

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

25 Sheldon Avenue

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HILL

CONSTRUCTION
(DESIGN AND MANAGEMENT)
REGULATIONS 2015

PRINCIPAL CONTRACTOR

HEALTH & SAFETY PLAN

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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Contract Number:	
Contract Name:	25 Sheldon Avenue
Plan Prepared By:	James Meehan
Date of Initial Issue:	14/06/2023

Master Document Template Review

Health & Safety Managers Completion Only

Serial	Review Date	Comments	Initials
1.	14/06/08	First Issue	PAD
2.			
3.			
4.			
5.			
6.			

Site Plan Reviews

Monthly Site Review Updates

Serial	Review Date	Comments	Initials
1.			
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3.			
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SECTION 1

PROJECT INTRODUCTION

The proposal for 25 Sheldon House is to demolish the existing building, retaining its front façade, and create a new 6-bedroom house with extensive basement accommodation, with a total GIA of approximately 730m². It is located in the Highgate Conservation Area and is not a listed building.

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INTRODUCTION TO CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

This document provides information to enable Hill to meet its obligations as *Principal Contractor* under the Construction (Design and Management) Regulations 2015.

This document further develops the information provided by the Client, CDM Advisor and Principal Designer – the Pre-construction Information Pack.

The principal aims are to control health and safety on the project by the following methods:

1. To record the health and safety arrangements and organisation necessary to ensure, as far as is reasonably practicable, the health and safety of all persons who may be affected by the works and the monitoring procedures to ensure compliance, taking into account the risks involved in the construction works.
2. To coordinate activities of all Contractors to ensure that they comply with the relevant Health & Safety Legislation.

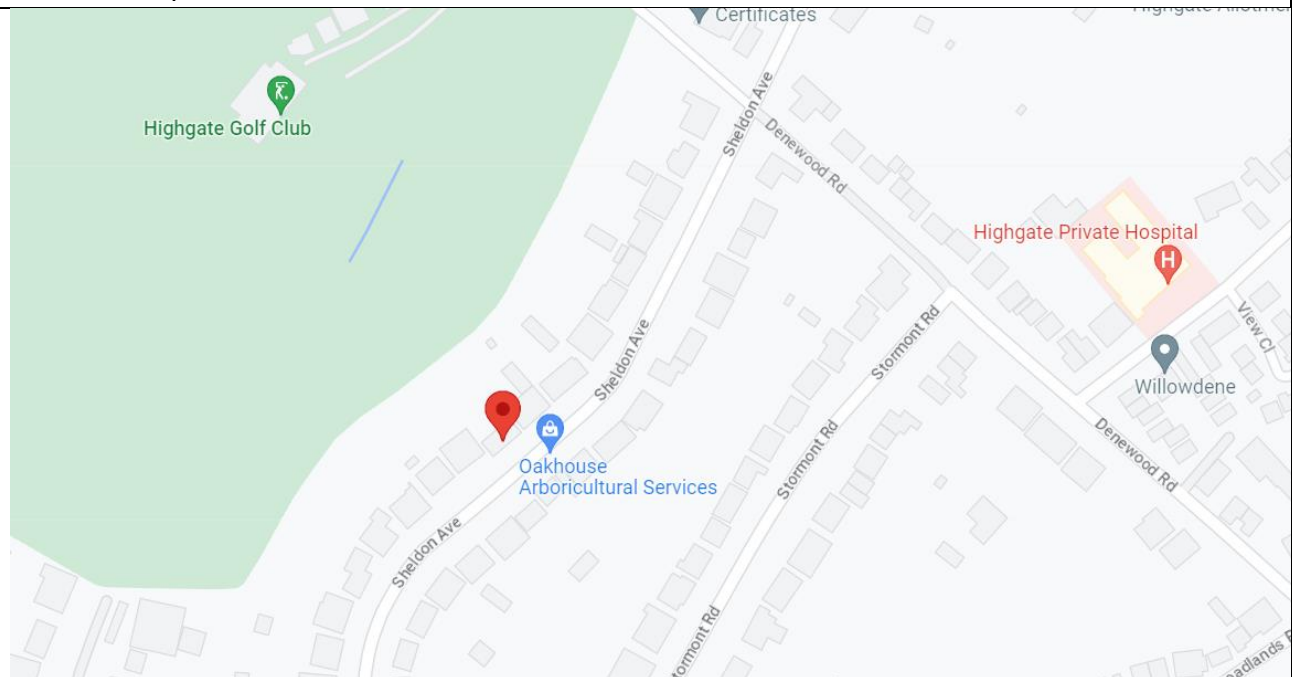
PROJECT INFORMATION

SITE ADDRESS
<u>25 Sheldon Avenue</u> 25 Sheldon Avenue London N6 4JS

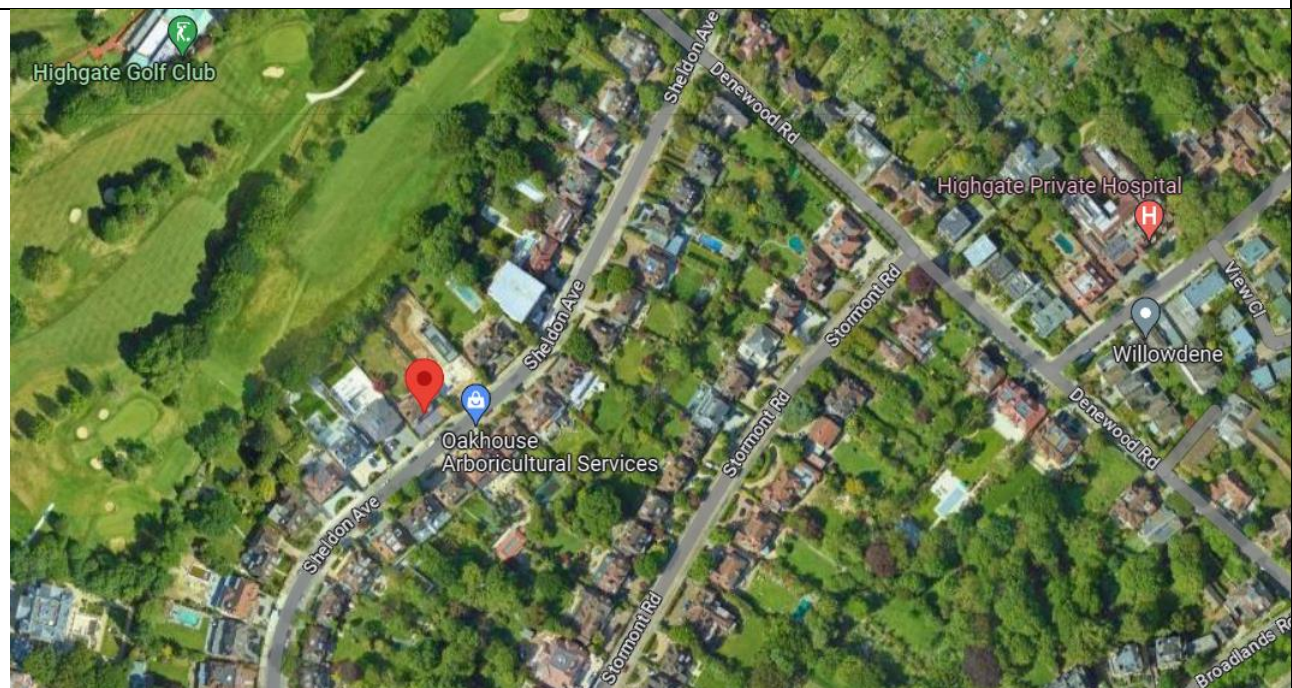
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SITE LOCATION PLAN

Site Close Up:



Local Area Detail:



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BRIEF HISTORY OF THE SITE:

25 Sheldon avenue is a 6 bedroom, detached dwelling, 'Site' at No.25 Sheldon Avenue falls within the designation of the Highgate Conservation Area (Sub-Area 7: Bishops). Accordingly, this report has been prepared by Turley Heritage on behalf of our 'Client' and the 'Applicant' to provide a proportionate understanding and appreciation of the significance of this identified designated heritage asset, and any contribution of the existing property to that heritage significance. This report also then describes the likely impacts of the 'Proposed Development' for this Site within the London Borough of Haringey (LBH) local planning authority area.

