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115 Fortis Green, London N2 9HW

03 MARCH 2016

OUR REF: 115FG C11 02
YOUR REF: HGY/2015/1576

CONSTRUCTION METHOD STATEMENT

GEO

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

CONSTRUCTION PHASE PLAN

for

The project consists of the conversion and extension of the existing three storey police station to form 9 No. residential properties.

February 2016
Version: 1

Contractor
GEO Construction Limited
Vithal House
35 Gorst road
Park Royal
London
NW10 6LA

Client
Station House (Muswell Hill) Ltd.
1 Frederick Place,
London
N8 8AF
Tel: 020 8341 2222

Prepared by : Yogesh Shah

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1.0 DESCRIPTION OF PROJECT

1. (A) Project description and programme details including key dates

- Address: MUSWELL HILL POLICE STATION,
  115 FORTIS GREEN
  LONDON
  N2 9HW

- **Nature of the works**:

  - The project is located at 115 Fortis Green, London, N2 9HW.

  - The works consists of the partial demolition of the existing three storey building (G+2) incl. retention of the existing front façade and the subsequent reconstruction to form 9 No. residential properties over three floors. The work also includes the excavation of a partial basement over part of the site. The new construction will be a mix of load bearing masonry and steelwork supporting timber joist floors and roof. Foundations will be mass concrete strip and pad footings. The new part basement will be formed using underpinning techniques on the party wall elevation with the remainder being in open cut.

- **Programme Details including key dates**:

  Detailed work activities programme with key dates attached separately.

  Generally the work started on 1st Week of February, 2016 and finished on or before End of November, 2017.

1. (B) **Details of client, Principal Designer, Architects, Structural Engineer, Principal contractor, other consultants, Demolition Contractor and Emergency Services are as under.**

- **The Client:**

Station House (Muswell Hill) Ltd.

Address: Station House (Muswell Hill) Ltd.
1 Frederick Place,
London
N8 8AF

Contact: Duncan Rothwell

Telephone: 020 8341 2222
Email:

- **Principal Designer:**

Orbell Associates Ltd

Address: 1st Floor, Unit 1
166 Tower Bridge Road
London SE1 3LZ

Contact: David Orbell

Telephone: 020 7357 6704
Facsimile: 020 7378 8606
Email: david.orbell@orbellassociates.co.uk

- **Contract Administrator and Quantity Surveyors:**

Orbell Associates Ltd

Address: 1st Floor, Unit 1
166 Tower Bridge Road
London SE1 3LZ

Contact: David Orbell

Telephone: 020 7357 6704
Facsimile: 020 7378 8606
Email: david.orbell@orbellassociates.co.uk

- **Architects:**

  Malcolm Pawley Architects Ltd

  Address: 18 Winchester Walk
  London SE1 9AG

  Contact: Malcolm Pawley/Ricky Patel

  Telephone: 020 7378 6349
  Facsimile:
  Email: mail@mpase1.co.uk

- **The Principal Contractor:**

  Geo Construction Ltd

  Address: Vithal House
  35 Gorst Road
  London NW10 6LE

  Contact: Niten Mistry

  Telephone: 020 8961 1342
  Facsimile: 020 8961 1649
  Email: niten@lad.co.uk

- **The Structural Engineer:**

  GDC partnership Consulting Engineers

  Address: Carpenters Court
  4a Lewes Road
  Bromley
  Kent BR1 2RN

  Contact: David Mole

  Telephone: 020 8460 2160
  Facsimile: 020 8313 3122
  Email: david.mole@gdcpartnership.co.uk

- **The Consulting Engineer:**

  GDC partnership Consulting Engineers

  Address: Carpenters Court
  4a Lewes Road
  Bromley
  Kent BR1 2RN

  Contact: David Mole

  Telephone: 020 8460 2160
  Facsimile: 020 8313 3122
  Email: david.mole@gdcpartnership.co.uk

- **Health & Safety Executive:**

  Construction HSE Office

  Address: Rose Court
  2 Southwark Bridge
  London
  SE1 9HS

  Telephone: 020 7556 2100

  The Health and Safety Executive RIDDOR incident reporting centre contact number is : 0845 300 9923.

  Incidental Contact Centre
  Caerphilly Business Park,
  Caerphilly,
  CF83 3GG

Serving of Notices by the Health & Safety Executive

The Principal Contractor must issue written notification to the Client, Principal Designer and all named designers within 24 hours of receipt of the following from the Health & Safety Executive

Improvement Notice
Prohibition Notice
Summons

- **Emergency Services :**

Nearest Hospital with A&E

Royal Free Hospital
Pond St, London NW3 2QG

Distance approximately @ 3.60 miles
Tel : 020 7794 0500 Or Dial : 999

Or

Highgate Private Hospital
17-19 View Rd, London N6 4DJ

Distance approximately @ 1.60 miles
Tel : 020 8341 4182 Or Dial : 999

Nearest Police Station

Metropolitan Police Service
61 Golders Green Rd.,
London NW11 8EL

Tel : 020 7161 8180
Or Dial : 999

Nearest / Local Fire Station

Finchley Fire Station
227 Long Ln,
London N3 2RP

Tel : 020 8555 1200
Or Dial : 999

Or Hornsey Fire Station
108 Park Ave Street,
London N8 8LS

Tel : 020 8555 1200
Or Dial : 999

1. (C) Extent and location of existing records and plans that is relevant to health and safety on site, including information about existing structures when appropriate

- **Requirements for preservation**

  As per the Engineers drawing available on site at all times.

The existing environment

- **Location of works**

  115 Fortis Green, London, N2 9HW.

- **The site surrounding land use:**

  The Building is located corner of two roads namely Fortis Green and Fortis Green Avenue. The existing building known as Muswell Hill Police Station with Ground Floor + 2 Upper Floors.

  The Site is located on north and east sides of the site face onto Fortis Green and Fortis Green Avenue. The west side of the site abuts neighbouring properties whilst the south abuts a future development site. We will produce and adhere to a site specific traffic plan including methodology for the vehicle excess & egress to the site.

  The nearest Underground Station is East Finchley and this is on Northen Line.
  The nearest National Rail Station is London Euston & Kentish Town both are on Northen Line.

