

Construction Management Plan

The Construction of a pair of semi
detached houses, with associated parking and
landscaped areas

AT

Side of 71 Blake Road
London
N11 2AG

Planning reference HGY/2019/2757

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1 Description of the project

1.1 Project details

Neighboring
71 Blake Road
London
N11 2DE

Site/Property

The project comprises the construction of two houses together with hard and soft landscaping

Principal Contractor

DTM Interiors Ltd
33 Maidstone
Road
London N11 2TR

Contact: Dobri Dimitrov
Number: 020 88894341

Client

Whitespace Homes Ltd
33 Maidstone Road
London N11 2TR

Contact: Dobri Dimitrov
Number: 02088894341

Principal Designer:

Byds+associates
Studio 2,1st Floor
465c Hornsey Road
Islington
N19 4DR

Contact: Paul Norman
Telephone: 020 30741914

1.2 Site/Property details/Project Description

The site is situated to the side of 71 Blake Road, an empty plot adjacent to 71 Blake Road. New build project for 2 houses on to an empty plot. The project is expected to commence once the initial/before start planning conditions are discharged. The works will also involve hard and soft landscaping.

At the moment access to the site is via the driveway entrance next to 71 Blake Road and then to the right hand side of the property.

At present access to the building area is unobtainable due to the high level of vegetation which mainly consists of brambles, it is understood that these will be cleared before any other work commences.

It is anticipated that the construction work will start week commencing:

21st November 2022

For the duration of 50 weeks.

Anticipated completion date:

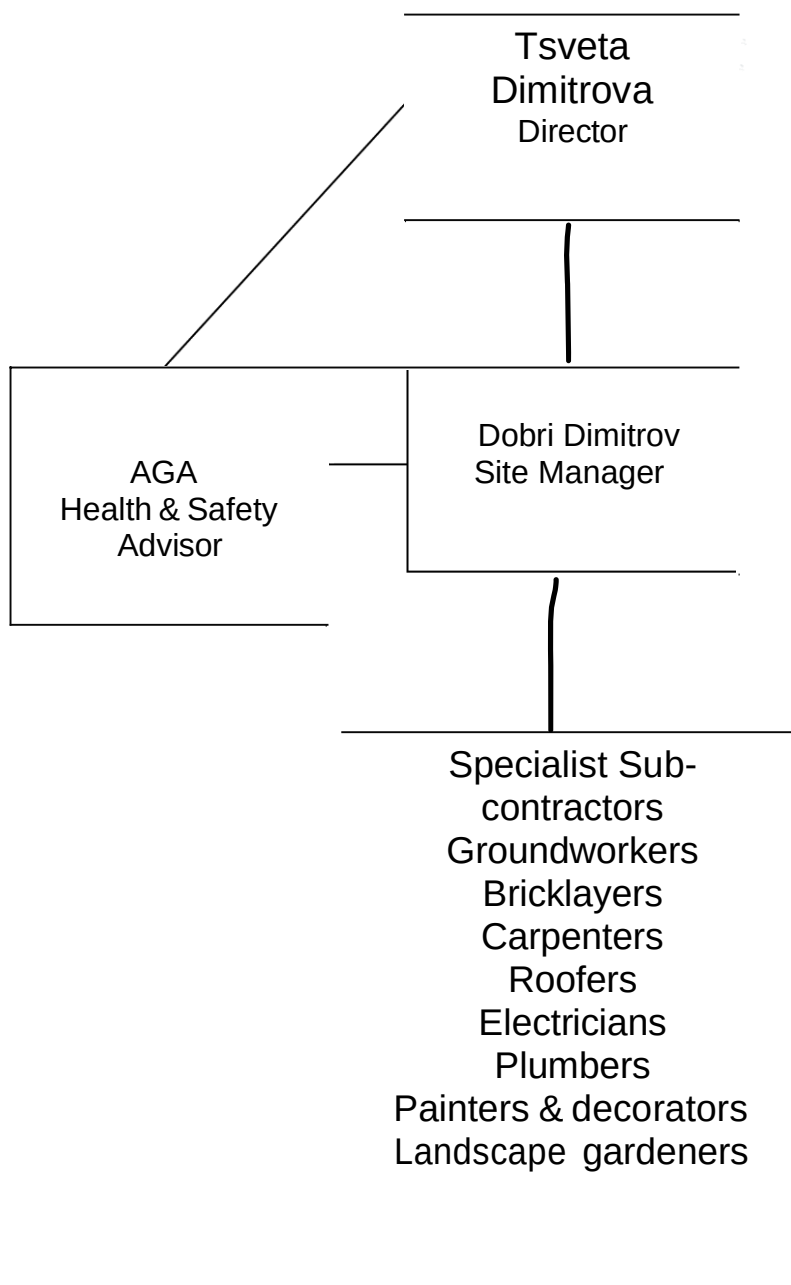
November 2023

1.3 Principal Contractor details

Roles and Responsibilities

Identify all individuals named in the management structure who have responsibility with regard to health and safety.

The following managers have health & safety responsibilities for this project:



1.4 Sub-contractors

It is anticipated that the following contractors will be used on this project:		
Name	Contact Details	Trade

These contractors have been selected on the basis of competency, resource, ability to meet the project programme, quality, workmanship and price.