DESCRIPTION OF THE PROPOSED WORKS:

The proposal for 25 Sheldon House is to demolish the existing building, and create a new 6-bedroom house with extensive basement accommodation, with a total GIA of approximately 730m². It is located in the Highgate Conservation Area and is not a listed building.

Construction of a part single, part two storey rear extension with rear terrace; works to the existing building including to the front elevation fenestration including front dormer window, remodelled roof to create accommodation and rear dormers, new internal layout, and new basement level and associated landscaping works



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HAZARDOUS STRUCTURES AND MATERIALS REPORTS

Report: Asbestos Demolition and Refurbishment (old Type 3) Survey

Key points:
No risk

Report:

Key points:

LAND, SOILS AND ENGINEERING REPORTS

Report: Site investigation

Key points:
Site investigation to take place post demolition

Report:

Key points:

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SCHEDULE OF SERVICE DRAWINGS			
Service	Name of Utility Company	Existing layout available	Proposed layout available
Water	Thames Water	✓	×
Gas	Cadent Gas	✓	×
Electricity	UKPN	✓	×
BT	BT	✓	×
Cable Network	Hyperoptic	✓	×
Electricity Grid	EDF	×	×
Pipeline (miscellaneous)	N/A	×	×
Others			

EXISTING SERVICES - SIGNIFICANT POINTS			
Service:	GAS	Drawing No:	
Key points:			
Service:	ELECTRIC	Drawing No:	
Key points:			
Service:	BT	Drawing No:	
Key points:			
Service:	WATER	Drawing No:	
Key points:			
Service:	CABLE	Drawing No:	
Key points:			
Service:	Other	Drawing No:	
Key points:			

SITE LAYOUT - SIGNIFICANT POINTS	
Access/Egress:	Off Sheldon Avenue
Key points: CPZ car parking spaces to be suspended to allow for east access and any deliveries to wait without blocking the main road.	
Compound:	<u>On site parallel to Sheldon Avenue</u>
Key points: The compound shall be located parallel to Sheldon Avenue, with two storage containers double stacked.	
Materials Storage:	As above
Key points: All materials shall be feed from the compound area using a telehandler moving store via the designated routes to the build plots	
Build Sequence:	Item 5.4 Plot 7
Key points: To cast the insitu RC slab floor a concrete pump it will be located off the main road and on site. On street off load of concrete planks , footpath will be closed during this short period, planks will be off loaded on to site, a letter drop shall be carried out one week prior to highlight the change of route to the residents.	
Other:	
Key points:	

SECTION 2

MANAGEMENT AND ORGANISATION

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MANAGEMENT OF HEALTH & SAFETY ON SITE

Whilst the Organisation Chart shown in this section of the Health & Safety Plan details the 'chain' of command, it is important to clarify the individual roles in relation to health and safety on site.

1. The **Production/Contracts Manager** will have overall responsibility for:
 - a) Ensuring that the procedures laid down in the Health & Safety Plan will be fully implemented. They will also be responsible for the updating of the Plan, as and when required, accommodating items such as Method Statements, Risk Assessments and Sub-contractors Safety Policies as these become available.
 - b) To ensure that sub-contractors have been given sufficient information to enable them to fully plan and implement their works with regard to the safety of their operatives and others who may be affected by their actions – this should include results of any surveys such as ground contamination, asbestos samples, traffic restrictions, public access, etc.
 - c) It will also be the responsibility of the Contracts Manager to ensure that the relevant information such as Method Statements, Risk Assessments, and Health & Safety Policies are obtained from Contractors and passed to the Site Manager for inclusion in the Health & Safety Plan.
2. The **Project/Site Manager** will be responsible for the day to day implementation of the Health & Safety Plan as follows:
 - a) Statutory Requirements - recording of inspections; scaffolding, excavations, lifting appliances, etc., in the Site Safety Register.
 - b) Induction of all new starters using the Standard Site Induction Form.
 - c) Tool Box Talks.
 - d) Ensuring that operatives have the necessary skills to enable them to adequately perform the given task or job, e.g. abrasive wheels, cartridge tools, dumpers, forklifts, MEWP's, etc. (This will be achieved by having sight of a relevant training card, CPC or similar approved, for the appropriate item of plant being used and entering details of it in the Site Safety Register.)
 - e) Ensuring the sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives and that any operation carried out by them which may affect others will be fully communicated to the affected persons?
 - f) To ensure, in conjunction with the Contracts Manager, that safety meetings are held on site at regular intervals, at which all aspects of safety are discussed with an upwards as well as downwards exchange of information to/from all contractors on site.
3. The **Safety Advisors** will audit the Health & Safety Plan during their visits to site.
4. It is the duty of all **Supervisory staff** to ensure that at all times works are carried out safely and that the relevant regulations are being fully complied with.

Disciplinary warnings will be issued for minor breaches of safe working practices.

Serious breaches will result in removal from site of the offending person/persons or company.

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5. The **Safety Team** will provide guidance and advise staff to help the implementation of the Health & Safety Plan and safety in general on site.
6. In the early stages of construction, a meeting/meetings will be held with the CDM Advisor to discuss what information will be required for inclusion in the Health & Safety File and how and when this information will be supplied.

MANAGEMENT OF HEALTH & SAFETY IN THE CONSTRUCTION PHASE

1. The management of health and safety during the Construction phase will be carried out by the implementation of:
 - a) Company Safety Policy
 - b) Risk Assessments
 - c) Method Statements for high-risk activities
 - d) Site Safety Inspection of the work in progress to ensure compliance with items (a) –(c) above
 - e) It is the responsibility of the Construction Management team to monitor and develop the Health and Safety Plan to ensure the following:
 - f) A common approach is developed for managing Health & Safety at Work.
 - g) Assessments are prepared by contractors as required by the Management of Health and Safety at Work regulations.
 - h) The provision and use of designated welfare arrangements.
 - i) The implementation of the Health and Safety Plan.
 - j) Modifying and updating the Health and Safety Plan as and when necessary.
 - k) The issue of, where appropriate, rules for a safe working environment.

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CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2018

In so much as the Construction (Design and Management) Regulations 2018 places duties on the Principal Contractor to develop the Health & Safety Plan, we also need to conform to various other safety legislation, such as the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, which require the establishment of company policies, procedures, etc.

To this end the Health & Safety Plan needs to be read in conjunction with the following:

1. SAFETY POLICY AND MANUAL

A copy of this document can be accessed on every site and consists of three parts:

- i) Company Safety Policy
- ii) Organisation and arrangements for carrying out this policy
- iii) Procedures

2. SITE SAFETY REGISTER

In order to comply with our obligations regarding the recording of inspections and statutory requirements, we have devised a Site Safety Register, which incorporates all the necessary statutory requirements such as scaffolding, excavations, lifting appliances, etc., together with our own company requirements, such as checks on fire extinguishers, issue of PPE, record of certificates for plant and equipment, records for induction.

We would emphasise that whilst these documents are physically separate from the Health & Safety Plan, they are an integral part and should be construed and used as such.

3. HEALTH & SAFETY PRINCIPLES AND OBJECTIVES

It is the policy of Hill that, so far as is reasonably practicable, the health, safety and welfare of employees, sub-contract personnel, site visitors and the general public will not be endangered by the activities of the Company.