- **Access to the site**

  All pedestrian & vehicle access to the site through Fortis Green Avenue via. gate.

- **Existing site conditions**

  The works are to be carried out at 115 Fortis Green.

  The condition of the ground is known to be stable. However, prior to work commencing a full survey needs to be carried out by a competent structural engineer.

- **Existing services**

  All electricity & Gas services are isolated before start work and use transformer from the main connections through extensions 110 V leads.

  Water is used for the work from the existing water connections.

Existing drawings

- **Site layout drawings**

  The work area will be strictly limited to the site area indicated on the drawings provided as part of the contract documentation and will be physically separated from all public areas by hoardings at the front and side.

- **Existing services drawings**

  Existing services have been disconnected prior to works but careful investigation will be carried out once on site. Contact will be made with all Public Utilities and any necessary further disconnections carried out.

2.0 MANAGEMENT OF THE WORK

2. (A) Management structure and responsibilities

The Director with ultimate responsibility for health and safety within the Company is Mr Lad

We have our Health & Safety Officer, Mr Yogesh Shah, who will visit site at regular intervals.

The Contracts Manager for this site is Mr Niten Mistry

Site Manager with overall responsibility for the Site is Mr. Lavji Vekaria.

Asst. Site Manager for the site is TBA.

The Site Fire Safety Co-ordinator, refer to Section below ("Fire Precautions and Emergency Procedures") – Mr. Lavji Vekaria.

Training - Periodic training and refresher courses are arranged for all personnel. On site safety tool box talks will be carried out where relevant.

2. (B) Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

- **Company Objectives**

This site shall be supervised in accordance with the Company's Health and Safety Procedures and Objectives. The individual site objectives have been set as follows:

a) Serious incidents on site - None
b) Notifiable incidents on site - None
c) Minor recordable incidents on site - less than 10

- **General site safety**

The health and safety of all personnel on or adjacent to, the site is paramount. We shall have full regard to all measures which will protect all personnel at work at any time, and all persons who may be affected by the work of such personnel at work. The site will be kept in a clean, tidy and orderly state appropriate for the avoidance of danger to all personnel employed on, or around, the site.

As a Principal Contractor we have taken all reasonable measures to minimise the risk of injury to the general public, minimise the risk of damage to existing buildings, and prevent unauthorised access to the site. A new hoarding will be raised with safe system of work i.e. Podium/Mobile

Tower/Yongman/scaffold erected on the inside face. Notices denoting the dangerous nature of building sites, warnings and 'keep out' will be directed at the public and children in particular. Any Safe System of work at Height i.e. Podiums/Mobile Towers/Youngman/Scaffold ends will be fully boarded with handrails, ladders will be retracted each evening. Scaffolding will be fully netted and alarmed if necessary.

- **Legislation and regulations**

The Contract shall be carried out in compliance with the requirements of all the relevant EC Directives and UK Law, and shall pay particular regard to the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and any Statutory Instrument, Order or any other Regulation or Bye-Law made under the 1974 Act (or under any other Act) or any other Regulations which from time to time are in force and are applicable to the health and safety of persons involved with, or affected by, the execution of the Contract.

Any other mandatory requirements, local safety and security regulations, including any requirements specified within the Health and Safety Executive, the local Fire Brigade, the Police, Environmental Agency and the requirements as set out within this document will also be complied with.

All relevant prescribed registers, certificates and records will be maintained and will be available at the relevant work locations for inspection by the Contract Administrator, or any authorised person, at any time.

- **Safety Provisions**

Compliance with the Construction (Head Protection) Regulations 1989, and with the Personal Protective Equipment at Work Regulations 1992 is mandatory.

All necessary provisions for the safety and protection of all personnel on, or adjacent to, the site shall be ensured. All necessary personal protective equipment which will protect personnel at work, and all persons who may be affected by the work of such personnel at work will be provided.

- **Review**

Health and safety manager & External H&S Advisor will review any remedial actions to improve health and safety on site.

2. (C) Management of the Work Arrangements for;

2C(i) Regular liaison between parties on site

- All parties on site will be apprised of on-going Health and Safety issues as work progresses.

2C(ii) Consultation with the workforce

- Toolbox talks will be held as deemed necessary on site to update subcontractors and employees of developing situations. Any issues raised by operatives on site will be addressed and resolved.

2C(iii) The exchange of design information between the client, Principal designers, Architect, Structural Engineer and Principal contractors on site

- Design Team meetings between the Principal contractor/Principal Designer/architect &Structural Engineer will take place at regular intervals so as the design can be achieved to minimise any "risk" in the building process. This preliminary information will be commented on and then put into "Construction issue". Sub-contractors will be given where possible construction issue information to quote for their work so as to minimise any possible confusion. We will require a designers risk assessment from the architect.

- Subcontractors will be instructed by letter for appointment of Contract. Risk assessments and method statements will be given to Site and Head Office.

- All operatives, including subcontractors', are to sign a declaration that they have read and understood this Health and Safety Plan and have received an induction sheet.

2C(iv) Handling design changes during the project

- If, due to unforeseen circumstance there are aspects of design which require modification post contract, the following procedure shall apply:-

- As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified and we will require a new designers risk assessment from the architect/Structural designer/Principal Contractor.

- The Principal Designer may check that whoever is instructing the design team has ensured provision of all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options when modifying the design.

- Each modification shall be developed on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling.

- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the modification itself.

- We will update, amend and modify as necessary the detailed construction phase health and safety plan to address any health and safety risk associated with individual design elements modified during the works, so that at all times the contractor's plan may be considered suitable and sufficient.

2C(v) The selection and control of Subcontractors

- The terms and conditions of any subcontract placed shall include the requirement for the subcontract to comply with our Health and Safety Plan.

- Subcontractors are vetted by Head Office for compliance with Health and Safety Regulations and certificates of compliance will be requested prior to commencement on site.

- All Subcontractors and operatives will be inducted into site and tool box talks will be carried out as necessary.

2C(vi) The exchange of health and safety information between contractors

- Regular subcontract meetings will be held with relevant subcontract trades where scopes of works overlap i.e. Demolition, Scaffolder, Ground Works, Brick work, mechanical and electrical; Plumber, steelwork and cladding to ensure that all operatives working in the same area are cognisant of other operations ongoing.