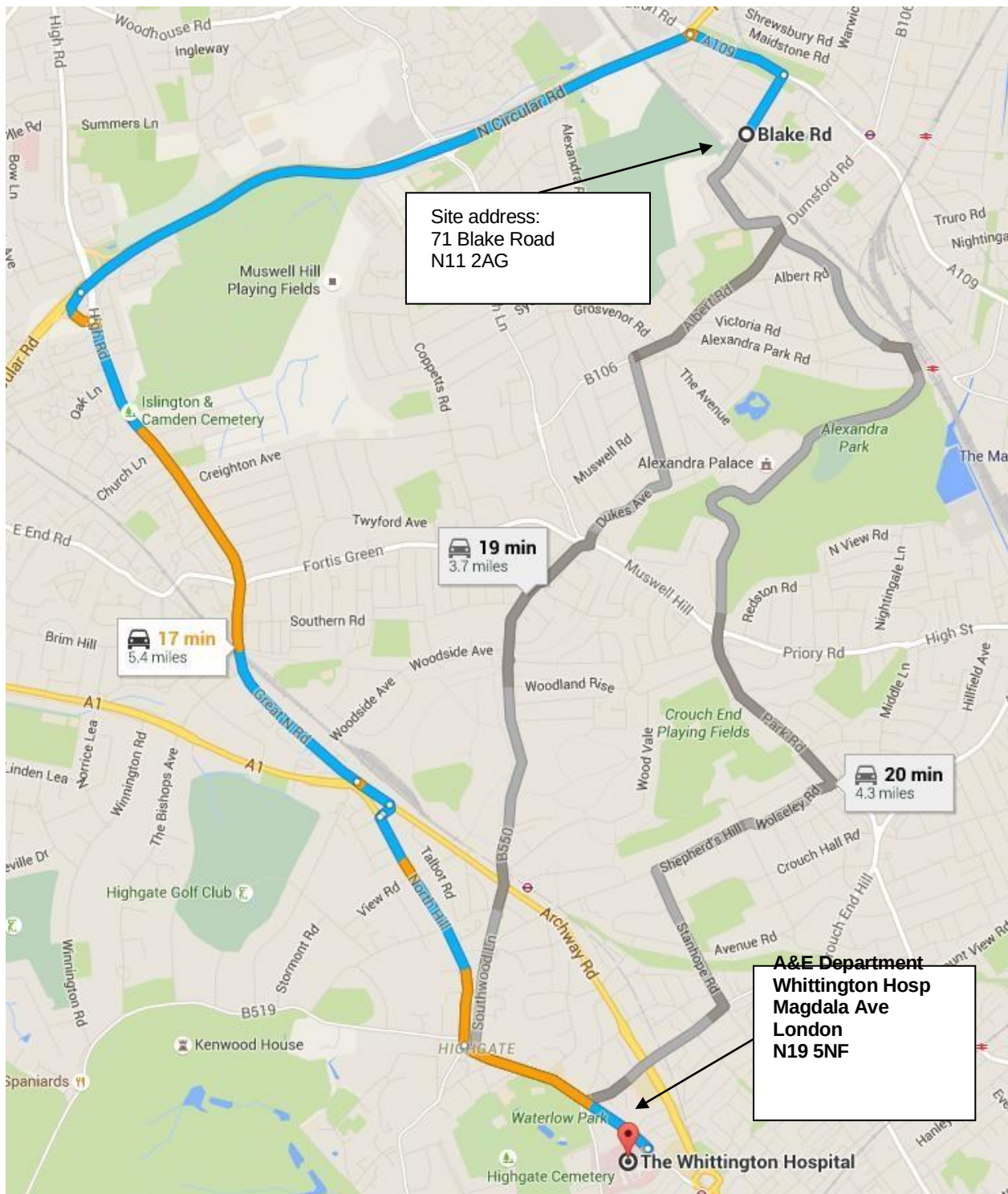
Competency will be checked by assessing the following:

- References
- Experience
- Trade cards e.g. CSCS, CPCS
- Accident history
- Enforcement notice history
- Method statements and risk assessments
- Company health and safety policy (if applicable)

All checks will be made prior to allowing the contractor to commence work.

1.5 The Management of health & safety on site

The management of health and safety on this project is vital to its successful completion. All operatives are encouraged to discuss any health and safety matters with the Site Manager, or direct with senior management if preferable. Such comments will be recorded and a decision taken on the next action.



