

Construction Phase Plan

for

Rutland House

40 Colney Hatch Lane

London

N10 1DU

Revision 0 Issued: 26 March 2021

Construction Phase Plan

Plan Review

This plan is to be reviewed at least monthly by the site manager

[illegible]

Construction Phase Plan

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1. DESCRIPTION OF PROJECT

1.1. Project Address

Rutland House, 40 Colney Hatch Lane, Muswell Hill,
London
N10 1DU

1.2. Project description

Demolition of existing 3 storey doctors surgery and flats and erection of replacement 4 storey building plus basement level below comprising of doctors surgery on basement and ground floor levels and 9 flats on the upper floors. Together with associated works including car parking, cycle storage, bin stores, amenity space and landscaping.

1.3. Programme details including any key dates

Start date: October 2021

Duration of Construction Phase: 80 weeks

1.4. Client

Name: Dr. Rebecca Hatjiosif

Address: 70 Chandos Ave. London N20 9DZ

Contact: Dr. Rebecca Hatjiosif

Email: rebeccahatjiosif@hotmail.co.uk

1.5. Principal Designer

Name: GLA Architecture & Design

Address: Southgate Office Village, Block E, 286A Chase Road, London N14 6HF

Contact: George Athanasi

Tel: 0208 886 5100

Email: g@glaad.co.uk

1.6. Designer

Name: GLA Architecture & Design

Address: Southgate Office Village, Block E, 286A Chase Road, London N14 6HF

Contact: George Athanasi

Tel: 0208 886 5100

Email: g@glaad.co.uk

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1.7. Principal Contractor

Name: TBA

Address:

Contact:

Tel:

Email:

1.8. Structural Engineer

Name: TBA

Address:

Contact:

Tel:

Email:

1.9. Temporary Works Engineer

Name: TBA

Address:

Contact:

Tel:

Email:

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1.10. Existing records and plans

Copies of the information detailed below will be maintained in Site H&S File - Section 2

Information	Required	Available	Provided	Details / Reference / Notes
Underground drainage drawings	X			
Underground services drawings	X			
Construction drawings	X			
Structural drawings	X			
Mechanical services drawings	X			
Electrical services drawings	X			
Asbestos Surveys / Registers	X			

1.11. Surveys and Investigation Reports

Copies of the information detailed below will be maintained in Site H&S File - Section 2

Information	Required	Available	Provided	Details / Reference / Notes
Demolition & Refurbishment Asbestos Survey	X			
Geotechnical report	X			
Soil Contamination Report	X			
U/G services investigation (desktop)	X			
U/G services investigation (physical)	X			
Electrical services investigation				
Mechanical services investigation				
Structural survey				
Lead paint test				

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2. DUTY HOLDERS

Project Director

The Project Director is **Xxxx**

Project Manager

The Project Manager is **Xxxx**

Site Manager

The Site Manager for the construction phase is **Xxxx**

The Responsible Person (Fire Safety)

The Responsible Person on this project is the Site Manager

First Aiders

The site manager is the primary first aider.

The secondary first aider is [name]

Temporary Works Coordinator

The Temporary Works Coordinator is **Xxxx**

Scaffold Inspection

The person responsible for scaffold inspection is **Xxxx**

3. RESPONSIBILITIES

3.1. **Contracts Manager**

Is responsible for the overall effectiveness of this construction phase plan.

Shall monitor and review this construction phase plan during the course of the project.

Shall inspect the sites to ensure that the construction phase plan is being complied with and implement immediate remedial action if hazardous situations are discovered.

Shall review site health and safety audit reports with the Site Manager and shall ensure that actions are either completed by the due date. The Contracts Manager may agree revised closure dates where they believe this to be both appropriate and safe to do so.

Shall review and when they are suitable approve contractors Risk Assessments and Method Statements [RAMS].

Shall assist the Site Manager if required to produce or review risk assessments and shall ensure that training, equipment and facilities are available to comply with the findings of the assessments, and that once in place procedures laid down are complied with.

Shall seriously review any safety recommendations received.

Shall investigate all accidents and implement corrective action.

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3.2. Site Manager

Reports to the Contracts Manager.

Is responsible for the day to day running of the project for which they have been appointed and is responsible at site level for ensuring that the construction phase plan is:

- implemented.
- reviewed monthly or following any incident or other situation where its effectiveness is called into question. The plan must be signed to confirm this review;
- updated when required.

Shall familiarise himself with the construction phase plan.

Shall ensure that operatives, trade contractors and other visitors to site are aware of and abide by all requirements of this construction phase plan and any risk assessments carried out for work to be carried out on their contract.

Shall ensure that contractors, and other personnel working on site, carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.

May exclude from site any person who does not comply with any of the above requirements.

Shall ensure that suitable head protection to BS EN 397 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something.

When work is undertaken by the Principal Contractors employees or their appointed agency labour the Principal Contractor shall undertake a suitable and sufficient assessment of the health and safety risks involved in the activity, identify all controls required to control the risk and produce suitable written RAMS for the activities being undertaken.

Before any operation starts on site, will review all RAMS with the work supervisor to confirm that they both they and the supervisor understand the risks and controls and are satisfied that the RAMS identify and address the risks presented by the current site conditions

Shall set an example by always wearing the correct PPE;

Shall enforce the use of PPE where its use is required by law, this policy or its use is necessary to control a risk.

Shall ensure that all contractors working under the company's control provide and use personal protective equipment wherever it is required by law, a Director, this policy or its use indicated in statutory assessments;

Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

Shall ensure that work areas are maintained in a safe and tidy condition.

Shall provide to all personnel who work on or visit their site with such information, instruction and training as is necessary to make them aware of any significant hazards, risk control measures, safe systems of work and the site health and safety rules (a site induction).

Shall ensure that relevant details of all accidents that occur on their project or that involve company employees/sub-contractors working under their control are reported as soon as it is safe to do so to in accordance with the companies accident reporting procedures.

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Shall ensure:

- Electrical supply installations, both temporary and permanent, are installed in accordance with the latest edition of BS 7671: Requirements for electrical installations and the Electricity at Work Regulations 1989;
- Temporary low voltage (110V) supply installations are installed in accordance with the Electrical Safety Council's Guidance on the management of electrical safety and safe isolation procedures for low voltage installations [<http://www.electricalsafetyfirst.org.uk/mediafile/100370766/Best-Practice-Guide-2-Issue-3-.pdf>];
- all electrical work is undertaken by a skilled electrician as defined in BS 7671: Requirements for electrical installations;
- Temporary electrical distribution installations and equipment are tested before use in accordance with BS 7671 "Requirements for Electrical Installations. IET Wiring Regulations" and a copy of the test certificate maintained in the site office;
- Installations (especially of a temporary nature) are inspected regularly and tested at intervals not greater than every three months, or when they have been altered and the results recorded in the register kept for the purpose;
- Electric cabling (especially of a temporary nature) is protected against damage from construction site activities in its vicinity;

Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented within the agreed timescale and when this is not reasonably practicable a revised completion date is agreed with and approved by the Contracts Manager.