2C(vii) Site Security

- The site will be secured to resist unauthorised access by locking the main door and lockable gate. Notices will be erected where possible and site security will be employed if found necessary.

Site Security Arrangements

- Security arrangements will be reviewed on site once works commence.

2C(viii) Site induction

- A site induction sheet is utilised (see copy appended). This is to be read and 'signed' as understood by every operative on site. Thereafter all operatives are to sign their risk assessment and method statement. A copy file will be kept on site for inspection.

2C(ix) On Site training for:

- **Training and Certificates**

  All personnel are properly trained to a level commensurate with the duties on which they are engaged. The training shall be commensurate with our own health and safety standards, and with those stated or implied within the Contract or elsewhere within this document.

  Copies of our personnel's certificates of competence and other approved certificates appropriate to the operations being performed shall be made available to the Contract Administrator request.

- **Emergency procedures**

  Site procedures for the emergency evacuation of the site will be established. Such procedures will be sufficient to identify when all personnel have been safely evacuated.

  Visitors' in/out book will be maintained on site at all times.

  Emergency evacuation procedure notices will be displayed in appropriate locations around the site.

  In the event of an accident First Aid will be administered where appropriate. Should it be necessary emergency services will be requested.

  A site Fire Safety Plan will be developed and posted near site entrance and within the site office.

- **Lighting, Guards, Fencing and Warning Signs**

  All necessary lighting, guards, fencing and warning signs required by the Contract Administrator, or by a Statutory Authority or other authority, for the protection of the works and for the safety and convenience of all site personnel, the public, the Client's staff or other Contractors will be provided. Due regard shall be given to the Electricity at Work Regulations 1989.

  All necessary precautions to prevent unauthorised persons from entering the site or other locations of work shall be taken, particularly where such entry could expose those persons to risks to their health and safety.

- **Security Passes** – N/A

2C(x) Welfare facilities and first aid

- **Site accommodation and welfare**

  Toilets used will be on Ground Floor area. Site Office, Canteen, Changing Room/Drying Room are also at Ground Floor.

  Morning and lunch breaks will be strictly co-ordinated on site. 'The requirements of the Construction (Design and Management) Regulations 2015 and all other statutory regulations will be met.

- **First Aid**

  First Aid facilities in accordance with the Health and Safety (First Aid) Regulations 1981 and with the related Codes of Practice to all personnel shall be readily available for use at any time within the Site office.

2C(xi) The reporting & investigation of accidents and incidents including near misses

- **Accident Book**

  An Accident book (Form F2508) shall be maintained under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. In the event of any notifiable incident, ill health or dangerous occurrence arising during the execution of the works, we shall comply with the requirements of RIDDOR. In addition, we shall provide the Contract Administrator with a copy of the relevant notification, as submitted to the Enforcement Authority.

2C(xii) The production & approval of risk assessments and written systems of work

- All works & subcontractors' works will be required to produce risk assessments and method statements for their particular section of the work. These will be reviewed, assessed and commented on by the Contracts Manager and Health & Safety Manager prior to works commencing on site. Then they must be signed by all concern workers/operatives after being inducted on site.

2. (D) Site rules (including drugs and alcohol policy)

- **Site working hours**

Site working hours will be restricted to the following times:-

(a)	Weekdays	08.00 to 18.00
(b)	Saturdays	08.00 to 13.00

No works on Sunday & Bank Holidays.

Site rules

- **The works site**

All visitors, employees and subcontractors will be required to sign in/out of the site register and report to the site office before commencing work.

The site is designated as a hard hat site. We will ensure that all personnel comply with this requirement. The requirements of the Personal Protective Equipment at Works Regulations 1992 will be strictly adhered to by all personnel.

Procedures for the emergency evacuation of the site and for the call-out of The emergency services have been posted and shall be observed.
The temporary site power distribution for the works must not be adapted without prior permission of the site agent.

We will display in appropriate locations around the site, the site rules given in this Section.

The above rules are designated by the Construction Manager in conjunction with Head Office and are reviewed and adapted to suit site conditions.

- **Drugs and Alcohol**

No personnel, including those of our subcontractors, will be allowed to consume drugs or alcohol on site. No personnel, including those of our subcontractors, will not enter the site whilst under the influence of drugs, alcohol or any other intoxicating substance that may impair there, or others', health and safety. No smoking will be allowed on this site. Smoking will be allowed at Designated Smoking area outside of Building. No audio or personal audio equipment will be permitted to be used by the employees or any other subcontractor employees for the undertaking of the works.

2. (E) Fire and emergency procedures

- We will comply with the document "Fire Prevention on Building Sites: The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation", published by the Building Employers' Federation, The Loss Prevention Council and The National Contractors' Group insofar as the procedures apply to this scheme.

- A Fire risk assessment will be produced at the start of the contract and from this we will produce a Fire Plan.

- A Fire plan will be produced and this will be amended/revised as the works proceed. The Fire Plan will be displayed on site and the procedure for evacuation will be explained to staff/sub-contractors on their induction to the site.

- **Fire precautions and emergency procedures**

  All necessary precautions shall be taken to protect from fire all personnel on, or adjacent to, the site, and also the works and the adjacent properties. The following rules shall apply :-

  (a) Waste or other material shall not be burned on the site.

  (b) Suitable and sufficient fire extinguishers to meet the risks of the operations being carried out or as requested by the Fire Safety Officer shall be provided.

  (c) Fuel containers and gas cylinders shall be stored securely on the site. The use of flammable, volatile and combustible substances shall be adequately controlled.

  (d) Personnel shall be adequately trained in the prevention of fires, and it will be ensured that all personnel fully understand the fire evacuation procedures and the actions to be taken in the case of a fire. All personnel shall adhere to such instructions in the course of their duties, and that they remain competent in the use of fire fighting equipment which is maintained at their location of work.

- **Permits**

  Permits to work will be required for the following:

  - Hot works (i.e. Welding, Asphalt, Blow Lamps & Grinding/Abrasive Wheels using work)
  - Confined Space work
  - Permit to Dig/Excavation

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3. (A) On-Site Risks Including:

3A(i) Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.