1. Construction management site issues and site logistics plan

2. The site will be accessed directly off Blake Road.
 - a. Banksmen will be used to direct construction vehicles on and off site to minimise the possibility of any interaction with residents and moving traffic.
 - b. The reversing of vehicles shall be avoided or controlled by banksmen.
Strictly no reversing without a banksman. Drivers must report to the site manager before unloading to have their RAMS checked.
3. The site hoarding will have all contact details of site staff include site / project manager and contact telephone number. The site will be secured to prevent unauthorised access. The contractor shall assess the risks arising from the close proximity of adjacent dwellings, and the potential for unauthorised entry, particularly by children, and provide additional security measures as necessary. The site must be left safe at the end of each working day. Isolate and immobilise plant, remove ladders, store/stack materials safely etc. Consideration will be given to use of floodlighting and / or security personnel outside of working hours.
4. No deliveries will be allowed between the hours of 8.30am to 9.30am and 2.45pm and 3.45pm due to the school drop off/pick up traffic. Due to the nature of the site deliveries will only be accepted at agreed times and dates. All deliveries will be booked in with the site manager at least 24 hours prior to arrival, site access will generally be from 8am to 4.30pm. Deliveries will be controlled using smaller vehicles where possible to minimize disruption to existing local residents. Pedestrian access to the Site Office will be from Blake Road. The Site Office will be located at the front and access will be controlled so as to ensure visitors must visit the office before gaining access to the site.
5. A wheel wash facility will be available on site for all vehicles who will be accessing the site, we envisage these to be very few due to the tight constraints on the site, the wheel washing facility will take the form of a high pressure hose with lance and so will be manually operated, this will sit inside the site boundary and therefore preventing the spread of muck onto the road. Vehicles not entering the site won't have muddy wheels so there will be no need to have a jet wash in use. The jet wash will be used to water down stockpiles to prevent dust from leaving the site.

6. Any activities which generate dust will have dust suppression equipment fitted to it, for example cutting brick or stone dust - suppression equipment in the form of a hose attachment will be fitted to Sthil Saws.
7. All plant and equipment that will be used will comply with the Noise at Work Regulations 2005. Operations shall be subject to noise assessment if required and control measures implemented. All Trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.
8. Traffic System/Parking.
Local speed limits apply throughout the area.

No parking will be permitted on site except for unloading, deliveries, etc. All contractors will be advised to use public transport during these times due to restricted parking availability at the site. This will be made easier as Bounds Green tube station is about 7 min walk and there are bus stops along Bounds Green Road and Dunsford Road.

Care must be taken not to obstruct neighbouring occupants, roads and footpaths.

9. There will be no burning of waste materials on site.
10. The contact for community liaison will be the site manager Dobri Dimitrov. A log book will be held on site to lodge any complaints that are made.
11. Loading/unloading of the materials will be on the site as indicated or on the highway adjacent to the site. The cross over is approx. 7m wide. The area is free parking zone with no restrictions. The site will not require any parking bay suspension as it is expected that lorries will park in the crossover on the road or on the site for unloading.
12. Storage-materials will be stored using mechanical means wherever possible, to avoid manual handling. Materials will be stacked on stable or concreted ground at a suitable height to maintain stability. Hazardous materials will be stored in lockable storeroom under the supervision of a storeman, or in lockable metal containers. Work equipment will be kept in the stores under supervision of a storeman. Wheeled plant will be stored in a designated location with the keys kept by an authorized person.

Waste recycling

An important part of the site management process involves site cleansing, rubbish removal and recycling. We intend to reduce and manage waste by:-

- We will ensure that all material removed from site will be taken to waste recycling stations (when practical) and separated/sorted for waste recycling where possible.

- Ensure good housekeeping measures are implemented e.g. proper storage of materials to minimise wastage and spillage. Identifying recycling material and here possible find secondary or alternative uses.
- Re use of existing topsoil and clean spoil excavated for the new building or the re-landscaping of the garden.
- The use of raw materials as per manufacturer's instructions.
- Segregate waste types to facilitate recycling activities.
- Working with suppliers / subcontractors to minimise surplus material delivered to site.
- Working with suppliers to ensure only the necessary minimum of packaging is used.
- Ensuring that all Duty of Care and other legal requirements are complied with during the disposal of wastes
- Consulting with suppliers to determine correct / appropriate disposal routes for waste products and containers.
- Assessing the project design to identify ways in which waste generation through raw material wastage and from temporary and permanent works activities can be avoided and minimized.

Arrangements for site security/boundary hoarding

DTM Interiors Ltd will instigate reasonable measures to ensure the exclusion of unauthorised people and the public from the site in accordance with the requirement of CDM Regulations 2007 and the guidance within HS publications HS(G) 151-Protecting the public – your next move.

Any existing secure site boundaries will be maintained for as long as possible. Wire mesh “Heras” fence will be provided where no boundary fence exist or is inadequate. Heras fencing will be used to secure the site along the border with Tunnel Gardens. Ply hoarding with site gate will be installed at the boundary facing Blake Road. Any existing hoarding will be repaired to provide a secure boundary.

Adequate signs warning of the danger of construction site will be posted at regular intervals on the hoarding and walls. The hoarding will be lit where necessary to provide for public safety, although existing street lighting will be adequate in some locations.

2. Project Management

2.1 Training & induction

Training

All operatives directly employed will be trained and competent to carry out any given task.

Training records of specific personnel on this project are appended to this report.

As a minimum the personnel to include are:

- Site Manager — Dobri Dimitrov
- First Aider — Dobri Dimitrov
- Plant Operators
- Scaffold Erectors

Where a specific training need is required due to the specific type of project then this will be undertaken prior to commencement of works.

Refresher training on specific topics will be undertaken by introducing toolbox talks.