Shall appoint a competent person with sufficient training to oversee current site operations to deputise for them when they are unable to be on site, shall ensure that deputy is aware of all site specific rules and method statements for the safe working of all trades and shall complete and post an appropriate notice to confirm their appointment and duties.

3.3. The Temporary Work Coordinator

The Temporary Works Coordinator shall:

- co-ordinate all temporary works activities;
- ensure a temporary works register using a Temporary Works Register form is established and maintained;
- ensure that the various responsibilities for temporary works have been allocated and accepted;
- ensure on all temporary works that a design brief is prepared with full consultation, is adequate and is in accordance with the actual situation on site;
- ensure that any residual risks, identified at the design stage, assumed methods of construction, or loading constraints identified by the designer of the permanent works are included within the temporary works design brief;
- ensure that a satisfactory temporary works design is carried out
- ensure that a design check is carried out, where required, on temporary works by someone who was not involved in the original design; this should include:
 - concept;
 - structural adequacy;
 - compliance with the brief;

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- where appropriate, ensure that the temporary works design is made available to other interested parties e.g. the Principal Designer or the designer of the permanent works;
- register or record the drawings calculations and other relevant documents relating to the final design
- ensure that those responsible for on-site supervision receive full details of the temporary works design, including, including any limitations and guidance notes associated with it and prepare a specific method statement

3.4. The Appointed Person (Tower Cranes)

The Appointed Person (Tower Cranes) is not applicable to this site.

3.5. Company Employees

Shall take reasonable care of their own health and safety whilst at work.

Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.

Shall not interfere or misuse anything provided in the interest of Health Safety and Welfare.

Shall watch out for warning and hazard notices, and obey hazard warning given.

Shall not attempt to operate plant and machinery unless trained and authorised to do so.

Shall not interfere with ladders, alter scaffolding, or move boards unless trained properly authorised to do so.

Shall not throw anything from scaffolding or any height.

Shall assist in keeping the site tidy and safe.

Shall observe all site safety rules, and act on all reasonable instructions given by the Contracts Manager and the Site Manager on matters of health and safety. Refusal to comply with a reasonable instruction will result in immediate expulsion from site. A second breach of any company safety rule may result in instant dismissal.

Shall wear or use personal protective equipment where ever it is required by law, the company, the Site Manager, this construction phase plan or its use indicated in a risk assessments.

Will report all accidents and damage to the Site Manager, whether persons are injured or not.

Will immediately report any defects in protective equipment issued to the Site Manager.

3.6. All other persons legitimately on the Company premises

Shall observe the company safety rules and the instructions given by persons implementing this construction phase plan.

Shall not work on the premises until the relevant safety rules are read, understood and accepted.

Shall not work on the premises until covered by insurance against risk.

Shall observe the Company rules and regulations for contractors.

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3.7. Health and safety goals for the project

The project team should establish that this project will:

- provide the agreed solution which fully matches the client's needs. Where possible be proactive in looking at alternatives that better match or enhance the client's needs;
- is robustly costed, affordable and has been designed to an acceptable quality standard for the benefit of those who will use the facilities provides;
- will meet all statutory requirements and as far as possible relevant non-mandatory standards;
- set health and safety standards which avoid and where this is not reasonably practicable minimise, through comprehensive risk assessment, risks for the client and their staff, constructors, others who may be affected by the works and end users.

3.8. Monitoring and review

Plan review and revision

The Site Manager shall ensure that this plan is:

- reviewed monthly or following any incident or other situation where its effectiveness is called into question.
- updated when required.

The plan must be signed by the site to confirm this review and details of any changes referenced within the document history.

Site audit

The site will be audited once a month by the Operations Director who will produce a report detailing their findings.

A copy of the report will be sent to the Site Manager for action with a copy sent to the Contracts Manager.

The Site Manager shall ensure that all items are remedied by the dates detailed on the report and no later than the date for the next site audit. The current actioned audit report must be printed and stored in Site H&S File - Section 8.

Site inspections

The Site Manager shall undertake site health and safety inspections on a weekly basis. Inspection reports will be stored in Site H&S File - Section 8.

Site meetings

Compliance with this document will be discussed at the monthly site meetings. The Contracts Manager shall ensure all remedial action or recommendations discussed at these meetings are either actioned or reported to the Operations Director where additional resources or a corporate decision is required.

Monitoring

The Contracts Manager is responsible for monitoring the procedures laid down in the company's health and safety policy and procedures and this construction phase plan and is responsible for ensuring that breaches where relevant are reported to the Site Manager for action.

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3.9. Liaison

Communication and liaison on this project is facilitated by a combination of:

- regular meetings with all parties including client progress meetings, design team meetings and monthly subcontractor meetings and,
- distribution of minutes.

The Site Manager is responsible for managing communication and liaison between on site and interfacing with the client and design team. The overriding principle guiding all parties to the process is their agreement to work together in a co-operative and collaborative manner to achieve the overriding objective acting in good faith and in the spirit of mutual trust and respect.

3.10. Consultation with the workforce

The company shall consult with the workforce by:

- involving workers in carrying out site-specific risk assessments;
- alerting the workforce to developments on site by the use of a site safety notice board;
- briefing sub-contractors regularly on the work programme;
- requiring regular briefings by front line supervisors to workers on the work programme and day-to-day risks on site;
- ensuring that issues raised are dealt with and feedback is provided to the workforce.

3.11. Exchange of design information

The company shall liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for this construction phase plan.

The company shall invite the Principal Designer to all design team meetings with specialist contractors and provided them with copies of design information and other relevant communications between designers.

3.12. Handling design changes

The Principal Contractor shall recognise that with the ongoing development of new and improved designs and methods of working, changes are inevitable. Therefore, there will be a continuous need to amend and reissue safety documentation. These changes will be managed by the Site Manager who will ensure that all safety related information passed on by designers is communicated to all designers enabling them to take account of the overall scope of the works. The Site Manager will formally transmit all information and any resulting revisions.

The Principal Designers point of contact for the project on all matters pertaining to health and safety is the Site Manager who will ensure all such information is disseminated to the appropriate recipients. Equally relevant information with regards to the CDM Regulations will be formally transmitted to the Principal Designer.