- **Contractor's deliveries**

  Deliveries will only be made between the hours of 8.00 am and 5.00 pm Monday to Friday. Deliveries of any abnormal loads (such as those requiring Police escorts) will only be made with prior written agreement from the relevant Authorities.

- **Limits of access**

  Pedestrian access will be from Fortis Green Avenue & for all vehicle deliveries/skip or water removals use vehicle access at Fortis Green Avenue.

- **Disposal of waste material**

  Waste material will be taken away from site by rubbish bin bag or manually and put in to skips positioned at rear of Building.

3A(ii) Dealing with services - water, electricity, and gas including overhead power lines and temporary electrical installations

- Only properly licensed and approved operatives NICEIC, GAS-SAFE, etc. will be allowed to adapt/extend temporary & permanent mechanical and electrical installations.

3A(iii) Accommodating adjacent land use

- **Adjacent occupied premises**

  We will ensure, so far as is reasonably practicable, that the following, in respect of adjacent dwellings, are kept to a minimum throughout the course of the Contract:-

  (a) Disruption and inconvenience - working only to stipulated times.

  (b) Generation of dust, fumes and smoke – damping down all dusty operations. Scaffold fully wrapped with monarflex. Dust suppression using hoses and water will be used to remove any dust from the air or while cutting concrete.

  (c) Vibration will be continuously monitored and used diamond cut split lines in to the concrete structure where it is safe and possible to do so

to ensure the transference of vibrations is kept to an absolute minimum.

(d) Sound will be continuously monitored site will fully wrapped in monarflex sheeting.

(e) Accumulation of refuse, rubbish and debris - frequent removal to lorry.

(f) Risk of outbreak of fire – hot works carefully controlled, fire extinguishers and or blankets deposited at each level.

3A(iv) Stability of structures whilst carrying out construction work, including temporary structures and existing

- **Temporary works**

Amongst the tasks involved to complete this scheme, the level of the each floor is to be demolished within the existing building necessary guidance & design to be sought by the structural engineer.

Method Statements and Risk Assessments are to be forwarded once to hand prior to works commencing.

3A(v) Preventing falls

- Edge and Hole protection will be installed to all openings as soon as practically possible.
- All external and internal scaffolds will be hand railed.
- Regular review of the site in terms of trip hazards will be carried out by the Site Manager & Health & Safety Manager.

3A(vi) Work with or near fragile objects

- All fragile objects especially roof dome lights, glass, internal works, etc. will be properly protected and boxed as the works progress. Regular reviews will be carried out during the currency of the works.

3A(vii) Control of lifting operations

- Lifting Plan will be provided prior to any lifting operations.

3A(viii) The maintenance of plant and equipment

- **Plant on site**

  CPCS plant operatives for skid steer and 360 excavators on site with thorough examination certificate & weekly PUWER & LOLER Register counter signed by the operative followed by the Site Agent.

3A(ix) Work on excavations and work where there are poor ground conditions

- A soil report has been carried out by the client. Competent ground workers will carry out the excavation according to their risk assessment and method statement.

3A(x) Work on wells, underground earthworks and tunnels

- Not applicable on this contract.

3A(xi) Work on or near water where there is a risk of drowning

- Not applicable on this contract.

3A(xii) Work involving diving

- Not applicable on this contract.

3A(xiii) Work in a caisson or compressed air working

- Not applicable on this contract.

3A(xiv) Work involving explosives

- Not applicable on this contract.

3A(xv) Traffic routes and segregation of vehicles and pedestrians

- **Access road and contractor's vehicles**

  A traffic plan will be produced prior to work.

3A(xvi) Traffic routes and segregation of vehicles and pedestrians (Cont'd)

- **Vehicular transitional hazards**

  Priority will be given at all times to Fire Brigade and Hospital emergency vehicles. The building is located between two main roads namely Fortis Green and Fortis Green Avenue. During Priority for fire brigade and hospital emergency Fortis Green and or Fortis Green Avenue can be use.

- **Pedestrian transitional hazards**

  All personnel, particularly vehicle drivers, will be made aware of the potential presence of pedestrians at side of the site.

3A(xvii) Storage of materials (particularly hazardous materials) and work equipment

- **Materials and Substances Hazardous to Health**

  The Control of Substances Hazardous to Health Regulations (COSHH) 1988, and with the related Codes of Practice on the Control of Substances Hazardous to Health and on the Control of Carcinogenic Substances will be complied with.

  Before the commencement of work, a list of the materials and substances that are toxic, harmful, corrosive, carcinogenic, flammable, volatile, combustible or otherwise hazardous to health will be prepared and that are proposed for incorporation within the works, together with the manufacturer's health and safety data sheets of these materials and substances, and also details of the assessments of the risks associated with the transport, handling, use and storage of these materials and substances.

- **Plant and materials**

  Any gases, fuels or hazardous materials will be stored at securely placed.

  Storage of materials will comply with the requirements set out in the Document "Fire Prevention on Construction Sites".

  Storage of bulky items will be in the rear area of building.

  Care will be taken not to overload materials in the building.

3. (B) Health / COSHH risks, including:

3B(i) The removal of asbestos

Deleterious Materials	There is some suspected Asbestos content on site, but that asbestos are non-hazardous and same can be removed by non-licenced company.

3B(ii) Dealing with contaminated land

- Not applicable on this contract.

3B(iii) Manual handling

- Unloading and distributing of materials will be carried out under supervision. No single operative shall carry an equivalent weight of more than 25kg. Operatives in charge of the gantry and hoist shall be qualified banksmen. Where possible, mechanical means will be used.