Induction

The Site Manager is responsible for inducting all personnel operating on the site. The induction will cover, but is not be limited to, the following topics:

- Access and egress
- All visitors must sign in and out
- Key staff and site layout
- Welfare provision
- First aid provision and name of first aider
- Emergency procedures in an event of an accident
- Accident reporting
- Environmental issues
- Issue, use and storage of personal protective equipment
- Significant hazards
- Risk assessment and method statements
- Site safety rules
- Consultation procedures
- Safety of residents (occupied dwellings)
- Disciplinary procedures

The Hours of Work are:

8.00am to 6.00pm Mon to Fri
9.00am to 1.00pm Sat (by prior agreement)

Induction will be recorded on the following register.

Site Safety Induction Training Record

Site Name:	Neighbouring 71 Blake Road, London, N11 2AG
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Trainee details		Date	Issue site rules & helmet sticker	Training conducted by	Signature of trainee	Type of induction training
Name	Company					

[illegible]

2.2 Site rules

The following site rules will be implemented on this site. They supplement the standard rules contained within the health and safety policy, procedures and generic working practices. These rules can ONLY be deviated from with prior written authority having been received from the Site Manager.

Failure to comply may lead to disciplinary action being taken.

- 1 All persons report to the Site Manager on arrival at site to sign in and receive induction training.
- 2 Head protection must be worn at all times when on site, except when in site accommodation or as directed by the Site Manager.
- 3 High visibility clothing must be worn at all times when on site, except when in site accommodation or as directed by the Site Manager.
- 4 All personnel working on or having access to the site will wear safety footwear.
- 5 Personal Protective Equipment shall be worn as required for all specific activity or as identified through Risk Assessments and Method Statements.
- 6 Defecating and urinating in the building under construction or anywhere on site other than in the toilets provided is strictly forbidden.
- 7 Damaging or misusing any plant or equipment will not be tolerated.
- 8 Speed limit for Brownlow Road is 20 mph.
- 9 Work areas are to be kept clean and tidy and debris placed in the skips provided.
- 10 All ladders must be secured when in use.
- 11 No person may alter scaffolding unless competent and authorised by the Principal Contractor to do so.
- 12 All persons on site have a duty to report any accident, or dangerous occurrence, to the Site Manager.
- 13 Only 110V electrically powered tools will be used on site. RCD's will also be used where appropriate.
- 14 Parking of vehicles will not be allowed on site
- 15 The canteen and toilets must be kept clean at all times.
- 16 Smoking is only allowed in the designated area/s.

- 17 All persons on site are required to co-operate with the site management on all matters concerning health and safety.
- 18 No person will be allowed to work alone on site.
- 19 Operators of plant and equipment must provide evidence of training and competence in the safe use of such plant and equipment and be authorised by site management.
- 20 No persons under the age of 18 will be authorised to work on site without prior written agreement and risk assessments being undertaken by the Site Manager.

2.3 Welfare

The following provisions are made:

Toilets located:

On site, temporary facilities will be provided

Canteen and mess facilities located:

On site, temporary facilities will be provided which will include hot and cold running water

Welfare facilities will include the following:

- Adequate toilets - Regularly cleaned
- Washing facilities - For the hand and forearm to include a clean supply of hot and cold or warm water (water will be running where reasonably practicable).
- Soap and towels
- Supply of drinking water
- Area for changing clothes and drying wet site clothing
- Rest facilities to include backed benches/chairs, heating, means of boiling water and heating food.

2.4 First aid

Appropriate arrangements will be made for First Aid in accordance with the Health and Safety (First Aid) Regulations 1981.

This project will have the following provision:

First Aider is: Dobri Dimitrov
or Appointed Person is:
The first aid box is located: In the office facility

The Site Manager will ensure the first aid box is provided and kept adequately stocked.

Current HSE guidance suggests that most construction activity is in the higher risk category. An extract from the guidance regarding provision of first aid is as follows :

Fewer than 5 persons on site	At least one appointed person
Over 5 but less than 50 persons	At least one first aider
More than 50 persons	One additional first aider for every 50 employed

The first aid box will contain the following:

- Leaflet — basic advice on first aid at work
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium size individually wrapped sterile un-medicated wound dressings — approximately 12 cm X 12 cm
- Two large sterile individually wrapped un-medicated wound dressings — approximately 18 cm X 18 cm
- One pair of disposable gloves

The following items will be included if deemed necessary by site assessments:

- Scissors
- Adhesive tape
- Individually wrapped moist wipes
- A litre of sterile water or sterile normal saline

2.5 Accident reporting

All accidents, however minor, must be reported to the Site Manager who will record them in the Accident Book held on site.

Any accidents or incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported online to the HSE at www.hse.gov.uk/riddor

Where a RIDDOR accident or incident occurs the area will be marked off and not touched until the occurrence has been investigated.

Details of incidents or accidents reportable under the regulations are:

Fatalities

- The death of someone at work due to an accident or physical violence at work.
- The death of a member of the public due to the work activities or physical violence of someone at work.

Major Injuries

- Only applies to those at work¹
- The injury can result as a result of an accident or physical violence.
- Any fracture², other than to the fingers, thumbs or toes.
- Any amputation³
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (permanent or temporary)
- A chemical or hot metal burn to the eye
- Any penetrating injury to the eye.
- Any injury caused by electric shock or electric burn (including electrical burn from arc welding) leading to unconsciousness or admittance to hospital for more than 24 hours.
- Any other injury:
 - leading to hypothermia or heat induced illness;
 - leading to unconsciousness (for any length of time);
 - Requiring resuscitation, or
 - Requiring admittance to hospital for more than 24 hours.