The Principal Designer must be immediately informed regarding the details of any appointed designer.

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3.13. Selection and control of contractors

No contractor shall be permitted to work for the Principal Contractor until the person placing the contract has satisfied themselves that the contractor has provided suitable documentary evidence that they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Competency assessments of organisations should be carried out as a two stage process:

Stage 1: An assessment of the company's organisation and arrangements for health and safety to determine whether these are sufficient to enable them to carry out the work safely and without risk to health.

Stage 2: An assessment of the company's experience and track record to establish that it is capable of doing the work; it recognises its limitations and how these should be overcome and it appreciates the risks from doing the work and how these should be tackled.

Stage 1 Assessments shall be made against the set of 'core criteria' have been agreed by industry and HSE and set out in PAS 91 Core Question Module C4 Health and safety policy and capability.

Surveyors shall ensure that contractors have been confirmed as competent before they are asked to tender.

Contracts Managers are responsible for reviewing contractors competence submission. They shall ensure that contractors are not appointed until the contractor has provided satisfactory evidence of their competence.

The company will accept accreditation by any organisation within the SSIP Forum (www.ssip.org.uk) [CHAS, Safety contractor, etc.] as evidence of a contractors Stage 1 competence.

Where there is any doubt about the contractors competence the matter may be referred to Operations Director.

Contractors that have not been used before by the company or who have not been used for a significant period of time shall prior to appointment be invited to a Pre Tender Interview. Interviews will be held with, so far as is reasonably practicable, both the surveyor and the contract manager in attendance. Contractors will be asked to provide references to verify both their competence and their health and safety record. The purpose of the interview will be to verify that the contractor is competent to undertake the work that are contracted to execute on behalf of the company and will manage the risks associated with their work effectively.

Contractors shall only be appointed once both the surveyor and the contract manager are satisfied that a contractor is competent to undertake the work and has made adequate provision to manage health and safety.

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3.14. Exchange of health and safety information

The Principal Contractor is to inform all contractors and any self-employed persons on site as to the hazards associated with the operations involved, or the working environment, as a requisite to ensuring a safe place of work.

Relevant health and safety information contained in this construction phase plans will form part of contractual documentation. The communication of health and safety information is coordinated by the Project Surveyor and shall be passed to all relevant parties at pre-contract meetings and site meetings.

Any significant changes in any circumstances will be communicated to all affected contractors at a formal meeting or by toolbox training sessions, carried out on site by Site Manager and where it is thought necessary, by letter from the Contracts Manager to the contractor's management.

3.15. Site security

The Site Manager shall take reasonable steps to prevent access by unauthorised persons to the construction site. Only people who are explicitly authorised, individually or collectively, by the Site Manager are allowed access.

The site will be secured by external plywood hoardings.

All site personnel and visitors to the site will be required to report to the Site Manager and sign the site register both on arrival on site and on departure from site.

A register will be maintained of all personnel on site using a Signing In Register.

Completed forms will be stored in Site H&S File - Section 10.

3.16. Site induction

The Site Manager shall ensure that authorised people are not allowed access until they have relevant site rules explained to them and undertake any necessary site induction.

The Site Manager shall:

- develop a project specific site induction presentation;
- ensure that all personnel working on site and all visitors that will not be escorted by a member of the site team receive site induction using the project site induction presentation;
- ensure upon completion of the site induction that the Inductee shall complete and sign an induction record form providing details of their CSCS Card number, where they have a CSCS card, and where relevant PASMA, IPAF, CPCS or CIRS Card Number.

Upon completion the Site Manager sign the form to confirm that they:

- have delivered the site induction;
- explained the site rules;
- checked and taken a copy of any relevant competence cards; and
- have not been made aware verbally or on the form of any reason why they cannot safely undertake the work they have been employed to do.

Completed Induction Records will be stored in Site H&S File - Section 6, in the folder or section of the contractor responsible for the person who has been inducted.

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3.17. Site rules

The Site Manager shall:

- develop a project specific site rules;
- ensure that the site rules are displayed in the site office, the site mess area and above the site signing in register;

ensure that the site rules are communicated as part of the site induction to all personnel working on site and all visitors that will not be escorted by a member of the Site Team;

3.18. PASMA

All personnel erecting prefabricated access equipment (mobile towers, etc) shall provide the site manager with a current PASMA card or other relevant documentation to demonstrate their competence.

Copies of a person's certificate will be taken and appended to their induction record.



3.19. IPAF

All personnel using mobile elevating work platforms shall provide the site manager with a current IPAF card or other relevant documentation to demonstrate their competence.

Copies of a person's certificate will be taken and appended to their induction record.



3.20. Construction Plant Operators

All construction plant operators will be required to provide to the site manager with a current CPCS Scheme Operator card relevant to the plant they are operating.

Copies of a person's certificate will be taken and appended to their induction record.

Trained Operator Card (red)

A two-year Trained Operator Card that is not renewable for those who have demonstrated a level of:

- Health, safety and environment awareness through the CITB HSE test
- underpinning knowledge and understanding through the CPCS Theory Test
- operating ability through the CPCS Practical Test.



Competent Operator Card (blue)

A five-year card which is renewable for those who have demonstrated a level of:

- Health, safety and environment awareness through the CITB HSE test
- underpinning knowledge and understanding through the CPCS Theory Test
- operating ability through the CPCS Practical Test
- proven operating competence through achievement of a relevant SVQ or NVQ.



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Scaffolding

Scaffolders will be required to provide to the site manager with a current Construction Industry Scaffolders Record Scheme (CISRS) Card appropriate to the work they will be undertaking.

Copies of a person's certificate will be taken and appended to their induction record.

CISRS Labourer Card

For operatives who will only be involved with the labouring duties, moving materials etc. If the operative will be required to carry out any scaffolding works they must hold a CISRS Trainee card or above.



CISRS Trainee Scaffolders Card

For operatives working towards the CISRS Scaffolders qualification. CISRS Trainee Scaffolders should not be carrying out any work unless under the direct supervision of CISRS qualified Scaffolders.



CISRS Scaffolders Card

For operatives required to erect, dismantle and alter scaffolding.



CISRS Advanced Scaffolders Card

For operatives required to erect, dismantle or alter scaffolding of a complex nature.



CISRS Supervisors Card

For operatives involved in Supervising Scaffolding Works on site, i.e. Site Foreman, These may not necessarily be qualified scaffolders.