Management, supervisory staff and all other Company employees who authorise work will be responsible for ensuring that suitable and sufficient health, safety and welfare facilities are made available and working conditions that are, so far as is reasonably practicable, without risks to health, safety and welfare are provided.

All statutory duties and provisions will be complied with and it is a duty of all Company employees to constantly assess methods of work and working places to ensure such compliance.

All employees and sub-contractors are required to adopt systems of work and to maintain places of work that are, so far as is reasonably practicable, without risks to themselves or to any other person.

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4. STANDARD SETTING

We at Hill will only accept the very highest standards especially when it comes to health and safety.

We believe that our own company procedures exceed health and safety legislation and we insist that our contractors and sub-contractors rise to our standards.

We have an internal audit system to ensure the highest standards are maintained and details are contained in section 10.

The following standards are identified as minimum standards, which we expect all sub-contractors to work to and comply with:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operations – Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Construction Design and Management Regulations 2015
- The Work at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- JCOP for Fire Prevention on Construction sites - Jan 06 edition and all subsequent
- Any current legislation not identified above
- Hill Health and Safety Policy
- Clients Safety Rules as identified in Pre-Tender Information Pack

As stated, the above are minimum standards and we further expect all work carried out on this project to be undertaken in accordance with all relevant Approved Codes of Practice, Codes of Practice and guidance notes. Sub-contractors must ensure that when preparing safe systems of work and proposed methods of work that these systems and methods take into account all such standards.

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Main Duty Holders For The Contract

Client

Name Greg Hill
Address The Power House,
Gunpowder Mill,
Powdermill Lane,
Waltham Abbey,
Essex
Postcode EN9 1BN
Phone 020 8527 1400
Fax 020 8501 8770
Contact

Principal Contractor

Name Hill Partnerships Ltd
Address The Power House,
Gunpowder Mill,
Powdermill Lane,
Waltham Abbey,
Essex
Postcode EN9 1BN
Phone 020 8527 1400
Fax 020 8501 8770
Contact

CDM Coordinator

Name
Address
Postcode
Phone
Fax
Contact

Fire Consultant

Name Affinity Fire
Address
Postcode
Phone 0203384 0050
Fax
Contact

Architect

Name Cowper Griffith Architects
Address 15 High Street
Whittlesford
Cambridge
Postcode CB22 4LT
Phone 01223 835 998
Fax
Contact

Engineers

Name Meinhardt
Address 10 Aldersgate Street
London
Postcode EC1A 4HJ
Phone 0207 831 7969
Fax

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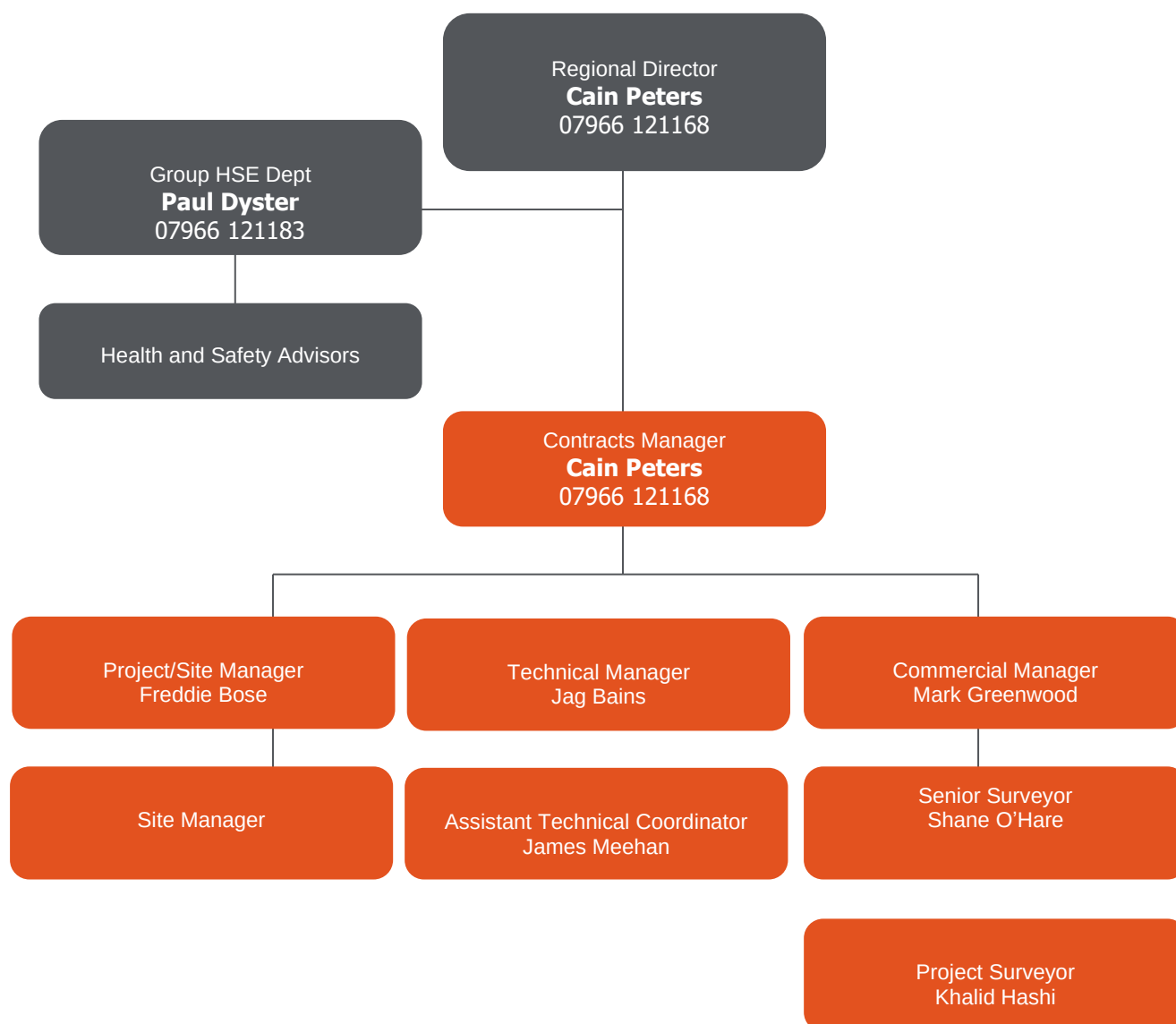
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SITE ORGANISATIONAL CHART FOR HEALTH & SAFETY



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SECTION 3

COMMUNICATION, CO-OPERATION AND CONSULTATION

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COMMUNICATION AND CO-OPERATION

Sound communications are seen as an essential element of every project undertaken by Hill. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible. Health and safety forms an important item on the agendas of the monthly meetings that take place which involve the management team, the Client's representatives and the contractors. Contract employees are encouraged to voice ideas and views.

Hill holds occasional evening events to which the principals of the sub-contractors are invited. These events are devoted to health and safety and allow new legislation to be discussed and any other health and safety issues to be debated. A primary objective of these meetings is the fostering of effective cooperation between sub-contractors and between sub-contractors and the management teams concerned with the company projects.

Site induction for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose suggestions for improvements.

Design information, as it is received, is reviewed by the site management and, where required, the Safety Manager to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the CDM Co-ordinator where deemed necessary such as design and build. Where no hazards are identified the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high risk, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.

CONSULTATION ON SITE/SAFETY MEETINGS

1. In order to achieve an upward and downward exchange of safety information, Site Safety Meetings will be held regularly, at which representatives of every contractor on site will be asked to attend. The method of consultation will be Project Level, Work-Gang Level or Individual Level. One of these methods must be used. If combinations are used then this is to be stated. The method of consultation is to be given to all employees and details contained in this plan.
2. The object of these meetings will be to establish coordination and cooperation between all persons working on site.
3. A notice will be displayed in the canteen inviting individuals to attend these meetings if they so wish.
4. All operatives will be inducted on arrival on site and will be supplemented by Tool Box Talks as outlined in Section 9 of this Health and Safety Plan.