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

Acute illness that require medical attention where there is reason to believe this resulted from exposure to a biological agent.

Members of the Public

Injuries to person not at work are reportable if the injury:
results from an accident arising out of or in connection to work activities; and
results in them being taken from the premises where the accident happened to a hospital by whatever means for treatment.

¹ This does not apply to members of the public.

² Fracture includes break, crack or chip

³ Amputation implies the loss of bone.

Injuries to members of the public must be reported in the same way as fatalities and major injuries.

Over 7-Day

Only applies to those at work.⁴

Any accident or act of physical violence which leads the injured party to be:

- absent from work for the seven days after the day of the incident; or
- unable to carry out the full range of their *normal* work activities for the seven days following the incident.

The seven days include days that the injured party would not normally work i.e. weekends, bank holidays, annual leave etc.

Dangerous Occurrences

The following list describes a detailed set of circumstances⁵ that are reportable as Dangerous Occurrences. Any incident that does not meet one of these criteria and does not result in a reportable injury would be classed as a "Near Miss".

Where there a Dangerous Occurrence results in a reportable injury then only the injury is reportable.

Lifting Equipment:

The collapse of, the overturning of, or the failure of any load bearing part of any:

- lift or hoist;
- crane or derrick;
- mobile powered access platform;
- excavator
- pile-driving rig where the overall height , when operating, exceeds 7 metres;
- fork lift truck.

Overhead Power Lines

Any unintentional incident in which plant or equipment either:

- comes in to contact with un-insulated power lines exceeding 200 volts; or
- causes an electrical discharge from such a line due to proximity.

⁴ This does not apply to members of the public.

This list has been edited for relevance on a building site. Where there is doubt about whether a Dangerous Occurrence has occurred further information should be sought.

Collapse of scaffolding

The complete or partial collapse of:

- any scaffold which is
 - a more than 5m in height which results in a substantial part of the scaffold falling or overturning; or
 - a erected over or adjacent to water in circumstance where there would be a risk of drowning to a person falling from the scaffold.
- the suspension arrangements (including any outrigger) of any slung or suspended scaffold which causes a working platform or cradle to fall.

Collapse of building structure

Any unintended collapse or partial collapse of:

- any building under construction, refurbishment, demolition etc which involves a fall of more than 5 tonnes of material;
- any floor or wall of any building used as a workplace; or
- any falsework.

Explosion or fire

An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or the suspension of normal work for more than 24 hours.

Escape of flammable substances

The sudden and uncontrolled release:

Inside a building:

- of 100kg or more of a flammable liquid;
- of 10kg or more of a flammable liquid above its normal boiling point;
- of 10kg or more of a flammable gas

In the open air of 500kg or more of any of the above substances.

Escape of substances

The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

2.6 Emergency procedures

In the event of an emergency, all operatives are requested to summon emergency services if they deem it necessary. The operative should dial 999 and note the following:

- Location of site
- Brief details of accident/incident
- Approx. number of persons injured (if applicable)

The nearest accident and emergency department is located at:

Whittington
Hospital
Magdala Ave
London
N19 5NF

Telephone 020 7272 3070

The hospital is located 3.7 miles north west of the site

2.7 Fire

Fire Escape Procedure

1. Fire signage will be displayed as appropriate.
2. Fire extinguishers will be positioned around the site.
3. A full fire notice of evacuation procedure and marked up fire plan will be displayed in the site canteen and on the site complete with emergency contact numbers.
4. All fire procedures will also be part of all site personal inductions.
5. All areas of escape routes will be kept clear of any debris/storage at all times.
6. Site personal muster points will be identified to all visitors and site personal clearly marked fire escape plan.
7. A daily site attendance log will be kept for all persons entering site to sign in at arrival and out at departure.
8. Temporary lighting will be maintained where necessary.
9. Temporary background lighting requirements throughout contract will be stand lights complete with emergency lighting requirement.
10. Fire muster points will be identified on fire plan.
11. A no smoking policy will be enforced on site.
12. Fire marshals will be appointed when the contract has started.

All persons must assemble at the muster point which is located:

Outside along from the site on

Blake Road

2.8 Monitoring & maintenance

The monitoring of this site will be by the Site Manager on an informal daily basis. Where issues arise, then they will be corrected immediately.

Where such issues involve sub contractors then the company will write to the site contractor advising of the problem with an instruction to ensure it does not recur.

Inspection of the site will include but not be limited to the following:

Access	Can everyone get to the workplace safely and work safely? Is the site tidy and free from trip hazards?
Scaffolds	Have all scaffolds been erected by competent persons? Are all scaffolds covered by a recent inspection? (Within the last 7 days or since the last amendment or significant weather) Are all ladders suitably lashed?
Roof work	Are operatives working safely at height? Are suitable restraints in place e.g. edge protection, safety nets, harnesses, etc? Have they been checked?
Excavations	Is there adequate support for the sides or has the excavation been battered back? Are stop blocks provided to prevent vehicles falling into the excavation? Are materials stacked away from the sides of the excavation? Has the excavation been inspected during the last 7 days or since extreme weather?
Traffic Management	Are pedestrians and vehicles physically separated? Is reversing avoided? Is all plant operated by competent persons? Are vehicles and plant maintained? Have all items of plant got all round vision?
Tools	Are they maintained? Are moving parts guarded? Are they being used for the right job and by competent persons?
Hazards	Have all hazards been identified? Are risk assessments and method statements in place? Are all operatives working to company procedure and/or method statements?
PPE	Have all operatives been issued with correct protective equipment? Are all operatives using their PPE correctly?
Welfare	Are the correct welfare facilities in place? Have they been well maintained?
Vibration	All activities likely to produce vibration shall be risk assessed with emphasis on following the hierarchy of control measures. i.e. avoid, eliminate, control by engineering methods / processes and finally as a last option where none of the above are reasonably practicable use management tools such as minimised exposure times, rotation of task etc.