3.21. Asbestos Awareness Training

The site manager shall ensure that all personnel on site receive or have received adequate information, instruction and training where they are or are liable to be exposed to asbestos, or if they supervises such employees, so that those employees are aware of:

- the properties of asbestos and its effects on health, including its interaction with smoking,
- the types of products or materials likely to contain asbestos,
- the Contracts which could result in asbestos exposure and the importance of preventive controls to minimise exposure,
- safe work practices, control measures, and protective equipment,
- the purpose, choice, limitations, proper use and maintenance of respiratory protective equipment,
- emergency procedures,
- hygiene requirements,
- decontamination procedures,
- waste handling procedures,
- medical examination requirements, and
- the control limit and the need for air monitoring,

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Copies of a person's asbestos awareness training certificate will be taken and appended to their induction record

3.22. Toolbox Talks

The site manager shall:

- ensure that all contractors undertake at least two 'toolbox talks' (a short presentation to the workforce on a single aspect of health and safety) each month;
- identify the subject for the tool box talks each month and enter the details onto a Toolbox Talk Record and provide a copy to each contractor who must deliver the tool box talk;
- collect and store all toolbox talk records in Site H&S File - Section 6, in the folder or section of the contractor responsible for the operative who have received the toolbox talk;
- instruct additional toolbox talks following any significant breach of site rules or safety arrangements and as often is necessary to make site operatives aware of any significant or unusual risks present on site.

Tool box talks shall be delivered using the CITB's Toolbox Talks (GT 700) or other equivalent and suitable formats.

3.23. Drugs and Alcohol

There is a zero tolerance on being unfit for work due to alcohol and drugs.

A copy of the Drug and Alcohol Policy will be displayed within the mess room and brought to everybody's attention during the site induction.

Where a site manager considers that a deterioration in work performance and/or changes in patterns of behaviour of any member of staff may be due to alcohol or drug misuse, they should seek advice and assistance from the Operations Director.

If the site manager considers the person to be unfit by reason of alcohol or drugs the person must be stopped from working, moved away from the work area, not allowed to drink or consume food until a test is carried out.

Testing for alcohol is undertaken initially by breath test.

Testing for drugs is undertaken initially using a saliva drug test.

Employees who fail a breath or saliva test will be required to provide a urine sample through a strict chain of custody procedure.

Only competent persons appointed by the Operations Director are authorised to undertake drug and alcohol testing.

Drug and alcohol analysis shall only be undertaken by laboratories that are:

- UKAS (or European equivalent) accredited to ISO/IEC 17025:2005;
- Subject to blind analysis testing under an external quality assurance scheme.

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3.24. Welfare facilities

Welfare facilities all in accordance with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 shall be provided and maintained.

Site welfare & office facilities shall be within temporary portacabin type buildings. Initially these will be situated in the north west corner of site to allow demolition of the car port for access to the rear garden area. It may be that these facilities are relocated to the rear (eastern) end of site if necessary. (See GLA drawing Ref. **Issue Sheet Register Ref. 2032-01, Project No. 2032 Dwg No. 8 Rev. B Dec 2020** for details of welfare accommodation location etc. outlined in red).

Welfare shall include:

- A toilet with drying facilities and hot and cold running water
- A mess room area to prepare meals and drinks;
- A site office with meeting room area.

The Contracts Manager shall ensure that:

- all personnel under their control have reasonable access to appropriate welfare facilities;
- all welfare facilities are maintained, cleaned regularly and kept stocked with soap, towels etc.

3.25. First aiders

The Site Manager shall ensure that there is adequate first aid cover on site at all times and shall ensure that the names of all first aiders are listed on the site notice board and communicated to all operatives at site induction.

	Numbers on site	First aiders
X	5-50	At least two first-aiders trained in First Aid at Work [FAW]
☐	More than 50	At least one first-aiders trained in FAW for every 50 people employed (or part of 50)

The numbers of first aiders required on this site is at least two.

The site manager shall ensure that details of all other first aiders on site are recorded in the relevant section of the site information board displayed in the site accommodation.

Mobile numbers of all first aiders will be recorded so that they can be contacted in an emergency.

Copies of the certificates for all first aiders will be maintained in Section 3 of the Health and Safety File and details recorded on the Site Health and Safety Training Matrix.

3.26. First aid facilities

A first aid box of the appropriate size and an eye wash station are to be located the site managers office.

	Numbers on site	Size of First Aid Kit
☐	Less than 25	1 Small Kit plus eye wash station
X	25 to 100	1 Medium Kit plus eye wash station

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☐	More than 100	1 Large Kit per 100 operatives on site
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Eye wash stations should contain at least:

- 10 x 20ml Eye Wash Pods containing 0.9% Saline solution for eye irrigation;
- 2 x Sterile Eye Dressings; and
- A mirror

If mains tap water is not readily available for eye irrigation, the eye wash station should contain:

- at least one litre of sterile water in the form of 2 x 500ml Eye Wash Bottles containing 0.9% Saline solution should be provided;
- 2 x Sterile Eye Dressings; and
- A mirror

Once the seal is broken on an Eye Wash Bottles has been broken the remaining contents and the bottle shall be disposed of. Eye Wash Bottles that are beyond their expiry date shall also be disposed of.

The Site Manager is responsible for ensuring that first aid kits and eye wash stations are kept fully stocked.

Action to be taken in case of major injury

The Site Manager shall:

- call the emergency services when an accident demands their attendance;
- secure the area of the accident;
- make any injured persons safe until the emergency services arrive
- act as site liaison with the emergency services.

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3.27. Action to be taken in case of major injury

The Site Manager shall:

- call the emergency services when an accident demands their attendance;
- secure the area of the accident;
- make any injured persons safe until the emergency services arrive
- act as site liaison with the emergency services.

3.28. Accidents and incidents reporting and investigation

All accidents, incidents, and dangerous occurrences that must be reported to the Site Manager as soon as it is safe to do so.

Where an employee is injured at work the following details shall be recorded as soon as practicable in an accident book (BI 510) by the Site Manager:

- the full name and address of the injured person;
- the occupation of the injured person;
- the date of entry;
- date and time of accident;
- accident details - the location and circumstances, work, process;
- injury details and treatment given;
- signature of the person making entry.

After completion the record shall be detached from the book and sent to the Office Manager at The Company's Head Office.

A copy of the record shall be given to the injured person.

As soon as it is safe to do so, all accidents, incidents, and dangerous occurrences reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) that occur on company controlled sites or involve company employees or personnel working under The Company's control shall be reported to the Operations Director who will ensure that they are notified:

- without delay online at [<https://extranet.hse.gov.uk/lfserver/external/F2508IE>];
- within 10 days of the incident;

The Operations Director must report an employee death as soon as it is safe to do so to the Operations Director who shall report it immediately to the HSE Incident Contact Centre on 0845 300 9923.