3B(iv) Use of hazardous substances, particularly where there is a need for health monitoring

- **Materials and Substances Hazardous to Health**

The following risks associated with the use of presence of materials and substances hazardous to health are identified as requiring particular precautions:-

Material	Hazard	Activities	Potential Control Methods where prevention of exposure is not possible
Cement	Dermatitis from chromate impurities, skin burns, eye, mouth and nose contamination from lime contents and when wet	Masonry and plasterwork in particular	Minimise spread of dry materials, respiratory protection for dry mixing, handling gloves, waterproof boots, personal hygiene, barrier creams before and after working
Gypsum	Irritant to throat, nose and eyes	Dry lining on wall, floor & ceiling work	Minimise spread of dry materials, respiratory protection for dry mixing, handling gloves, waterproof boots, personal hygiene, barrier creams before and after working
Silica	Silicosis and increased risk of respiratory complaints	Drilling or breaking up of concrete	Process enclosures with dust extraction, respiratory equipment
Wood dust	Irritant allergic reactions (eg. western red cedar and other hardwood may cause nose cancer. Resin bonded materials	Carpentry works. Most problems connected with use of power machines, eg. belt sanders.	Off site preparation under exhaust ventilated plant. On site enclosure and exhaust ventilation. Dust extraction on portable tools. Respiratory protection.

	may be very irritating or sensitising. Dust from treated wood, eg. with fungicides may pose further hazards)		
Material	**Hazard**	**Activities**	**Potential Control Methods where prevention of exposure is not possible**
Hydrogen Sulphide activities	Extremely toxic; irritates eyes, nose and throat and potentially lethal	Work involving sewers and drains	Confined spaces procedures (see HSE Guidance Note GS5 - entry into confined spaces); exhaust and forced ventilation; airline/self-contained apparatus; monitoring.
Carbon Monoxide activities	Toxic, potentially lethal	Operations of liquefied petroleum gas (LPG) equipment, petrol or diesel plant in or close to confined spaces	Site away from confined spaces: Mechanical ventilation.
Fumes and gases	Welding, brazing, cutting produce a wide variety of fumes depending on metals being worked on, the electrodes used, fluxes, etc. Fumes are highly irritating to respiratory system (chronic mainly in effect). Main gases evolved are carbon monoxide, nitrous fumes and ozone.	Welding, etc, and exposure of other trades working in vicinity. Confined spaces are particularly hazardous.	Local exhaust ventilation first choice for confined spaces, good general ventilation, air supplied helmet.
Man-made mineral fibres	Mineral wool irritant to respiratory tract, eyes and skin	Insulation work in particular	Minimise cutting and handling, respiratory protection. One piece overall, gloves, eye protection

Chemical Products There are many thousands in use in mixture form. The list below gives broad categories of product.			
Material	**Hazard**	**Activities**	**Potential Control Methods where prevention of exposure is not possible**
Solvents (eg. toluene, 111 trichloroethane, etc, present in many construction products, eg. paints, lacquers, glues, strippers or thinners	Harmful entering the body through inhalation (or accidental ingestion and via skin contact, dermatitis can also result)	Used in many mixtures but particularly decorative applications, tile fixings, use of resin systems on site. With most materials risks increase in relation to quantity used and frequency/ duration, particularly spray application or work in ill ventilated/ confined spaces.	Select safest material and method of application. Ensure good ventilation. Confined spaces procedure (see HSE Guidance Note GS5 - entry into confined spaces) including mechanical ventilation/ use of air lines or self-contained breathing equipment and similar standards for spray work. 'Airless' or 'mistless' spray techniques should be considered. Impervious protective clothing and good washing facilities/ barrier creams are important.
Resin systems (isocyanites, eg. MDI, TDI, polyurethane surface coatings or adhesives	Known respiratory irritant causing sensitisation/ asthma. Paints however less hazardous when brushed or rolled	MDI for thermal insulation of buildings (eg. roof sprayed). Polyurethane for decorative work by brush, roller or spraying.	For application by brush, roller or spread maximise natural ventilation. Supplement with mechanical extraction/ air mover. Otherwise RPE: Impermeable gloves for hands. For sprayed work air line breathing apparatus offers best protection. Impervious overall for spraying activities. In all cases good standards of washing and eating facilities away from work areas. See HSE Publications EH16 Isocyanates - toxic hazards and precautions and GS5 Entry in confined spaces, health surveillance nay be appropriate.

Material	**Hazard**	**Activities**	**Potential Control Methods where prevention of exposure is not possible**
Polyester	Styrene vapour both toxic inhalation (liver) also narcotic and irritant to eyes and skin. Some resin systems may contain carcinogens	Glass fibre reinforced structure work, claddings and coatings.	For application by brush, roller or spread maximise natural ventilation. Supplement with mechanical extraction/ air mover. Otherwise RPE: Impermeable gloves for hands. For sprayed work air line breathing apparatus offers best protection. Impervious overall for spraying activities. In all cases good standards of washing and eating facilities away from work areas. See HSE Publications EH16 Isocyanides - toxic hazards and precautions and GS5 Entry in confined spaces, health surveillance nay be appropriate.
Acids/Alkalis	Hydrochloric, hydrofluoric and sulphuric acids commonly used on skin and in contact with stonework, etc, can 'fume' causing respiratory irritation	Chiefly masonry cleaning.	Use weakest concentrations possible. Skin and eye protection; personal hygiene. Respiratory protective equipment with 'fuming' acid. Emergency drench.
Epoxy activities	Severe irritant and sensitiser: toxic, particularly to the liver	Work using high strength adhesives for jointing structure units, floor tube and pipe coatings	For application by brush, roller or spread maximise natural ventilation. Supplement with mechanical extraction/ air mover. Otherwise RPE: Impermeable gloves for hands. For sprayed work air line breathing apparatus offers best protection. Impervious overall for spraying activities. In all cases good standards of washing and eating facilities away from work areas. See HSE Publications EH16 Isocyanides - toxic hazards and precautions and GS5 Entry in confined spaces, health surveillance nay be appropriate.
Pesticides (eg. timber preservatives, fungicides)	Vapour irritant to skin, damage to nervous system and other organs from range of active ingredients.	Insitu timber treatment particularly in confined space or work of long duration.	Set out in HSE Guidance Note GS10 and Health Hazard Sheet No 8.