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CONSULTATION GENERAL

An active Safety Committee exists within Hill, which has a membership representing all disciplines in the company. The Committee meets at regular intervals and minutes are distributed to the Managing Director and Directors responsible for Safety.

On a less formal level all employees of Hill and employees of sub-contractors are encouraged to discuss health and safety with the Safety Advisor/Manager during visits to site.

The mobile telephone number of the Safety Advisor/Manager is also displayed on the notice board and they can be contacted on a confidential basis.

Toolbox talks will be carried out by contractors and monitored by our site supervision. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the site team will identify any further talks required which may be required to be undertaken by the Safety Advisors.

Progress meetings shall have Health and Safety on the agenda as a first item, which will address relevant matters and future development of the Safety Plan.

HEALTH AND SAFETY FILE

During the construction phase copies of all 'as-built' drawings are filed. Prior to hand-over these, together with equipment operating instructions, maintenance schedules, information concerning any potentially hazardous materials, special cleaning arrangements, etc., are collected and presented to the CDM Co-ordinator for inclusion in the Health & Safety File.

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SECTION 4

CONTRACTORS SELECTION PROCEDURE

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CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2018

PROCEDURE FOR PRE-ASSESSING CONTRACTORS/SUB-CONTRACTORS

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made to ensure compliance with Appendix 4 core criteria for pre assessing sub contractors. As a minimum the following will be carried out to meet these statutory duties:

1 INTRODUCTION

- 1.1 The Hill ("The Company") recognises that there is a legal requirement to ensure that they only appoint subcontractors who have the necessary health and safety competence and resources to carry out their work in a safe manner.
- 1.2 We are committed to engaging our subcontractors in jointly promoting the continuous improvement of our health and safety performance, and we are determined that everyone employed on our projects will be suitably informed, supervised and competent to carry out their duties.
- 1.3 The Company has Preferred Lists of Subcontractors who are selected and appointed in line with company procedures and who have demonstrated technical and health and safety competence.
- 1.4 The detailed subcontract procedures and guidance on their implementation are available on Intranet – Safety.

2 SCOPE

- 2.1 The subcontract procedures are applicable to contractors and designers who would be engaged in the undernoted processes.
 - Concept and feasibility studies.
 - Planning.
 - Outline Design.
 - Detailed Design.
 - Construction and Installation.
 - Commissioning.
 - Maintenance.

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3 Pre-qualification Assessment

- 3.1 Management must ensure that any prospective subcontractor, not already approved by the Company, has the necessary health and safety arrangements in place to support us to the required level.
- 3.2 The Company Performa "Subcontractors Health and Safety Assessment for Acceptance for Approved Subcontractor" must be completed for each subcontractor (Appendix HS/05/02). If the subcontractor is deemed to have suitable health and safety competencies they should be graded in terms of their arrangements and the scope of their activities.
- 3.3 There are three grading levels, with Grade 1 being a subcontractor who is competent to manage the health and safety aspects of their activities; Grade 2 being a subcontractor who has health and safety arrangements in place, but who requires input from Hill; and Grade 3 who are subcontractors who are not approved to work within the Hill.
- 3.4 The pre-qualification and selection process will normally be conducted and managed by a person appointed by the Divisional Director at Regional Offices, it is therefore vital that the relevant information is passed onto Project Managers.

The Performa representing the summary of a detailed operation process. A fully documented file in support of the assessment must be maintained in divisional records.

- 3.5 The pre-qualification process relates to the first application to be included on the Preferred List, thereafter re-submissions will be at the Company's discretion.

INFORMATION FOR CONTRACTORS

So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Health and Safety Plan, together with design information and the health and safety standards that apply, are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments/method statements.

SELECTION PROCEDURES

1. CONTRACTORS AND DESIGNERS

Hill select contractors, designers and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the company. Those where there is no previous experience are subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarised as follows:

a) DESIGNERS SUB-CONTRACTORS

A primary requirement is membership of a bona fide professional body. This must be supported by successful experience in the type of contract and environment for which the designer is being considered. Sufficient suitable qualified people and sufficient resources must be available to enable the standards imposed to be achieved and the designer must have adequate knowledge of health and safety and associated legislation.

b) CONTRACTORS/SUB-CONTRACTORS

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When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy
- A capacity to manage health and safety adequately by on site supervision
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high risk elements
- The ability and resources necessary to ensure compliance with the health and safety regime of the project

2. MATERIALS AND SUBSTANCES

Within the contracts undertaken by Hill reasonable efforts are made to use only materials and substances that are low risk so far as the user, others who may be affected and the end user are concerned. In all cases the duties imposed by the COSHH Regulations are fulfilled. During the construction phase all necessary COSHH assessments are provided by the relevant sub-contractor and copies maintained on site. Information concerning hazardous materials and substances, which cannot be avoided by substitution, is incorporated into the Health and Safety File.

3. MACHINERY AND PLANT

The site management must check all machinery and plant supplied for use on the project, before it can be used. Particular inspection items include:

- Suitability of the item when considered against the use for which it is intended
- The availability and validity of documentation provided with the item The general serviceability of the item and where it is necessary, the availability of a suitably trained and qualified operator
- Stored fuels are to have designated areas and suitable bunds for drip trays and spills which are to be maintained and cleared when necessary, which may also require diesel spill kits under the Group Environmental Policy

During use plant and machinery is regularly monitored to ensure continued serviceability and the operator is observed to ensure competence and to avoid malpractice.

All machinery and plant must comply with the Provision and use of Workplace Equipment Regulations 1998 and/or any subsequent amendments.

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SECTION 5

ACTIVITIES WITH RISKS TO

HEALTH SAFETY

AND THE

ENVIRONMENT

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SITE WIDE ACTIVITIES

Activities with site wide implications, e.g. traffic control, materials storage and movement, access routes, site security and personal safety, etc., and activities which may affect the general public, are planned prior to the project commencing. Management of these is a component of the management of the site and is monitored during safety visits by the Safety Advisor/Manager.

Operational activities are assessed in writing by the project management team to determine hazards and risks. Contractors are required to carry out detailed risk assessments and to produce methods by which identified risks may be either avoided or minimised. Certain high risk operations, e.g. demolition, deep excavation, working in confined spaces, etc., are exempt from this procedure since they will automatically require detailed method statements to be produced.

Before the operations are allowed to commence, the methods proposed are submitted to the site management for agreement and, in the case of all high-risk activities, must be formally approved by the Safety Manager.

These can include:

- Storage and distribution of materials
- Movement of vehicles on site, particularly as this may affect pedestrian and vehicular safety
- Control and disposal of waste
- Provision and use of common means of access and places of work for all on site staff and visitors
- Provision and use of mechanical plant, which is used by a number of contractors
- Provision and use of temporary support services
- Temporary support structures, e.g. falsework
- Commissioning, including use of permits, etc.
- Protection from falling materials
- Exclusion of unauthorised people
- Protection of the public/information for local residents
- Personal security*
- Environmental matters as listed at para 12 below

* When a contract is located in an area where a genuine concern exists about employees 'off site' personal safety, the Safety Advisor/Manager is to carry out risk assessments to ensure that control measures are in place to identify and effectively mitigate these risks.

Control measures are to be clearly set out, including protection of the public.

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PROPOSED MANAGEMENT OF HEALTH AND SAFETY DURING THE CONSTRUCTION PHASE

INTRODUCTION 25 Sheldon Avenue

With the scope of the work involved, does set a above normal risk with the open cut basement, this will be programmed out and sequence of works agreed with the engineer to ensure we meet the dates set out in the contract.