Selection and usage of tested power tools to reduce vibration to

the operative. All vibrating tools to have established “trigger time” values identified and operative personal weekly exposure logs recorded and retained.

Operatives to be trained in the health effects of vibration.

Noise

Noisy works are to be carried out only between the hours of 8am — 5pm Mon-Fri and 8am — 1pm Saturday.

All activities likely to produce noise shall be risk assessed with emphasis on following the hierarchy of control measures. i.e. avoid, eliminate, control by engineering methods / processes and finally as a last option where none of the above are reasonably practicable use minimise methods to reduce potential exposure levels.

Pre cutting off site of metal lengths and channels.

Using alternative fixing methods, toggle clips to hollow rib as opposed to shot fire fixing.

Carry out sound monitoring to ascertain noise limits and provide PPE and signage to warn of potential sound limits.

Supply and install cutting stations away from busy parts of site / carry out noisy activities at times which will have minimal impact on third parties and other contractors.

Ensure that all ear defenders, are inspected prior to each use, and re tested to suit manufacturer's requirements and re applicable to the operation in hand.

Ensure Hearing Protection Zones are demarcated with barriers, pictorial signage and readily available hearing protection points.

All operatives exposed to noise levels above and beyond 80dBA to receive training on noise.

Local business and neighbours to be briefed regularly on site activities in order to maintain good relationships throughout the project.

Statutory inspections of work platforms e.g. scaffolds and supported excavations will be undertaken by a competent person and will be recorded in the register which can be found in Section 4 of this document

Temporary Works

The site manager will be appointed as the temporary works co-ordinator. The role of the temporary works co-ordinator will include but not limited to the following:

- Completion and maintenance of a temporary works register
- Co-ordinating the production of temporary works designs by various independent designers (including a design risk assessment and a designer's method statement where appropriate)
- Independent checking of the temporary works design
- Ensuring design/design check certificates are issued, if appropriate
- Pre-erection inspection of the temporary works materials and components

Record of Inspections Carried out in accordance with the Provisions of the Work at Height Regulations 2005		Site Address Neighbouring			Report Completed by Name Position	
		71 Blake Road, London				
Location & Description of Work Place	Date / Time	Can work be done safely (Y/N)	If NO, who was advised	Matters which give rise to any health & safety risks	Details what actions were taken	What further action is required to ensure continued safety

3. Risks and controls

3.1 Risk assessments and method statements

ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

On all contracts DTM Interiors Ltd aim to achieve zero accidents and incidents with a commitment to provide the correct control of health and safety risks that arise from our work activities, both in respect of those persons directly involved with the contract works, and for all others that might be affected by the works being undertaken. DTM Interiors Ltd will ensure that the correct resources are available and provided to enable us to develop, continually review and utilise suitable safety management which includes application of the following key principles :-

1. The anticipation, assessment and management of risks.
2. Ensuring that a safe workplace is maintained at all times with safe systems, equipment and methods of work.
3. Being constantly aware of health and safety issues related to all work activities, and providing clear information and instruction, particularly in respect of materials and substances, for the end user.
4. Providing persons with the information, instructions, training and supervision that are required to enable them to work competently and safely.
5. Making all persons aware of their responsibilities as individuals to act responsibly, have due regard for their own health and safety, and to consider the health and safety of other people. This includes fully co-operating with Site Management in all matters of health and safety.
6. Encouraging full and effective consideration and consultation with all staff and personnel on safety matters.

Risk assessments will be obtained for all work elements prior to them commencing on site.

A register will be kept of sub-contractors and checked regularly to ensure risk assessments are obtained and are appropriate to enable those works to commence on site. As a result of completing the risk assessments, should it prove necessary safety method statements will be provided to Abbeytown for approval prior to the commencement of the works on site.

Various COSHH assessments are included within the Health and Safety manual which is kept on site by the Site Agent and additional assessments will be obtained as appropriate.

The following risks have been identified and will require the Contractors specific proposals for managing them.

- 1 Work in handling, transporting and locating in position components and materials
- 2 Noise, dust, vibration risks associated with work equipment and tools.
- 3 Working in confined spaces.
- 4 Scaffolding
- 5 Sharp edges and trapping hazards whilst moving materials/equipment.
- 6 Safe access and working practices to any work at high level.
- 7 Demolition
- 8 Safe storage of all plant, equipment and materials.
- 9 Steel erection.
- 10 Work in handling, storing and assembling glass and glazing materials generally.
- 11 Manual handling. Where possible heavy loads are to be lifted by suitable mechanical means. Appropriate lifting equipment and suitably qualified operators are to be used in respect to lifting operations.
- 12 Risks from hazardous substances, e.g. refrigerants within cooling systems, chemicals used in water treatment of heating systems.
- 13 Grinding, cutting, welding or other hot work.
- 14 Laying materials at high temperatures.
- 15 Minimising the need for operatives and staff to operate in confined spaces.
- 16 Work in handling and transporting heavy materials/components.
- 17 Slips, trips and falls. Including falls from vehicles during loading/unloading.
- 18 Awareness, safe handling and disposal of construction debris, materials present on site.
- 19 Existing M&E services.