Material	**Hazard**	**Activities**	**Potential Control Methods where prevention of exposure is not possible**
Lead	The use of lead is controlled by the Control of Lead at Work Regulations 1980. The Principal Contractor will be required to comply with these regulations. Consideration must be given to the probability that existing paints, to be sanded down, area lead based. Some paints to be used may have a lead content.	Lead roofing, decorating.	Nose and mouth filter mask protection against dust. Personal hygiene. No burning off of existing lead based paints - chemical strip only.
Lime	Skin burns, eye, mouth and nose contamination.	Masonry, plasterwork and decoration.	Particularly the use of eye, nose and mouth protection. Use of full body overalls for certain operations with lime. Personal hygiene.
Glass	Cuts, potentially serious. Manual handling risks.	Demolition and new work involving glass.	Risk assessments will be prepared. Work will be in accordance with the Glass and Glazing Federation Code of Practice 'Glass Handling, Storage and Transport',
Lubricants	Mineral oil causes dermatitis, acne and possible skin cancer. Respiratory damage in mist form	Near machines, mould release agents in formwork; mist from compressors and air tools in confined spaces	Filtration to reduce mist from machines; good ventilation; respiratory protection and protective clothing (impervious to oil); good personal hygiene facilities.

3B(v) Reducing noise and vibration

- All necessary precautions to prevent or adequately control the emission of noise, smoke, dusts, fumes and odours will be taken. All necessary precautions to protect from these hazards, all personnel on, or adjacent to, the site will be taken. Power tools will be jacketed and ear defenders available on site.

3B(vi) Work with ionising radiation

- Not applicable on this contract.

3B(vii) Exposures to UV radiation (from the sun)

- Operatives working on the external and roof will be instructed to wear the appropriate clothing and advised to use sun protection cream on exposed areas. High visibility jackets and helmets must be worn on site.

3B(viii) Any other significant health risks

- **Information on Significant Risks During Design**

  The following items are identified by the Principal Designer as a potential source of risk:-

- **Generally**

	Significant Hazard:	**Minimum Requirements:**
a)	Working adjacent to residential occupied buildings - risk of injury to personnel and pathway users from falling debris or collision with site vehicles and plant.	Scaffold to be netted - crash decks utilised. Operatives to have P.P.E.
b)	Poor site security resulting in unauthorised access to site areas via scaffolding and building entrance/exits - risk of injury to visitors or intruders.	Well-constructed gates. 2.40 to 3.50 m high hoarding. Defined path to offices
c)	Scaffolding adjacent and into public spaces - risk of impact with scaffold and overloading if used for materials storage.	Loadings to be obtained from scaffold company. Scaffold highway licenses to be obtained.

- **Demolition Operations**

	Significant Hazard:	**Minimum Requirements:**
a)	Working adjacent to occupied area - risk of injury to personnel and pathway users from falling debris or collision by demolition materials.	Well-constructed hoarding 2.40 to 3.50 m high. Operative to have full P.P.E. (i.e. Hard hat, Safety Shoes, Gloves & High Vis.)
b)	Temporary Works	Necessary propping/supports and all temporary works done as instructed by structural engineer and noted in temporary works register.

- **Construction Operations**

	Significant Hazard:	**Minimum Requirements:**
a)	Demolition from GF + two upper Floors - risk of structural collapse and materials falling from height.	All work carried out in sequence to be agreed with Structural Engineer.

- **Construction materials**

Throughout the duration of the Contract it is likely that many materials and substances that are toxic, harmful, corrosive, carcinogenic, flammable, volatile, combustible or otherwise hazardous to health will be encountered.

A list of such materials and substances (as described above) that are incorporated within the Works, together with the manufacturer's health and safety data sheets of these materials and substances, and also details of the assessments of the risks associated with the transport, handling, use and storage of these materials and substances will be available on site and included within the Health and Safety file.

4.0 THE HEALTH AND SAFETY FILE

(a) Layout and format

The Health and Safety file will comprise the following:-

(a) Marked up latest revision drawings with appropriate notes appended to form record drawings.

(b) Maintenance manuals for mechanical and electrical installation.

(c) Finishes schedule for re-painting, repairs, etc.

(d) Contact list of all contractors and subcontractors engaged in the work.

(e) Product and material information as required.

(f) Health and Safety data sheets.

(g) Any other items required by the Principal Designer.

(b) Arrangements for the collection and gathering of information

- Towards the completion of the project all operating and maintenance manuals will be assimilated into the building manual health and safety file. All subcontractors will be required to give information prior to be signed off.

- Test certificates, commissioning sheets, Health and Safety Data sheets will all be appended in these documents.

(c) Storage of information

- Paper information will be in the form of lever arch files including all as built drawings in A3 format.

- CD Rom disks of all drawings will also be included.

APPENDIX A

HEALTH AND SAFETY
POLICY STATEMENT

APPENDIX B

CONSTRUCTION PROGRAMMES

APPENDIX C

EXISTING SERVICES

(To follow when received)

APPENDIX D

ELEMENTAL DESIGN DESCRIPTION
AND RISKS TO HEALTH AND SAFETY
IDENTIFIED BY DESIGNERS

(See separate document)

APPENDIX E

INITIAL RISK ASSESSMENTS

Based on programmed events

From the risk matrix it is clear that certain hazards are prevalent throughout the works and therefore **in addition** to the controls detailed in the safety plan generic controls are to be enforced at all times.

The areas of most concern are:

(1) Slips, trips and falls

(2) Flying objects

(3) Manual handling

(4) Noise induced hearing loss

(5) Accidents to visitors

1. Slips, trips and falls

The potential for injuries, albeit generally minor injuries, is great and so the following additional controls will be instigated:

(1) Designated areas will be identified for the removal of debris, rubbish etc and clearance of same will be enforced by site supervisors.

(2) All operatives will be briefed on the necessity to keep the site tidy.

(3) Defined access ways will be de-marked and Site Supervisors are to ensure that they are kept clear of obstructions.

2. Flying Objects

(1) Adequate eye protectors to be provided, (to BS 2092).

(2) All operatives carrying out works which could involve the risk of eye injury to be instructed in the correct eye protection, its use and supervisors to ensure compliance.

3. Manual Handling Injuries

(1) General training to be given to all operatives by their supervisors on the requirements of safe manual handling techniques.

(2) Supervisors to utilise mechanical lifting aids whenever practicable.

(3) Supervisors to ensure adequate resources available for all manual handling operations.

(4) Where identified site specific manual handling assessments to be completed and communicated to all operatives by sub-contractors.