We believe that the following proposals will help us to mitigate the risks as the work progresses:

1. TRAFFIC MOVEMENT

- a) Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians. This principle will include for the elimination of reversing vehicles wherever possible. The traffic plan is to be made available to all suppliers and contractors working on site.
- b) Any existing fencing to the shared site boundary will be thoroughly examined to ensure that it conforms to HSG 151 and if not will be repaired or replaced accordingly
- c) Heras fencing may be required as a temporary measure and at these times will be 2 meters high with anti-climb mesh.
- d) ~~Liaison will be carried out with a representative from the school regarding delivery timings and any abnormal loads.~~
- e) Delivery times have been agreed as:
 - a. Monday-Friday 9.30am-3.00pm
 - b. Saturday 8.00am-12noon
- f) Adequate signage will be displayed directing traffic to/from site and traffic movements into/out of site will be controlled by a trained banksman/ signaller.
- g) All deliveries will be either ridged or articulated Lorries via Sheldon Avenue.
- h) Audible warning devices will be fitted to vehicles that need to reverse, and they will be supervised by a banksman.
- i) A traffic layout plan is contained at the end of this section.
- j) Forklift trucks maybe required to travel on public highways. When doing so, they will not exceed 10mph and will use a fixed flashing beacon to warn members of the public of their presence

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2. ACCESS TO/FROM SITE

- a) Site traffic will be directed onto site from Sheldon Avenue.
- b) Vehicles arriving and/or exiting site will use the established routes designated with adequate signage. A one-way system will be established to reduce the congestion of site traffic.
- c) Site vehicles will not be allowed to park outside the site compound, unless in emergency situations.
- d) Routes for ambulances and fire engines will be kept clear at all times.
- e) The access gates to the site will be securely locked outside normal working hours.
- f) As the contract involves a number of phased sequences, temporary screens, barriers and signage will be erected as, when and where necessary to segregate persons who may be affected by the building works, i.e. staff, pupils, parents and operatives. This will be subject to liaison with the school staff.
- g) Operative access to site.

3. UNDERGROUND SERVICES

All necessary steps will be taken to accurately locate and identify existing underground services prior to any excavation taking place. These steps will include:

- a) Referral to all relevant statutory authority drawings.
- b) Communication with the relevant authorities in order to accurately locate services on site.
- c) Cable Avoidance Tool (CAT) and Genny surveys of all areas prior to excavation work.
- d) Issue of a Permit to Dig by the site manager.
- e) Where necessary a non-intrusive radar survey will be completed.

4. DUST, NOISE, DISTURBANCE

- a) Most building operations are inherently noisy and/or dusty, but we will endeavour to keep these to a minimum by the use of sprays where applicable and by ensuring that all plant used on site has the appropriate silencers, baffles, etc.
- b) Dust should not present any great problems, but we will liaise with the local representative regarding any particularly noisy or dusty operations. When working close to the existing buildings temporary dust screens will be erected as required to ensure that dust contamination is kept to an absolute minimum. This will be monitored by the site manager and modified if required.
- c) Noise surveys will be carried out as and when conditions dictate and a copy of such surveys will be kept on site.

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- d) Surplus materials will be placed in skips, for removal from site to a registered tip. All excavated material that is not required will be loaded onto suitable lorries and deposited of under licence. All demolition materials will be removed similarly.
- e) We will not allow any fires on site for the burning of materials.

5. **MANUAL HANDLING**

- a) Designers have a duty under CDM to design out high-risk activities wherever possible, which should include the 'weight' implications of materials specified.
- b) Notwithstanding item 5 (a) above, all 'heavy' materials will be mechanically off-loaded and whenever possible transported around site by mechanical means, i.e. fork lift trucks, pallet trucks, sack trucks, wheelbarrows, etc.
- c) Where risks are identified then contractors will carry out written manual handling assessments, which will be prepared in accordance with Manual Handling Regulations. The assessments must be attached to the method statements.
- d) The manual handling of kerbs and slabs is not permitted and mechanical means will be used wherever practical. If mechanical means are not practical then a detailed risk assessment will be carried out.

6. **PERMITS TO WORK**

Where necessary, the following permits will be issued by Hill:

- a) Permit to Work
- b) Permit to Enter (Confined Spaces)
- c) Hot Works
- d) Permit to Dig
- e) Permit to Lift

7. **COSHH**

- a) Any necessary COSHH Assessments will be made by the relevant contractors and attached to their method statements.
- b) The site manager has overall responsibility to ensure that COSHH assessments are completed and to ensure that all relevant parties on site are aware of any operation that may affect other persons.

8. **METHOD STATEMENTS, RISK ASSESSMENTS**

- a) All necessary Method Statements and Risk Assessments will be prepared and kept in separate method statement files, which are held on site.
- b) We work on the principle of 'He who creates the risk - creates the necessary Method Statement/Risk Assessment'.
- c) The requirement for a Method Statement will be highlighted to the sub-contractor by the Contracts Manager, at the pre-order meeting and the requirement thereof forms part of the contract documents.

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- d) All such Method Statements/Risk Assessments must be available on site prior to that operation commencing. These will comply with the requirement of the Health and safety Policy to ensure that they are sufficient in detail and, if acceptable, will be signed on site by all operatives who will agree to comply with the Method statement/Risk assessment at all times. If at any stage of the work the Statement requires revision then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

9. PERSONAL PROTECTIVE EQUIPMENT

Any necessary Personal Protective Equipment (PPE) will be supplied by the relevant employer and must be worn as, when and where necessary. As a minimum, helmets, safety footwear and hi-viz clothing must be worn by all persons on site including visitors who must report to the site office on arrival.

10. PROJECT SPECIFIC ACTIVITIES

The following activities have been identified as containing significant risk and as such these activities will require detailed risk assessment and method statements:

- a) Demolition
- b) Asbestos Removal
- c) Excavations
- d) Contaminated Ground
- e) Falsework
- f) Steel Erection
- g) Scaffolding
- h) Roofwork
- i) Lifting Operations
- j) Confined Spaces
- k) Wall cladding
- l) Installing safety nets
- m) Hand Arm Vibration (HAV) *
- n) Work at Height (WAH)
- o) WBV Whole Body Vibration
- p) Noise
- q) Environmental Matters

* With regards to the above it is the responsibility of the contractor/sub-contractor to provide comprehensive methods and safe systems of work. They should, for example, provide details of all pneumatic tools vibration levels, exposure limits and the same tools noise levels. It is the principal contractor's duty to ensure these are provided.

11. PROTECTION OF THE PUBLIC

In addition to measures previously mentioned, the following actions are to be taken:

- a) Letter drops to close neighbours to keep informed of construction activities
- b) Meetings with concerned parties
- c) Talks to schools

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12. ENVIRONMENTAL MATTERS

Construction projects generate many environmental matters that require control measures. To ensure that these matters are controlled the Environmental Tool box talks as listed below will be considered as 'Activities with Risk to Health and Safety' and will be part of the H&S Advisors/Managers inspections regime.

- a) Spill Controls
- b) Water Pollution Prevention (Fuel and Oils)
- c) Dust and Air Quality
- d) Noise and Vibration
- e) Water Pollution –SILT
- f) Water Pollution- Cement and Concrete
- g) Tree Protection
- h) Storage of Waste
- i) Storage and use of Petroleum, Diesel and Oils
- j) Bentonite
- k) Pumping and Over Pumping
- l) Washing down Plant and Machinery
- m) Be a Good Neighbour
- n) Working on Previously Developed Land

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SECTION 6

EMERGENCY PROCEDURES

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Subject: Construction Phase Health and Safety Plan

The phase layout below outlining main entrance, current traffic routes and site office location, this will be further detailed as the works progress to reflect the works in progress.