The Site Manager must report any injuries which result in more than seven days absence from work to the Operations Director who will be reported to the relevant enforcing authority online [<https://extranet.hse.gov.uk/lfserver/external/F2508IE>] within fifteen days from the date of the injury.

Notifiable diseases must be reported online by the Operations Director [<https://extranet.hse.gov.uk/lfserver/external/F2508IE>] without delay.

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The following injuries are reportable:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body;
 - causes significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness;
 - requires resuscitation or admittance to hospital for more than 24 hours.

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Where it affects an employee the following diagnoses of occupational diseases, where these are likely to have been caused or made worse by their work, are reportable:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

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The following Dangerous Occurrences are reportable:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
- The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person.
- Any plant or equipment unintentionally coming into:
 - contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
 - close proximity with such an electric line, such that it causes an electrical discharge.
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours; or
 - causes a significant risk of death.
- The complete or partial collapse (including falling, buckling or overturning) of:
 - a substantial part of any scaffold more than 5 metres in height;
 - any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- Any other dangerous occurrences listed in Schedule 2 of RIDDOR 2013 [<http://www.legislation.gov.uk/uksi/2013/1471/schedule/2/made>]

3.29. Accident Investigation

The Site Manager shall ensure that all accidents are investigated and a record kept of the investigation. Photographs shall be taken when appropriate.

Where the accident is or may be reportable under RIDDOR the Site Manager shall:

- preserve the scene of the incident until they have notified the Contracts Manager and the Company's Health and Safety Advisers;
- where requested to do so by the Contracts Manager or the Company's Health and Safety Advisers appropriate preserve the scene of the incident and / or take photographs to record all relevant details of the accident scene, outcome and contributory factors;

The Contracts Manager shall ensure that a competent person carries out an investigation of the

All accidents that result in an injury or dangerous occurrence that is reportable under RIDDOR shall be investigated by the Contracts Manager or the Company's Health and Safety Advisers and a record produced.

Copies of all accident investigation reports, whether reportable under RIDDOR or not shall be forwarded to:

- the Company's Health and Safety Advisers; and
- the Office Manager at the Company's Head Office

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3.30. Risk assessments and written systems of work

The Site Manager shall maintain a record of all required, reviewed and approved risk assessments and method statements on the register in Section 3.30 of this plan. The register must be reviewed and updated:

- upon receipt, review and approval of RAMS; and
- every month

Review and Approval of RAMS

Contractors shall provide the Contracts Manager prior to appointment with a copy of their [RAMS] for the work they will be undertaking.

Upon receipt of the RAMS the Contracts Manager will review the RAMS and record their review on Section 1 of RAMS Review Form.

If the Contracts Manager is satisfied that the RAMS are suitable they shall forward the RAMS and the Form to the Site Manager.

Where the Contracts Manager is not satisfied they must be returned to the contractor with the form for revision and resubmission. RAMS must not be forwarded to the Site Manager until the Contracts Manager is satisfied that the RAMS are suitable.

Before the works start the Site Manager must review the RAMS with the work supervisor. When the Site Manager is satisfied that all significant risks have been identified and control measured recorded that will ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety they shall sign Section 2 of RAMS Review Form to confirm this. If they are not satisfied they must be returned to the contractor for revision and resubmission.

Where the Site Manager is satisfied with the RAMS the works supervisor must sign Section 3 of RAMS Review Form to confirm:

- that they have read and understand the risk assessments and method statements [RAMS];
- that should other works not covered in the RAMS required or the work or work method must change then additional RAMS will be produced before such works are undertaken;
- that they are responsible for briefing all operatives working under my control on risks and risk control measures set out in the RAMS; and
- they shall supervise the works and ensure that the risk control measures set out in the RAMS are implemented.

Risk Assessments

The Site Manager shall ensure that all necessary assessment not covered by this document are carried out in accordance with the requirements of statutory legislation. Assessments that require additional resources shall be forwarded to the Contracts Manager for immediate attention. Safe systems of work identified with in all assessments will be implemented in full and communicated to those involved and those who may be affected by the works identified.

Records

Copies of all risk assessments, written systems of work and associated review will be will be stored in Site H&S File - Section 6, in the folder or section of the contractor responsible for the person who has been inducted.

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3.31. Risk Assessments and Method Statements (RAMS)

[illegible]

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4. FIRE RISK ASSESSMENT

4.1. Introduction

Both the Regulatory Reform (Fire Safety) Order 2005 (FSO) and the Construction (Design and Management) Regulations 2015 (CDM2015) place duties on duty holders in relation to fire safety.

This section of the construction phase plan includes both an assessment of the fire risks and the general fire precautions that will or have been put in place to ensure, so far as is reasonably practicable, the safety of anybody who may be affected by the project during its construction phase.

4.2. Responsible Person

The Principal Contractor for this project is the responsible person.

They shall:

- carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.
- take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of his employees and, in relation to persons who are not in his employees, take such general fire precautions as may reasonably be required in the circumstances.

General fire precautions will include that:

- all procedures, precautionary measures and safety standards as laid down in this site fire safety plan are clearly understood and complied with by all those on the project site(s);
- where necessary, the hot work permit system described in this plan will be used and compliance monitored;
- weekly testing of the fire alarm is carried out;
- where installed smoke and heat detectors on site are tested as determined by a risk assessment;
- weekly inspections are conducted of escape routes, fire and rescue service access, firefighting facilities, temporary emergency lighting, the routing of temporary electrical cables and work areas;
- the requirements laid down in this site fire safety plan are monitored;
- liaison is maintained with the local fire and rescue service and they are invited to undertake site inspections and familiarisation tours;
- liaison is maintained with site security personnel where they are employed;
- a proper maintenance regime for fire protection equipment is instigated, including the keeping of a written record of all checks, inspections and tests;
- a written record of fire safety training of site operatives and of all fire patrols and fire drill procedures is maintained;
- the detailed arrangements and actual procedures for calling the fire and rescue service are regularly monitored and checked.
- during an alarm, those duties required for the safe evacuation of the site are executed, and all staff and visitors report to the assembly points;
- a fire safe working culture is proactively promoted at all times; and
- one or more competent persons are appointed to assist the responsible person

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4.3. Fire safety standards

The following fire safety standards apply to this project and have been taken into account when undertaking the risk assessment and preparing this plan.