(5) Supervisors to ensure adequate PPE is available for all operatives.

4. Noise Induced Hearing Loss

(1) Supervisors to identify and measure noise levels emitted and ensure the potential for harm to operatives is assessed.

(2) Noise zones to be established and de-marked by contractors, as appropriate.

(3) Operatives to be briefed on noise levels by their supervisors.

(4) Adequate PPE to be provided where it is impracticable to reduce levels 85 dB(A).

5. Visitors

(1) No visitors to park on site.

(2) Signage to instruct all visitors to report to the site offices.

(3) Booking in/out facility to be provided at site offices.

(4) All visitors to be briefed of the site hazards and escorted if unfamiliar with the site.

(5) Visitors wandering unescorted around site are to be politely escorted back to the Site Offices.

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Site Set Up	• General access around site	• Slips, trips and falls	• Good housekeeping • Accessways to be kept clear • Sub-contractors to clear their own debris	• Signage : "Sub-contractors to clear their own rubbish to skips".	C(GP)R C(WP)R SB 18 TBTS 2, 18
	• Children playing on the site	• Fatal and serious accidents to children unfamiliar with the hazards of a construction site	• Secure boundary • Leave site as safe as practicable - safe storage of materials, bar access to holes/scaffold etc • Electricity and plant off and locked away, etc	• Signage : "Building sites are dangerous - children keep out" or similar	HSE GS7 TBTS 4 GOL-SP C(GP)R C(WP)R

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
	• General Works - head protection	• Head injuries - being struck by falling or striking against fixed objects	• Hard hats to BS 5202 to be worn on site	• Signage : "Hard hat site" or similar	C(HP)R GOL-SP PPEWR
	• General works - eye protection	• Eye injuries from flying objects while cutting/using abrasive wheels/hammering in masonry nails etc	• Eye protection to BS 2202 Grade 1 to be worn where risks identified	• Signage : as appropriate	PPEWR GOL-SP SB 4, 16
	• Disposal of arisings/demolition materials and general site waste	• Illegal "fly tipping" of controlled waste causing pollution to the environment	• Registered waste carriers to be used	• Waste carriers registered certificate • Waste transfer note(s)	SB 24 COPR COP(SW)R EPA COP(RCSV)R
	• Installation of temporary site electrics	• Electric shock, burn, fire, explosion	• Certificated electrics prior to supply being connected • Competent electricians - certificated by NIC/EIC • No live works • Re-inspection every 3 months	• Installation certificate • Three monthly re-certification	NIC/EIC COP IEER SB 19 TBTS 11 EAWR