TRAFFIC MANGEMENT PLAN



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ACTION PLAN

SITE NAME:

		TEL NO.
FIRST AIDER	Freddie Bose	07745 539236
FIRE CO-ORDINATOR Fire Marshall * Deputy Fire Marshall *	Freddie Bose	07745 539236
SAFETY MANAGER	Paul Dyster	07966 121183
NEAREST HOSPITAL	Highgate Private Hospital 17-19 View Road, London, N6 4DJ	020 3925 1615
NEAREST POLICE STATION	Wood Green Police Station 347 High Road, London, N22 8JA	020 7230 1212
NEAREST FIRE STATION	Hornsey Fire Station 108 Park Avenue Street, London, N8 8LS	020 8555 1200

EMERGENCY SERVICES

FIRE, POLICE, AMBULANCE - 999

Subject: Construction Phase Health and Safety Plan

SITE FIRE PLAN

CONTRACT: 25 Sheldon Avenue

CONTRACT No. :T23 999

SITE FIRE SAFETY CO-ORDINATOR: Freddie Bose

SITE FIRE SAFETY CO-ORDINATOR (SFSC)

The SFSC shall ensure that the requirements of JCOP Para 6 sections 6.1 and 6.2 are complied with. The SFSC is to carry out the duties laid down in JCOP edition 6.

The following headings are to be used as a guide for completion of the plan:

- a) Site Safety Precautions
- b) Hot Work Permit System
- c) Weekly checks of fire equipment
- d) Weekly checks of escape routes/fire brigade access, emergency lighting, etc.
- e) Liaison with the local fire brigade - names, contact details, etc.
- f) Record all fire drills and any training

THE FIRE PLAN

The plan must detail:

- a) Organisation and responsibilities
- b) General site fire precautions, detection/alarm systems, temporary lighting
- c) Location of designated smoking areas
- d) Fire escape details and procedures for calling the fire brigade
- e) Plan of site and temporary accommodation
- f) Fire brigade access and identified hose points
- g) Actions on the outbreak of fire
- h) Security measures particularly in potential high risk areas of work
- i) Materials and storage control regime
- j) Updating of the plan on a regular basis
- k) Fire drill procedure and any training

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l) Promotion of a fire safe environment

* On large projects the SFSC may well require to nominate Fire/Deputy Fire Marshals to assist in implementation of the fire plan.

The above headings are not an exhaustive list of the requirements however they are a minimum standard expected for a site fire plan.

The fire plan will be required from day one of the contract commencing and will then be reviewed on a regular basis.

Site are to ensure that a copy of any current JCOP is available on site and business units should also make reference to HS(G) 168 Fire Safety in Construction.

Information below relating to the fire plan:

- The Project team is responsible for the implementation and regular recorded inspection of the Fire points, exit routes, signage and fire drills
- At Citroen we will have the Wireless type fire points as per the image below. These are located at strategic points around the phases at varying floor levels. As work proceeds, more points are planned to be included.
- A new strategy has been introduced where each subcontractor on site has a sign with their company logo next to the fire exit. It is the foreman's duty of each trade to collect the corresponding sign and hold it up once they have confirmed all of their operatives are not on site and are safe. An image of this can be seen below;



- The smoking area is yet to be established however when it is this area is well maintained and cleaned regularly.
- All high risk areas are left secure during use and out of hours.
- Designated storage areas for materials are being provided as the works progress. These areas will have Fire points located nearby
- This section will be updated on a monthly basis or as works progress and the layout alters significantly.
- Fire drills are carried out minimum each 3 months and recorded



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CONTRACT EMERGENCY PLAN

All procedures will be in accordance with the JCOP for Fire Prevention On Construction Sites Association and cover fires, acts of terrorism and all emergencies that may require the site to be evacuated.

Fire points will be designated by the Building/Site Manager and recorded in the Emergency Plan for the building and provided with suitable fire extinguishers.

Records will be maintained of the inspection and maintenance.

The Project/Site Manager is appointed as the Site Emergency Safety Co-ordinator for the project and is responsible for the following:

1. Procedures for:
 1. Preparing Fire Risk Assessment
 2. Emergency Fire Protection Arrangements
 3. Emergency evacuation from site
 4. Implementation of the Hot Work Permit System
 5. Other procedures as identified in the attached document
2. Implementation of weekly checks and monitoring.
3. Contact with the local fire brigade and issue and update of site plans.

Each sub-contractor is responsible for their own fire prevention equipment and no work must be allowed without suitable fire prevention procedures in place and approved by the Project/Site Manager.

All offices will be equipped with a minimum of one CO2 extinguisher.

As the site progresses and the Fire Plan and Risk Assessment are updated, fire points will be established at various locations to suit the prevailing conditions. These will be shown on the Emergency Plan, which will be displayed in the site canteen and contained at the end of this section.

Company Policy dictates that all fire extinguishers are visually checked weekly and entered into the Site Safety Register.

Emergency exit routes will be shown on the Emergency Plan mentioned above. All emergency exit routes will be maintained and monitored by the Project/Site Manager on a regular basis.

Emergency drills will be held at regular intervals and recorded in the Site Safety Register.

EMERGENCY ARRANGEMENTS

Emergency arrangements for injuries and dangerous occurrences will comply with the Group Health and Safety Policy, the MHSWR, RIDDOR and the Group Emergency Planning Arrangements for Major Accidents or Incidents.

Specific details and local emergency service details are to be located in the site office. To ensure that the control of contractors is monitored should emergency evacuation be required, all contractors will be required to complete the site attendance (attached) log on a daily basis.

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Site: 25 Sheldon Avenue
Date:

CONTRACTORS ATTENDANCE LOG

[illegible]

Please note: This form is to identify who is/is not on site in the event of an emergency - it is not to record hours worked, etc.

Please *remember* to tick the 'out' box when you leave site.

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Subject: Construction Phase Health and Safety Plan

SITE FIRE RISK ASSESSMENT

This Fire Risk Assessment identifies risk from fire to site personnel/members of the public within the area of this contract. The attached Fire Safety Plan explains in detail the measures required to be taken to comply with this Fire Risk Assessment and relevant regulations.

Address of workplace: 25 Sheldon Avenue, London, N6 4JS

Name of employer: Hill Partnerships

Date of assessment:

Name of person undertaking:

Hazards Identified

Flammable Substances	✓	Combustible Material	✓	Combustible Waste	✓
Heating Appliances	✓	Electrical Appliances	✓	Smoking	✓
Deliberate Ignition	✓	Lighting	✓	Hot Works	✓

Persons considered at risk

Site Personnel	✓	General public	✓	Adjoining Buildings	✓
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Control Measures Required

Storage of flammable material	✓	Storage of combustible material	✓	Control of Hot Works/Permits	✓
No Smoking Policy	✓	Fire Detection	X	Fire Warning	✓
Fire Equipment/Checks/Tests	✓	Training	✓	Means of Escape	✓
Burning of Waste	X	Electrical Test TAUs	✓	Inductions/Drills/Marshals etc	✓
Lighting - Halogen	✓	Housekeeping/Storage/Access	✓	PAT/Appliances site & S/Contract	✓
Fire Retardant coverings	X	TAUs compliant	✓	Records of site personnel	✓
Site Fire Plan	✓	Review of Assessment/Plan	✓		

Name:

Signature:

Position of person making the Assessment Site Manager

SECTION 7

ACCIDENT REPORTING

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ACCIDENTSCOMPANY PROCEDURES (SEE HEALTH AND SAFETY POLICY)

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. The procedure to be adopted in each case is as follows:

ACCIDENTS INVOLVING INJURY

1. Minor accident to employee:
 - a) Ensure details have been entered on the Accident Report Pad.
 - b) Where an employee is incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days, i.e. weekends) because of injury, complete internal accident report form and send, direct to the safety manager. The safety manager will ensure that the F2508 is completed and forwarded to the Enforcing Authority.
 - c) If injured employee is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes a specified 'major injury' and must be notified to the safety manager immediately.
2. Minor accidents to any other person, complete the internal accident report form and send as outlined:
 - a) If the other person is an employee of another company, the responsible person at the workplace should notify his employer. The accident book and internal accident report form are still to be completed and sent to the safety manager.
 - b) The safety manager will ensure that a copy of the F2508 is received for Hill records.
3. In the event of a specified major injury or a fatal accident occurring to ANY PERSON arising out of or in connection with our work, immediately telephone the Safety Manager.