Standard	Application	Applicable
HSG 168 Fire Safety in Construction	All projects	X
The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation 9th edition: October 2015 published by the Construction Confederation and the Fire Protection Association	Projects of £2.5m and above and where it is required by the clients or companies insurers	☐
Structural Timber Association (2011) 16 Steps to Fire Safety	Timber frame projects	☐
Structural Timber Association (2012) Design guide to separation distances during construction for timber frame buildings above 600m2 total floor area together with supporting documents	Timber frame buildings above 600m2 total floor area	☐

4.4. Fire risk assessment

The risk assessment below identifies all sources of fuel and ignition and establishes general fire precautions including, means of escape, warning and fighting fire.

When assessing risk, the assessor shall follow the guidance set out in Part 1 of HSG168 Fire Safety in Construction (<http://www.hse.gov.uk/pubns/priced/hsg168.pdf>) Pages 8 to 17 and where appropriate The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation 9th edition: October 2015 published by the Construction Confederation and the Fire Protection Association

4.5. Proximity to neighbouring properties

The project site is currently a 3 storey building with a doctors surgery occupying the ground floor and part of the first floor with flats on the remaining upper floor areas. The building is situated in a large plot with a frontage to the B550 Colney Hatch Lane. To the front (west) and south side of the property is hard standing for car parking. This extends to a low wall forming the boundary with the footpath on the east side of Colney Hatch Lane. There are residential properties to both the north and south sides of the site. To the rear (east) is a large garden area which abuts the rear gardens of the surrounding domestic properties. All existing boundaries are currently walls or fences. Opposite the site there is a petrol station at the junction of Pages Lane and Colney Hatch Lane. This is accessed by traffic from both the aforementioned roads.

4.6. Is the site / structure deemed HIGH RISK?

Tick those applicable. (to tick box – double click on box and set default value to checked) A HIGH RISK site is defined as:

- ☐ **Site is high rise** (workforce is working outside a distance at which mechanical rescue is possible - currently 30m from position from of siting a fire appliance.)
- ☐ **A large project** (original value is £20 million or above)
- ☐ **A large timber frame structure** (timber frame of 3 storey or more)
- ☐ Project where there is a significant potential for loss of life or property

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4.7. Persons at Risk

Tick where at risk & provide maximum numbers present (to tick box – double click on box and set default value to checked)

Site personnel		Numbers
☒	Operatives	20-25
☒	Visitors	<5
☐	Tower crane operators	
☐	Lone workers	
Immediate neighbours		
☒	Staff	<30
☒	Visitors	<10
☐	Persons with limited or no mobility	
☐	Persons with other disability	

4.8. Sources of ignition

Identify where source is or may be present and where details of controls are recorded.

	Source of ignition	Control
☒	Arson	3.11.1
☒	smokers' material, eg cigarettes, matches and lighters	3.11.2
☒	naked flames, eg gas- or liquid-fuelled open-flame equipment	3.11.3
☒	hot processes/hot work, eg welding by contractors	3.11.3
☒	friction-generated heat / sparks from mechanical equipment such as disc cutters	3.11.3
☐	use of oxy-fuel equipment	3.11.3
☐	bonfires	3.11.4
☐	poor electrical installations, eg overloads, heating from bunched cables and/or damaged cable	3.11.5
☒	light fittings and lighting equipment, eg temporary lighting, halogen lamps too close to stored products	3.11.6
☐	newly installed photovoltaic panels	3.11.7
☒	plant and equipment, eg fuel and vehicle exhausts	3.11.8
☒	gas room heaters or cooking equipment in temporary office accommodation or welfare cabins	3.11.9
☒	heating, drying and dehumidifying equipment	3.11.10
☐	lightning	3.11.11
☒	electrical construction tools and equipment	5.13
☒	electrical equipment within site offices and equipment	5.13

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4.9. Sources of fuel

Identify where source is or may be present and where details of controls are recorded.

	Source of fuel	Control
☒	stored/in-use building products such as composite panels and timber	3.12.1
☒	flammable liquids such as paints and varnishes	3.12.2
☒	volatile flammable substances such as paints, thinners	3.12.2
☒	fuel for and within portable equipment	3.12.2
☐	liquefied petroleum gas (LPG), eg bitumen boilers, temporary site accommodation and similar areas	3.12.2
☐	acetylene	3.12.3
☒	rubbish	3.12.4
☒	packaging materials	3.12.4
☒	protective coverings	3.12.5
☒	scaffold sheeting	3.12.5
☐	fall-arrest bags	3.12.6
☒	components of the structure itself such as some composite panels and timber	4.10

4.10. Sources of oxygen

Identify where source is or may be present and where details of controls are recorded. It is accepted the oxygen is always present in the air so only sources of enrichment are listed.

	Source of fuel	Control
☐	oxygen oxidising agents used in welding processes	3.12.2/3
☐	oxygen cylinders	3.12.2/3
☐	O2 enriched atmospheres (specialist advice must be sought and arrangements recorded in this plan)	
☐		

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4.11. Remove or reduce sources of ignition

4.11.1. Arson

There is a risk of arson however the risk is not believed to be significant.

The site is fully locked down and secure over night to minimise the risk of breaking and entering.

The site boundary shall be closed with plywood hoardings. Access gates/doors shall be provided for both pedestrians and delivery vehicles. These accesses will be secured against entry by unauthorised persons.

The building envelope shall be secured with all accessible openings such as ground floor windows and doors and vulnerable higher-level windows shall be secured against unauthorised entry. This may be achieved through the early installation of doors and windows or temporarily boarding such apertures with 18mm plywood or proprietary steel shuttering. Doors and windows shall be fitted with locks and secured when the building is vacant. Access to upper levels via scaffolding shall be prevented.

Any required contracted security guards shall be licensed under the Private Security Industry Act 2001.

4.11.2. Smoking

Smoking is not permitted on site.

Where a smoking shelter is provided it shall be:

- included specifically in this project fire risk assessment;
- constructed of non-combustible materials;
- situated as far as reasonably practical from any building or structure, but at least 20m on a high fire risk site, where possible;
- provided with suitable metal ashtrays and a separate metal waste bin with a fitted metal lid; and
- provided with a suitable fire extinguisher.

4.11.3. Hot Work

All hot processes and hot work shall be strictly controlled by a permit-to-work (PTW).

Hot work permits shall be issued by the Site Manager

The following information shall be recorded on the permit to work:

- the location and nature of the hot work intended;
- the proposed time and duration of the work;
- the limits of time for which the permit is valid; and
- the person in direct control of the work.