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
	• Construction works generally - fire	• Fire, burns, inhalation of smoke, property damage	• Fire safety precautions - extinguishers, evacuation procedures, access routes maintained etc • "No smoking" signs	• Site safety plan • Hot works permits may be required	Insurers COP F(SP)R P&UWER SB 15, 35 TBTS 5, 20
REMARKS					
Logistics	•	•	•	•	
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Groundworks	• Excavations • Waste disposal	• Falls into excavations • Underground cable strikes	• Fence off and demarcate cable routes as necessary • Fence excavations • Use CAT type remote cable locator	• Service plans • CTAs • Waste disposal dockets • F91 (excavations)	C(WP)R C(GP)R CITB-CTA MHSAWA SB 6, 7, 9, 27, 30 TBTS 6, 18, 19 P&UWER
REMARKS					
Boundary	• Excavations • Concreting	• Falls into shallow excavations • Cement burns	• Fence excavations • Assess risks and control • PPE - gloves, wellingtons • Competent operatives • Safe access and place of work	• Sub-contractors risk assessment • COSHH risk assessment	GOL-SP C(WP)R C(HW)R PM 42 SB 20 COSHHR GO/MHGA 7
REMARKS					
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Drainage And Ducts	• Excavations • Pipe laying • Pipe cutting • Use of small tools • Use of disc cutter	• Falls into shallow excavations • Manual handling injuries • Small tool injuries (cuts, bruises, strains)	• Highlight shallow excavations • Assess risk on site and instigate appropriate controls - PPE - gloves, goggles and masks when cutting • Competent operatives	• COSHH risk assessment • Manual handling risk assessment • Abrasive wheels register	GOL-SP C(WP)R C(GP)R C(HW)R AWR MHOR PPEWR COSHHR SB 4, 10, 14, 16, 28, 34 TBTS 3, 14, 17, 28, 20 GO/MHGA 20
REMARKS					
Reinforced concrete slabs	• Excavations • Concreting	• Falls into shallow excavations • Cement burns	• Fence excavations • Assess risks and control • PPE - gloves, wellingtons • Competent operatives • Safe access and place of work	• Sub-contractors risk assessment • COSHH risk assessment	GOL-SP C(WP)R C(HW)R PM 42 SB 20 COSHHR GO/MHGA 7
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Superstructure Brick And Blockwork, External And Party Walls	• Working at heights • Use of small tools • Construction of walls • Conditions of existing boundary walls could be an issue	• Manual handling injuries • Small tool injuries • (cuts, bruises, strains) • Skin contact with wet mortar • Structural movement	• Safe access and workplace • Assess risks and control • Training • Keep workplace clear • Competent engineers to come to site and review	• F91 if scaffold used • Manual handling assessment • COSHH assessment for mortar • Engineers site report	C(WP)R C(GP)R MHOR CITB SB 15, 28, 34, 35 TBTS 2, 10, 17, 19, 20 COSHHR
REMARKS					
Scaffold	• Working at heights.	• Falls	**Method Statement Required** • Designated lifting area • Assess risk and instigate suitable controls	**Method Statement Required** • Sub-contractors risk assessments • F91	C(WP)R C(GP)R MHOR CITB SB 15, 28, 34, 35 TBTS 2, 10, 17, 19, 20
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Carpenter First Fix	• Use of woodworking equipment	• Cuts, fire (sawdust) • Manual handling	• Trained operatives • Assess risks and control • Safe access and workplace	• WWM Regs Poster • Manual handling assessment	WWMR MHOR C(WP)R GOL-SP PPEWR
REMARKS					
Electric Carcass	• Working at heights • Use of small tools	• Falls • Manual handling injuries • Small tool injuries (cuts, bruises, strains) • Slips, trips and falls	• Safe access and workplace • Assess risks and control • Training • Keep workplace clear	• F91 if scaffold used • Manual handling assessment	C(WP)R C(GP)R MHOR CITB GOL-SP SB 5, 28 SS 2, 10
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Tacking	• Working at heights • Use of small tools	• Falls • Manual handling injuries • Small tool injuries (cuts, bruises, strains) • Slips, trips & falls	• Safe access and workplace • Assess risks and control • Training • Keep workplace clear	• F91 if scaffold used • Manual handling assessment	C(WP)R C(GP)R MHOR CITB GOL-SP SB 5, 28 SS 2, 10
REMARKS					
Plaster	• Application of cement based products • Working at heights	• Skin contact with cement based products • Falls from ladders/step ladders	• Sub-contractors to assess risk and control (PPE) • Adequate ventilation • Safe access and place of work	• COSHH Risk assessment • F91 if scaffold used for access/working platform	C(WP)R COSHHR GOL-SP SB 15,18, 34, 35 TBTS 5, 19, 20
REMARKS					
Mechanical Installation	• Working at heights • Use of small tools	• Falls • Manual handling injuries • Small tool injuries (cuts, bruises, strains) • Slips, trips and falls	• Safe access and workplace • Assess risks and control • Training • Keep workplace clear	• F91 if scaffold used • Manual handling assessment	C(WP)R C(GP)R MHOR CITB GOL-SP SB 5, 28 SS 2, 10
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Carpenter Second Fix	• Use of woodworking equipment • Working at heights	• Cuts, fire (sawdust) • Manual handling • Falls	• Trained operatives • Assess risks and control • Safe access and workplace	• WWM Regs Poster • Manual handling assessment • F91 if scaffold used	WWMR MHOR C(WP)R GOL-SP PPEWR
REMARKS					
Floating Floors	• Use of woodworking equipment • Working at heights	• Cuts, fire (sawdust) • Manual handling • Falls	• Trained operatives • Assess risks and control • Safe access and workplace	• WWM Regs Poster • Manual handling assessment • F91 if scaffold used	WWMR MHOR C(WP)R GOL-SP PPEWR
REMARKS					
Electric Second Fix	• Working at heights • Use of small tools	• Falls • Manual handling injuries • Small tool injuries (cuts, bruises, strains) • Slips, trips and falls	• Safe access and workplace • Assess risks and control • Training • Keep workplace clear	• F91 if scaffold used • Manual handling assessment	C(WP)R C(GP)R MHOR CITB GOL-SP SB 5, 28 SS 2, 10
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Decoration	• Working at heights • Painting	• Skin contact with cement based products • Falls from ladders/step ladders • Skin contact with/inhalation of solvents contained within paints	• Sub-contractors to assess risks and control (PPE) • Adequate ventilation • Safe access and place of work	• COSHHR Risk assessment • F91 if scaffold used for access/working platform	C(WP)R COSHHR GOL-SP SB 15, 18, 34, 35 TBTS 5, 19, 20
REMARKS					
Tiling	• Tile cutting • Tile fixing	• Cuts and splinters • Skin contact with adhesives	• Assess risks and control (PPE)	• PPE assessment • COSHH assessment	PPEWR COSHHR GOL-SP SB 15, 18, 34, 35 TBTS 5, 19, 20
REMARKS					
Metal Bridge	• Heavy Lifting • Welding	• Back Injuries • Fire	• Have bridge prefabricated before coming to site.	• RAMS • Manual Handling risk assessment	
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
External Works	• Excavations • Vehicle movement • Waste disposal	• Falls into excavations • Traffic accidents • Underground cable strikes	• Fence off and demarcate cable routes as necessary • No reversing unless banksman in attendance • Fence excavations • Use CAT type remote cable locator	• Service plans • CTAs • Waste disposal dockets • F91 (excavations)	C(WP)R C(GP)R CITB-CTA MHSAWA SB 6, 7, 9, 27, 30 TBTS 6, 18, 19 P&UWER
REMARKS					
Finals	• Use of hand tools • Manual handling to position • Use of adhesives	• Small tool accidents (cuts, bruises, strains) • Manual handling injuries • Skin contact with adhesives	• Safe access and place of work • Assess risks and instigate appropriate controls (eg PPE - gloves) • Adequate ventilation	• COSHH assessments for adhesives • Manual handling assessments	C(WP)R COSHHR MHOR SB 10, 15, 30, 34, 35 TBTS 5, 19
REMARKS					

Programme Operation	Potentially Hazardous Activities	Significant Risks	Physical Controls Required	Control Documentation Records and Forms	Guides and References
Floor Finishes	• Use of hand tools • Manual handling to position • Use of adhesives	• Small tool accidents (cuts, bruises, strains) • Manual handling injuries • Skin contact with adhesives	• Safe access and place of work • Assess risks and instigate appropriate controls (eg PPE - gloves) • Adequate ventilation	• COSHH assessments for adhesives • Manual handling assessments	C(WP)R COSHHR MHOR SB 10, 15, 30, 34, 35 TBTS 5, 19
REMARKS					
Test Snag & Clean	• Cleaning operations • Snagging	• Small tool injuries • Contact with chemicals	• Safe access and place work • Assess risks and control	• COSHH assessment	COSHHR C(WP)R C(GP)R GOL-SP
REMARKS					
Clients Inspection	• Working off ladders/step ladders • Use of small tool	• Falls from working platforms • Small tool accidents (bruises, cuts, strains etc) • Manual handling injuries	• Safe access and place of work • Competent operatives • Maintained and correct tools	• F91 if scaffold used • Manual handling assessment	C(WP)R C(GP)R P&UWER SB 4, 16, 19, 34 TBTS 6, 11, 19
REMARKS					
Landscaping	• Working outdoors • Work requiring to bend frequently	• Poor weather conditions • Bad back injuries	• Job rotation	• Landscaping risk assessment	
REMARKS					

APPENDIX F

METHOD STATEMENTS

(To follow before any in house work /subcontractors work started)

APPENDIX G

Site plan