Additional Risk Assessments/Method Statements will be provided as an on-going exercise prior to construction activities taking place on site.

Continuing liaison

It is acknowledged that regular liaison will be required with the client, site manager and contract administrator on all site operations, It is also acknowledged that site induction procedures will be made aware to all parties and appropriate out-of-hours emergency telephone numbers provided.

Any hazardous materials identified during the contract works will be subject to risk assessments and will be stored and prepared in accordance with associated regulations/manufacture guidelines taking note of the designer requirements prior to works commencing on site.

Risk assessments and method statements will be provided for all construction activities to ensure preventative and protective measures are considered and implemented.

Risk Assessment No:

Work area/operation	Carried out by	Date	Review date
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Hazard	Persons affected	Existing controls	Risk (H/M/L)	Further action required and timescale	Residual Risk (H/M/L)	Date further action completed

Risk Assessment No: Continued

Hazard	Persons affected	Existing controls	Risk (^H ^M ^L)	Further action required and timescale	Residual Risk (^H / ^M / ^L)	Date further action completed

Hazard Checklist for Risk Assessment No:

Work Area:

Assessment carried out by:

Work Operation:

Date:

Hazard	Tick (if present)	Comments
Part A: Premises		
1 Access and egress		
2 External areas		
3 Internal areas		
4 Slips and trips / Fall on a level / Drowning		
5 Storage of items / Falling objects		
6 Collapsing structure		
7 Welfare facilities*		
Part B: Working Environment		
1 Work environment (e.g. poor lighting)		
2 Work at height/fall from height		
3 Temperature / weather		
4 Confined spaces		
5 Lone working		
6 Personal Security		
7 Violence / abuse / workplace bullying		
Part C: The Individual		
1 Manual handling *		
2 Standing for prolonged periods and/or awkward / repetitive operation		
3 Stress / low morale		
4 Young persons		
5 Expectant and/or working mothers		
Part D: Physical, Chemical and Biological Hazards		
1 Fire and/or explosion *		
2 Chemicals *		
3 Liquids, solids (e.g. dust), fumes, vapours and gases (e.g. smoke)		
4 Physical hazards (e.g. noise and vibration)		
5 Asbestos, radiation, lead etc		
6 Electricity (fixed / portable)		
7 Micro-organisms (e.g. legionella / zoonoses)		
8 Refuse		
Part E: Work Equipment and Activities		
1 Work equipment - POWER* (e.g. machinery (moving parts), hot work)		
2 Display screen equipment (DSE) *		
3 Pressure systems		
4 Mechanical handling		
5 Vehicles / transport		
6 Personal protective equipment*		
Part F: Additional hazards		

* Specific checklist and/or risk assessment available

Method Statement

For: _____

SITE ADDRESS	
DESCRIPTION OF WORKS	
SUPERVISED BY	
DETAILS OF PERSONNEL REQUIRED	
DETAILS OF TRAINING / EXPERIENCE OF ABOVE PERSONNEL	
MONITORING ARRANGEMENTS	
DETAILS OF PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
DETAILS OF PLANT, MACHINERY AND / OR EQUIPMENT TO BE USED	

Method Statement

SEQUENCE OF OPERATIONS

Method Statement

SPECIFIC HAZARDS

Refer to the following:
Risk Assessments:

COSHH assessments:

Manual handling assessments:

Other assessments:

Work sequences will be planned as follows:

Safe Working Procedures to be followed include:

NAME AND JOB TITLE	
SIGNED	
DATE	

Note:

When completing your Method Statement, consider the information contained within your Risk Assessment. This will have identified the risks you need to control. By working through the Method Statement format in a logical manner and referring to the Risk Assessment, you will be cross-checking that identified risks are adequately controlled in a systematic and planned manner.

Method Statement

Confirmation of Understanding

By signing below you are confirming that you have read and understood the attached method statement and associated assessment(s) of risk as listed in the 'specific hazards' section of this method statement.

Name	Signature	Date

Details of attachments

Type of Assessments:

Risk Assessments	
COSHH Assessments	
Manual Handling assessments	
Other:	

Training certificates:

Name	Description of training certificate and to what it relates

3.2 MATERIALS AND SUBSTANCES

Before any material or substance is used or likely to be on this project, the Principal Contractor will ensure that a material safety data sheet has been obtained either directly or via sub-contractors.

Where such materials reveal a potential to be hazardous to health, an assessment will be made in accordance with the Control of Substances Hazardous to Health Regulations 2002. Where possible, hazardous materials will be substituted for a less hazardous alternative.

All operatives will receive suitable instruction, training and supervision when in direct contact, or working close to, hazardous substances.

COSHH assessments are appended to this plan.