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Precautions to be taken and reflected in the PTW before, during and after the work include:

- clearing the surrounding area of all loose combustible material;
- checking for combustible material on both sides of a wall or partition, where work takes place only on one side;
- having suitable extinguishers at hand and a careful watch maintained for fire during the work and following completion;
- protecting combustible material which cannot be cleared;
- examining the hot work area thoroughly for some time after the work has finished (this will be for at least 1 hour, but ignition can sometimes occur much later than this – inform the night security guards where hot work has been going on and ask them to check these areas); and

In view of the potential risk, it is a sensible precaution for all hot work to stop by a safe period before the end of the day.

[Further information and legal obligations on Systems of Work and Permits-to-Work are detailed in DSEAR ACOP L137 and HSE leaflet INDG98 Permit-to-work systems]

4.11.4. Site burning of vegetation or rubbish

The burning of any vegetation or rubbish on site is prohibited.

4.11.5. Electricity

Electrical supply installations, both temporary and permanent, shall be installed in accordance with the latest edition of BS 7671: Requirements for electrical installations and the Electricity at Work Regulations 1989

All electrical work should be undertaken by a skilled electrician as defined in BS 7671: Requirements for electrical installations.

Installations (especially of a temporary nature) shall be inspected regularly and tested at intervals not greater than every three months, or when they have been altered. The results shall be recorded in a register kept for the purpose.

Electric cabling (especially of a temporary nature) should be protected against damage from construction site activities in its vicinity.

4.11.6. Temporary lighting

Where portable or temporary lights are required, these shall be located well away from combustible materials.

Low voltage LED festoon lighting shall be used where ever practicable. Where this cannot be used, sealed fluorescent light tubes shall be used.

Unprotected quartz halogen lights shall not be used on site.

Where possible, main switches - other than those controlling fire protection, security and life safety systems - should be turned off when work ceases, and all equipment unplugged when not in use.

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4.11.7. Photovoltaic panels

Photovoltaic panels are not currently envisaged on this project.

Any panels shall be installed in accordance with the manufacturer's instructions.

Where photovoltaic panels are being installed, signs must be displayed at the earliest opportunity to warn site staff and firefighters of the presence of live DC power supplies and the location of the isolators.

Following their installation, photovoltaic panels shall be isolated and not be used to produce power for site use during the construction phase.

4.11.8. Gas supplies

All permanent gas supplies must be installed by a registered Gas Safe gas installer.

The use of gas heating, drying and dehumidifying equipment within construction areas is prohibited.

The use of gas cooking, heating, drying and dehumidifying equipment within welfare accommodation should be avoided.

Where installed gas supply to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference. Gas appliances should be fitted with control taps.

LPG connected to an appliance by a flexible link should only be installed by a competent person

4.11.9. Plant and vehicles

Stationary plant powered by internal combustion engines, such as compressors and generators, shall be positioned in the open air or in a well-ventilated non-combustible enclosure. They shall be sited so that exhaust pipes and exhaust gases are kept clear of combustible materials and shall, wherever reasonably practicable, be separated from working areas and other buildings.

Where plant and vehicles are refuelled on site:

- fuel tanks must not be filled whilst engines are running or hot;
- vehicles should only be fuelled in designated areas; and
- fuel should be stored in accordance with the standards set out in this plan.

The long-term parking of vehicles on Colney Hatch Lane and the surrounding roads, or within 10m of the building under construction, shall be avoided. When equipment and materials are being unloaded from or reloaded onto contractors' and sub-contractor's vehicles, such vehicles may be permitted to park within 10m of the building for no longer than the duration of unloading or reloading.

4.11.10. Heating, drying and dehumidifying equipment

Heating, drying and dehumidifying equipment must be restricted to 110V blown air type and be removed from the structure outside working hours.

Portable electrical appliances will be checked, inspected and tested to the standards set out in HSG107 Maintaining portable electrical equipment.

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4.11.11. Lightning

Lightning protections should be installed and maintained as required during the project.

4.12. Remove or reduce sources of fuel

4.12.1. Stored Materials

Where it is reasonably practicable to do so, combustible materials shall be stored outside the building under construction or undergoing refurbishment, and shall not be so close to it that fire is able to spread from the materials to the building.

Where combustible materials are stored inside the building, the area used for storage shall be maintained in tidy condition with clear walkways. Materials shall be minimised to reduce the level of risk. Just in time deliveries will be preferred to assist in minimising stock levels of materials.

4.12.2. Site Storage of Compressed Gases and Flammable Liquids

Flammable liquids and gases used and stored on site shall be subject to a periodic assessment in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Containers of flammable liquids and LPG cylinders shall preferably be stored in open compounds which are securely fenced, shaded from the sun and remote from pits, drains and low lying areas.

Stores of liquid fuels must be surrounded by an impermeable bund sufficient to contain the maximum contents of the largest drum stored, plus 10 percent. The bund must not be allowed to accumulate water or waste material.

Flammable liquids and LPG shall not be stored together.

Storage areas should be sited as far as reasonably practical from permanent and temporary buildings. Where practical, given the constraints of the site, containers and drums of flammable liquid or gas cylinders must not be stored within 10m of any building or boundary fence (and in no circumstance closer than 4m) unless the boundary is a wall at least 2m high and constructed to provide a minimum of 30 minutes fire resistance. In the latter case, containers and drums should be at least 1m below the top of the wall.

Products which could add to the intensity of a fire, such as acetylene or oxygen, shall not be stored:

- within structures when not in use and must either be removed from site when not in use or stored within dedicated areas;
- in the same compound as flammable liquids and LPG.

Store oxygen cylinders when not in use in a well-ventilated storage area or compound, away from combustible materials and separated from cylinders of flammable gas, eg propane and butane;

Appropriately worded warning signs, eg 'HIGHLY FLAMMABLE LIQUIDS', 'NO SMOKING' and 'NO NAKED LIGHTS' shall be displayed prominently at the entrances to stores.

The floors of flammable liquid or LPG cylinder stores should be paved or compacted level, with a suitable hard-standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all combustible materials, weeds and rubbish.

Adequate numbers of extinguishers appropriate to the hazard shall be sited at entrances to storage areas.

There should, where possible, be designated areas for fuelling plant and vehicles. The use of petrol generators in high risk structures shall be avoided.

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4.12.3. Acetylene

The use of acetylene on construction sites should be eliminated wherever reasonably practicable and alternative methods of cutting and welding be adopted.

Where the use of acetylene is unavoidable, the number of spare cylinders stored on site should be kept to the absolute minimum.