All accidents will be investigated and results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to head office. These documents must be made available, if requested, to the Enforcing Authority or safety representative.

The requirements of RIDDOR 95 are contained in the Safety Policy & Manual, a copy of which is accessible on every site.

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SITE FIRST AIDERS

First Aid facilities are held in the site offices marked FIRST AID.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT

1. The injured person is to make their way, if able, to the nearest first aid facility, or raise the alarm by whatever means available.
2. If the First Aider is not present, the injured person is to contact a member of staff who will:
 - a. Send for First Aider
 - b. Reassure the injured person
3. No first aid to be administered without the presence of the First Aider.
4. If the injured person is unable to go to the site office, a colleague should advise the First Aider and take him to the scene of the accident.
5. The First Aider will ensure an ambulance is called if required.

MAJOR ACCIDENT OR INCIDENT REQUIRING EMERGENCY PROCEDURES

1. On witnessing accident/incident if it is not possible to aid the injured, obtain help, do not endanger yourself.
2. Immediately find a member of Hill staff who will direct a First Aider to the scene.
3. The First Aider and the Site Safety Supervisor will assess the situation, arrange for the emergency services to be called and ensure access to the incident is clear, wait for emergency services and direct them to the scene.
4. First Aider to stop with the injured person.
5. Contact the prescribed persons to advise of the incident by telephone and fax.

The procedures to be implemented in any site emergency are to be found in the Health and Safety Policy and the Group Emergency Planning Arrangements for Major Accidents or Incidents.

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SECTION 8

WELFARE

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HEALTH AND SAFETY WELFARE ARRANGEMENTS

Suitable and sufficient Health and Welfare Facilities in accordance with Schedule 2 of CDM Regs and will be established on site and shown on a Welfare Plan, which will be displayed in the site canteen. (These will include as a minimum – site office, canteen, drying/changing room and toilets.)

The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel on induction training.

Names of qualified persons appointed in accordance with the Health & Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

SPECIFIC SITE HEALTH AND WELFARE FACILITIES

- a) On day one of the contract a temporary 'oasis' unit will be positioned until the 'permanent' units are fully established. This will contain an office, a canteen, toilet and changing room as a minimum. Additional chemical toilet units with hot and cold running water will also be available as required. These facilities will be in use for a Maximum of (\$) weeks by which time fully serviced welfare will be available.
- b) The site cabins will be connected to the mains electric or powered by generator (following a survey by the local electricity supplier) by competent persons and all installations will be in accordance with BS 7375 or similar.
- c) All welfare facilities will be maintained in good order.
- d) First Aid Box and Accident Book (BI 510) will be maintained in the site office.
- e) The named trained First Aider for this site is: Freddie Bose

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SECTION 9

INFORMATION AND TRAINING

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INDUCTION PROCEDURE FOR ALL SITE PERSONNEL

All new arrivals on site will attend the Hill Induction. This will take the form of a flip chart, and specific site rules and circumstances. This must be completed before any access to site is permitted.

An up to date register of the Site Induction's is to be maintained.

There will be NO exceptions, apart from one-off delivery drivers.

All visitors to site will be required to sign the visitor's book on arrival and receive a site induction (excluding delivery drivers). This will ensure that all visitors can be made aware of any restrictions or health and safety requirements and are accounted for in the event of an emergency.

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SAFETY AWARENESS INDUCTION TRAINING



Ref: HPLF 02
Rev: Mar 2009
Contract No.:

Subject: Safety Awareness Induction Training - Index

Induction Number (Job No/001)	Name	Company	18+ Yes/No	Date	Specific training (First aid etc.)	Signature

* See also individual induction sheets HPLF 03

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SITE SAFETY INDUCTION

1. Copy of Company Policy for Health & Safety at Work

Other sources of health and safety information can be found on the notice board or in the site canteens.

2. Specific Hazards

Hill staff will discuss the specific hazards with regard to the above personnel

All sub-contract supervision will ensure that their own labour is advised on any specific hazards that relate to their works, and that all their labour is trained with regard to these hazards.

3. General Hazards

NOISE

Where required, noise assessments will be carried out by Hill in conjunction with the contractor who will create the noise. The area will be signed and screened (if required after the assessment). Ear protection is used (if required after the assessment).

Note: all relevant Personnel Protective Equipment (PPE) will be issued through your relevant foreman AND MUST BE WORN.

DUST

Attempt to reduce levels of dust if the generation of dust cannot be eliminated.

Cutting, drilling or grinding, can these operations be carried out with water? When blowing out, use water. When sweeping up, damp down. If chasing or grinding is carried out, ensure that an extraction system is used. Ensure that eye protection is worn and the correct dust mask is worn. Your foreman will issue these; he will also issue with the relevant COSHH assessment.

FALL FROM HEIGHTS

Before commencing work ensure that all scaffold is in place, that there is safe access by tied and footed ladder and that all traps are correctly covered. If the area of work is unsafe to commence, do not start, advise your foreman.

FALLING OBJECTS

Wear Safety Helmets at all times when on site.

Ensure that toe boards, brick guards and netting are in place, there are no gaps. Do not drop or allow plant or material to fall below. If working above other trades ensure it is safe to progress, if not advise your foreman, do not start work. If you are working below other trades and the protection is inadequate advise your foreman, do not start work.

THE USE OF PLANT

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Use only plant that you have been trained to use. Ensure it is in good working order before you commence work, if not, advise your foreman. Use correct PPE. Angle grinder wheels will only be changed by qualified personnel, a list of these persons is held in the site office. Major items of plant (forklift, dumpers, cranes, and excavators) will only be driven by certified drivers. (Copies of these certificates are held on site.)

EXCAVATIONS

Ensure that a competent person is present during the operation. The correct plant and equipment is used. Prior to commencing work the excavation is inspected. (See entry in Site Safety Register Section 6 (Form SF14)). The excavation is made safe for other site personnel and members of the public (especially at night). Material, soil or plant should not be positioned to endanger the excavation. Depending on ground conditions air monitoring will be carried out where necessary.

4. FIRE PROCEDURES

In the event of fire being discovered:

Evacuate the area and assemble at the nearest assembly point (notice displayed). Ensure that no personnel are left in the affected area. Each foreman will check and confirm that his men have been accounted for or if not their last known work place. (This information will be reported to the fire brigade by a designated member of Hill staff.) No attempt is to be made to re-enter the affected area. A member of Hill staff will direct the fire brigade to the fire and inform them of the last known workplace of any missing site personnel.