COSHH Assessment No:

Attach manufacturers hazard information sheet

Company				Department			
Substance				Supplier/manufacturer			
Process details							
How is substance applied/used							
Exposure (delete as appropriate)							
Degree		Low / Medium / High					
Duration (hours)		1 / 2 / 3 / over 4					
Quantities		Large / Medium / Small					
Hazard identification (delete as appropriate)							
							
							
Corrosive		Toxic		Harmful		Oxidising	
Explosive		Flammable					
Yes	No	Yes	No	Yes	No	Yes	No
Is there an exposure limit?							
Inhalation							
Ingestion							
Skin contact							
Eye contact							
Other							

Control measures	
Elimination	
Substitution	
Engineering controls	
Personal protective equipment	The following equipment is available to employees:
State any first aid measures	
State any accidental release measures	
State any further precautions or actions required	

If any of the following answers are yes please attach information to this form

Will employees be given specific training?	Yes / No
Will exposure monitoring and/or control measures be required?	Yes / No
Will health surveillance be necessary?	Yes / No
Does the substance need to be disposed of by an authorised waste disposal contractor?	Yes / No
Have storage requirements for the substance been provided?	Yes / No

Use of control measures

PPE provided for employees use should be utilised during all operations involving any possible contact with chemicals.

Maintenance, examination and testing of controls

Monthly visual examination should be made and documented on the integrity and condition of non-disposable PPE.

Local exhaust ventilation (where installed) should be tested every 14 months.

Signature of assessor	Print name
Date	Review date

The assessment should be reviewed on a regular basis and in any case whenever there is any evidence to suspect that it is no longer valid or where there has been a significant change in the work to which the assessment relates.

3.3 PLANT AND MACHINERY

All plant to be used on this project will be selected, inspected, maintained and used in accordance with the Provision and Use of Work Equipment Regulations 1998 and manufacturer's recommendations. Where such plant is used for lifting materials or persons, the equipment will conform to the Lifting Operations and Lifting Equipment Regulations 1998.

All operatives using such equipment will receive appropriate instruction, training and supervision to do so.

All plant will have appropriate safety devices e.g. marking, warnings, guards to moving parts etc.

All plant will have means of all round vision.

Plant will be inspected regularly by a competent person. The frequency of inspection will be determined by the type of plant, the nature of work carried out, the environment in which the plant operates.

Inspections of plant will be recorded on the sheets provided in Section 5 of this document

Record of Inspections Carried Out in Accordance with the Provision And Use of Work Equipment Regulations 1998 and Lifting Operations And Lifting Equipment Regulations 1998

Inspection and Examination Regime

Type of Plant or equipment	On Arrival	Inspection	Thorough Examination		Test
Driven Equipment & Plant under PUWER	Declaration of conformity	Frequency to be determined	6 Monthly	Yearly	To be determined in the thorough examination regime
			Not required		
Equipment under LOLER	Thorough examination certificate	Weekly	Passenger lifting equipment and accessories	All goods lifting equipment	

Definitions

- Lifting equipment includes but is not limited to:**

Tower cranes, mobile cranes, lorry cranes (HIAB), hoists (passenger & goods), tele-lifters, cherry pickers, elevating platforms, scaffold cranes, 360 excavators (when lifting), 180 machines (when lifting), gin wheels. Chains slings, strops, shackles, eyebolts etc. are lifting equipment accessories.

- Work equipment includes:**

Dumpers, ride-on rollers, walk behind rollers, bulldozers, 360 excavators, 180 machines, power floats, track carriers, all powered equipment including power tools and all non-mechanical equipment which could create a risk to health or safety if it became defective e.g. hand tools.

Record of Inspections Carried out in Accordance with the Provision And Use of Work Equipment Regulations 1998 and Lifting Operations And Lifting Equipment Regulations 1998

HSE guidance suggests that all 110v tools should be checked weekly by the user, formally inspected monthly, and have a combined inspection and test before first use and every three months thereafter. 240v equipment should be checked by the user every day, be formally inspected every week, and undergo a combined inspection and test before first use and monthly thereafter.

Types of Inspection & Examination

- **Daily checks, NOT RECORDED**, carried out by the driver, operator or user which includes: visual check, tyres, all fluid levels, handbrake check, smoothness of hydraulics, all safety features, interlocks, warning lights, condition of handtools, etc.
- **Inspections** entered in this register, carried out by the driver, operator or other designated competent person.
- **Thorough examination (yearly for the lifting of goods, 6 monthly is lifting passengers)** carried out by a competent person as per the inspection and examination regime. NB: Dumpers must be brake tested on a gradient when loaded.
- Frequency — indicate number of weeks between inspections.

All faults must be recorded and the 'Safe to Use' section completed 'Yes' or 'No'

Record of Inspections carried out in Accordance with the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lift Equipment Regulations 1998

[illegible]

3.4 SIGNIFICANT HAZARDS

The following significant hazards have been identified in the Pre tender health and safety plan.

Consideration must be given to the following additional hazards:-

- Maintaining Fire Escape routes
- The prevention of fire by not allowing combustible materials to accumulate on site
- The prevention of injury by disc cutting and other power tools
- The prevention of injury from electricity by only using 110v equipment or RCB's
- The avoidance of trailing leads that could cause tripping