information is communicated to all workers and welfare facilities provided. Where applicable we liaise with the CDM Co-ordinator and ensure F10's or Work Permits are in place. All risk assessments and method statements are issued and good communication maintained throughout the works. Sub-Contractors are assessed and all workers have to comply with the site rules.

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### **Management Procedures:**

Platt Construction Ltd is a family run company with nearly thirty years of experience in the construction and civil engineering sector. The company is a specialist tennis courts and sports facilities constructor, operating for thirty years and is a founder member of the Sports and Play Contractors Association.

Director Mr C Platt

The day to day management of the company is now undertaken by Mr Christopher Platt, who joined the business after leaving School. He now has over thirty years of both the on-site practical experience and of the administrative experience with the company.

The Company Secretary is Mrs Nikki Platt.

The office administrator is directly responsible to Mr Christopher Platt.

The site employees are directly responsible to the site foremen, who are directly responsible to Mr Christopher Platt.

All employees have mobile phones so they can contact Mr Christopher Platt or the office for clarification on any issue at any time.

It is company policy to assess the management of a contract in association with health and safety and environmental risks at the tender stage and to incorporate measures to ensure the best management of the works at this stage. Procedures are monitored and amended as necessary to ensure a high standard of client satisfaction is achieved.

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### **Communication of Procedures**

Employees are issued with the Company Health and safety handbook when employment starts and a copy is kept in the work vehicles.

Our procedure is to hold a Health and Safety meeting on site at the start of a job between Mr Chris Platt and our employees. Site induction is carried out on a new site to explain the works to our employees and any subcontract workers.

The work will be explained to the men and site specific details will be covered at this stage – such as the presence of any potential hazard (access routes/cables for example).

The site supervisor will then ensure all workers visiting the site are aware of any hazards.

A site safety file is issued for each job. The site safety file will contain a paper copy of information for the all employees and subcontractors to refer to. (such as service drawings).

This contains advice and information for our employees which is site specific and is updated as the work progresses.

Employee health and safety information is updated using the advice manual provided by NFU, Employee Training and Tool Box talks are given to keep employees updated on procedures.

Employees are consulted for their views to improve health and safety procedures.

NFU Health and Safety Consultants

NFU audit highlights any areas which needed addressing and ensure our policies are up to date. We have access throughout the year to discuss any matters arising.

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### **Procedures For Safe Methods of Work:**

A site visit will be carried out in order to cost the works correctly. During this visit, discussions will be held with the Client and a site safety assessment will be carried out by Mr Christopher Platt to high-light any risks particular to the site in relation to the proposed works.

The works will be priced to take into account any additional precautions or alternative methods of working required to reduce risk, at the tender stage. For example, this may include allowing for more temporary fencing than usual, cable detectors, additional labour elements for ensuring safe movement of vehicles on site, welfare facilities or using an alternative access route, etc.

A method for carrying out the works will be decided at the tender state, although this will be re-assessed as the works progress.

The Method Statement will be produced in line with the priced operations of work and a copy will be kept on site for reference.

Mr Christopher Platt will hold a site induction with the men to discuss the works in detail so that all employees have a good understanding of how the works are to be undertaken.

Site specific details will be covered at this stage such as the presence of any potential hazard (access routes/cables for example).

Employees are consulted for their views to help improve safety procedures. Signs and warning tape will be used, as required, to highlight any possible hazards to workers and members of the public.

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### **Procedures For Safe Methods of Work:**

The Health and Safety File will be kept on site – which will contain useful contact numbers, a risk assessment for the works and a Method Statement for the works and any site specific information that is available.

Mr Christopher Platt or the Site Supervisor will ensure all workers visiting the site are aware of any hazards by verbal instruction, email or mobile phone.

Discussions with subcontractors and Mr Christopher Platt and/or the Site Supervisor will be ongoing from tender stage and throughout the works, to maintain a coordinated and safe approach to the works.

Platt Construction Ltd has a good understanding of the requirements of the subcontractors that we use on a regular basis.

Mr Christopher Platt and the Site Supervisor will discuss the works to be carried out with a particular subcontractor to establish their intended method of work and to ensure risks are reduced to a minimum for all personnel working on site and for any members of the public. This will involve flexibility and co-operation with all workers on site and Platt Construction Ltd will ensure the work is carried out in a coordinated and safe manner for all concerned.

All subcontractors will be expected to work in accordance with Platt Construction Ltd site rules.