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Subject: Construction Phase Health and Safety Plan

HEALTH AND SAFETY CONTRACT INFORMATION FORM

Contract Address: 25 Sheldon Avenue

Site Safety Supervisors:
Names: Freddie Bose

Fire Safety Co-ordinator:
Names: Freddie Bose

Qualified First Aider:
Names: Freddie Bose

Emergency: Fire, Ambulance and Police - Dial 999

Local Hospital: Nuffield Health Highgate Hospital – 020 8341 4182

Health and Safety Executive:

Tel:

Emergency:	Electricity	0800 0520400
	Gas	0800 111999

Safety Manager*: Freddie Bose
Tel: **07745 539236**

* Appointed in accordance with Regulations 6 of the Management of Health and Safety at Work Regulations 1999 to provide Health and Safety assistance

First Aid Facilities/Box Location:

In the event of an emergency the assembly point is:

TO BE DISPLAYED ON SITE NOTICE BOARD

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INFORMATION TO BE DISPLAYED ON THE SITE SAFETY NOTICE BOARD

1. Notification to the Health and Safety Executive (Regulation 21) (Form F10 (rev))
2. HS0802 - Accident-Incident Notice Board Procedure Sheet.doc
3. Poster 'Health and Safety Law'
4. HS0803 - Emergency Contact Numbers
5. Environmental Policy Statement
6. First Aid Sign
7. Insurance Policy
8. HS0804 - Fire Procedure Notice Board Procedure Sheet
9. Location Plan of Local A&E
10. Management Tree
11. HS0606 - Health and Safety Policy Statement
12. Site Rules

 Hill Partnerships							Health and Safety Information		
First Aider	Information	Health & Safety Law Poster What You Should Know ISBN 0 7176 2499 5			F10	F10	Environmental Policy		
TM Plan					Hospital Location Notice	Fire Action Notice	Accident Procedure Notice		
Site Checklist	Safety Report	Emergency Numbers	Site Rules	Organisation Chart & Numbers	Insurance Certificate	H&S Policy Statement			

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SECTION 10

ARRANGEMENTS FOR MONITORING

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INTRODUCTION

Duties and responsibilities are placed on various parties during both the design and construction phase of building projects. The Hill Health and Safety Inspection Scheme is designed to provide an independent assessment of the health and safety performance of individual contracts.

Safety Inspectors are employed via Lincsafe

ARRANGEMENTS FOR MONITORING COMPLIANCE WITH HEALTH AND SAFETY LEGISLATION

The monitoring of health and safety on the project will be based on HSE guidance note 'Successful Health and Safety Management' HS (G) 65 with active monitoring systems, i.e. identification of potential risks before things go wrong. The following levels of monitoring will be implemented on the project.

Level 1:

The evaluation of effectiveness of the Company Policy for Health, Safety and Welfare at Work and together with the availability and compliance with supplied risk assessments.

Audit Items:

- | | |
|------------------------------------|-----------------------------|
| 1. Scaffolding | 12. Training |
| 2. Excavations | 13. Electrical items |
| 3. Lifting Appliances | 14. Safe Systems of Work |
| 4. Demolition | 15. Safety Management |
| 5. Plant, Hoists, Mechanical | 16. Materials Storage |
| 6. Fire Precautions | 17. Means of Access |
| 7. Welding/Burning/Cartridge Tools | 18. Site Housekeeping |
| 8. Roofing Work | 19. Environmental Pollution |
| 9. Steelwork | 20. Welfare Facilities |
| 10. Falsework | 21. Security/Hoardings |
| 11. Protective Equipment | 22. Occupational Health |

Auditing will be carried out unannounced on a frequency determined by works in progress.

Level 2:

Daily visual inspection of works areas, tools and equipment, such as electrical tools, harnesses and discussion with employees and contractors regarding works in progress, safe systems of work and where applicable the issuing of further safety control measures.

Action: Site Manager

Level 3

The Hill Safety Manager in accordance with the Inspection Scheme Control Document, a copy of which is available on request, will carry out independent monitoring.

Action: Company Health & Safety Manager

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SECTION 11

PRE-TENDER INFORMATION PACK

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SECTION 12

ENVIROMENTAL

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1.1 Introduction

Description of the site	<i>The site is located off Sheldon Avenue</i>
Description of the contract works.	<i>Demolition of existing house and building new house</i>

1.2 Environmental sensitivities include:

Item	Receptor	Description	Yes/No	Comments
1.	Watercourses	Site is adjacent to major watercourse	No	
		Site is adjacent to minor watercourse	No	
		There is a major watercourse/water body on the site	No	
		There is a minor watercourse/water body on the site	No	
2.	Groundwater	The site is over a major aquifer.	No	
		The site is over a minor aquifer.	No	
		The site is over a non-aquifer.	No	
		The site is adjacent to a potable water source.	No	
		The site contains a potable water source.	No	
3.	Designated nature conservation sites	The site is adjacent to a Site of Special Scientific Interest.	No	

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Item	Receptor	Description	Yes/No	Comments
		The site is adjacent to a National Nature Reserve.	No	
		The site is adjacent to a Local Nature Reserve.	No	
		The site is adjacent to a an area identified by the local authority as having nature conservation interest	No	
		The site is adjacent to an area identified by others e.g. a wildlife trust, as having nature conservation interest.	No	
4.	Trees	There are trees on the site.	yes	No TPO's in place and trees to be removed ensuring no nests are disturbed.
		There are trees with preservation orders on the site.	No	
5.	Hedgerows	There are hedgerows on the site.	No	
6.	Protected species	There is protected wildlife on the site.	No	
		There are protected plants on the site.	No	
7.	Archaeological interest	The site has potential archaeological interest.	No	
		The site has known archaeological interest.	No	
8.	Rights of way	There are rights of way across the site.	No	

Subject: Construction Phase Health and Safety Plan

Item	Receptor	Description	Yes/No	Comments
9.	Adjacent properties	There are residential properties adjacent.	Yes	Houses each side of the property with one have a basement
		The site is adjacent to other sensitive properties (e.g. hospital, school, farm, crops etc).	No	
10.	Part completed development	There are completed residential or other properties on site.	No	
11.	Services	No existing services still live on the site.	yes	All services live, all will be disconnected before start of demo.

1.3 Clients Environmental Requirements

The Company shall undertake to work in line with environmental requirements. These are stipulated in

- Appropriate UK legislation
- HPL EMS and Environmental Policy
- The Clients tender documents

1.4 Environmental Management System

This Environmental Management Plan is the vehicle for implementing the Company Environmental Management System. It is intended to set out the minimum standards for all project related activities and to provide a framework for managing and controlling the environmental issues associated with the site. The environmental risk register reviews the aspects and impacts of each task and the control and mitigation measures available to reduce any highlighted impacts.

1.5 Environmental Policy Statement

HPL and its subcontractors will comply with company Environmental Policy Statement to demonstrate full commitment to complying with relevant statutory legislation and contract requirements. HPL's Policy Statement will be displayed at appropriate locations on site.

Subcontractors will be made aware of the Policy through site inductions, briefings and training as required

1.6 Structure & Responsibility

Senior management will assume full responsibility for the Environmental Management Plan and will delegate to the line managers the responsibility for implementation.

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Training

Training will be identified for all staff during the individual's annual review. Additional training and refreshers will be given through the following media,

TRAINING TYPE	LOCATION OF RECORDS
Environmental site induction – all staff	Maintained on site
Environmental Tool Box Talks – labour (minimum of 1/month)	Maintained on site
Site Managers Training Course	Training and Personnel

12. RISK ASSESSMENT (Aspects and Impacts)

The significance of aspects and impacts is determined through the environmental risk assessment register. The **activities** associated with the contract are identified, the individual tasks are broken down into **impacts** that could arise or are likely to arise. The **probability** and **importance** of each impact is determined according to the known aspects. The scoring applied to the impacts is subjective according to knowledge of the task and the site in addition to information made available by the client to HPL, (1: minimal risk, 2: below average risk, 3: average risk, 4: above average, 5: high risk). **Significance** is a weighted score achieved by multiplication of the score applied to probability and importance. The risk register shall be updated and revised regularly. More detail is inserted for control measures if the score is greater than 12, i.e. a high impact. These impacts are also included in the objectives and targets section.

The Contracts Manager will record variations on the Variations Form (Appendix B).