Work with acetylene shall be undertaken in accordance with the guidance given in INDG327 Working safely with acetylene published by the HSE <http://www.hse.gov.uk/pubns/indg327.pdf>

Where oxygen is used in conjunction with acetylene is shall be used in accordance with the guidance given in INDG459 Oxygen use in the workplace published by the HSE <http://www.hse.gov.uk/pUbns/indg459.pdf>

Acetylene cylinders should be removed from the workplace and returned to the storage area as soon as the period of work has been completed.

Acetylene cylinders should be removed from the site as soon as their use is complete.

4.12.4. Waste management

All non-essential combustible wrapping and packaging shall be removed to a safe place away from the working area and be disposed of at the earliest opportunity, and in any case not less than once per day.

Separate metal bins, with close-fitting metal lids, shall be provided for combustible materials such as oily rags.

Where practicable, rubbish chutes shall be constructed outside the building and be of fire- resisting construction. They shall be situated so as not to obstruct escape routes.

Unwanted materials from open areas of a site shall be collected at regular intervals.

All recycling collection points and other combustible waste materials awaiting disposal shall be kept in an area as far as reasonably practical away from the building under construction, temporary buildings, smoking shelters, stores and equipment.

All dry vegetation must be cleared regularly.

4.12.5. Temporary Protective Covering Materials

Finished surfaces, fittings or expensive items of plant and machinery incorporated into a building should be temporarily protected during construction or refurbishment. When selecting a temporary protective covering material, regard must always be paid to the relative fire load and the potential for fire growth and spread.

Where flexible protective covering materials are used, these shall conform to the requirements of the LPCB's Loss Prevention Standard LPS 1207: Fire requirements for protective covering materials or equivalent standard.

When flexible materials are used to clad scaffolding, these materials shall conform to the requirements of LPS 1215: Flammability requirements and tests for LPCB approval of scaffolding materials or equivalent standard.

All protective materials shall be manufactured in accordance with a quality assurance and certification programme, and the scaffolding covering material shall be approved by a third-party certification body accredited by the United Kingdom Accreditation Service. The relevant approval

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mark shall be printed on the material. Overprinting of materials with 'advertising or images does must not detrimentally affect their fire performance. Confirmation of this shall be sought through testing of the printed material by the certification body.

Flame retardant protective covering material can still burn; therefore at least one fire escape stairway should be kept free of all protective coverings.

4.12.6. Fall-arrest bags

Checks must be undertaken to ensure that the outer skin, inner bag and polystyrene fill are treated with flame retardant chemicals. However, even when they are treated the materials are not fireproof and will burn if exposed to sufficient heat and flame. It is, therefore, essential that bags are not exposed to these risks and kept secure from vandalism.

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5. FIRE AND EMERGENCY PROCEDURES

5.1. Liaison with the Emergency Services

At the commencement of the construction phase, the Contracts Manager shall make contact with the fire and rescue service and provide an initial site layout plan. Provisions for water supplies should also be agreed at this time. Thereafter, updated site layout plans should be available on site for fire and rescue service use, detailing the following:

- fire and rescue service access, firefighting shafts, fire lifts and temporary hoist facilities;
- dedicated emergency escape routes and staircases; sprinkler installations;
- floor loading limitations;
- positions of hydrants on or near the site, dry riser inlets and wet risers; fire points;
- temporary buildings and temporary accommodation; and
- hazardous items, eg flammable liquids, gas cylinders, gas mains, electrical risers, temporary holes in floor slabs etc.

Water supplies for firefighting

The nearest fire hydrant main for firefighting is at the southern side of Pages Lane at the junction with Colney Hatch Lane, opposite the project site.

All hydrants shall be clear of obstruction and when located within the boundaries of the site be suitably marked.

5.2. Fire and Emergency Coordinator

The Fire and Emergency Coordinator on this contract is the Site Manager.

In his absence he will nominate a competent person to carry out his duties.

The Fire and Emergency Coordinator shall:

- upon hearing the alarm verify whether there is a fire.
- upon discovering a fire shall:
 - Ensure that the alarm has been raised across the site;
 - Call the fire brigade;
 - Instruct the fire marshals, so far as it is safe to do so, to ensure that all buildings have been evacuated;
 - Collect the signing in register and report to the Fire Assembly Point;
 - Take the names of all those present and details of anybody who is known to be trapped on has not been accounted for and report to the brigade upon arrival;
 - Liaise with the fire brigade and provide assistance when required.

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5.3. Fire Plan

The Site Manager shall:

- prepare a fire plan (or fire plans) that details:
 - fire escape routes;
 - fire compartment lines required during the construction phase and any fire doors with these compartment line;
 - where relevant, fire brigade access routes across the site;
 - fire points;
 - the location of the nearest fire hydrant(s); and
 - the fire assembly point
- ensure that the fire plan(s) are displayed in the site office, the site mess area and on every fire point;
- ensure that the fire plan is communicated as part of the site induction to all personnel working on site and all visitors that will not be escorted by a member of the site team;

5.4. Fire Action Notice

The Site Manager shall:

- prepare a fire action notice using either a Fire Action Notice or a standard notice that meets the standards set out in the Health and Safety (Safety Signs and Signals) Regulations 1996;
- ensure that fire action notices are displayed in the site office, the site mess area and on every fire point;
- ensure that the actions to be taken in case of fire are communicated as part of the site induction to all personnel working on site and all visitors that will not be escorted by a member of the site staff;

5.5. Emergency routes and exits

Escape routes shall be clearly indicated by proper signs. Signs shall be large enough so that they can be clearly seen and positioned where they are least likely to be obstructed or obscured by smoke. Typically, this is about 2 m above the floor, but the layout of the site may make alternative positioning more appropriate.

Escape routes and exits shall be kept clear and shall not be obstructed.

Under no circumstances should any vehicle be parked, or any materials / waste be allowed to accumulate that will block access to the building by the fire brigade.

Panic action facilities shall be maintained on all fire exit doors. No fire exit door shall be fastened shut in any circumstances whatsoever.

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5.6. Fire Points

A fire point will comprise:

- A fire alarm call point and sounder
- One 9 litre water or foam fire extinguisher
- One CO2 fire extinguisher (at least 1.1Kg)
- A fire action notice

Fire points shall be:

- located in conspicuous positions near exits on each floor. In the open they should be situated in red boxes raised 500mm above ground level with a sign 'FIRE POINT' at a height readily seen above intervening huts or storage.
- be easily accessible.
- located so that minimum sound levels and fire extinguisher cover are achieved



5.7. Portable Firefighting Equipment

The number and type of extinguishers present will depend on the fire hazard. For a typical spread of fire hazards, the following is considered to provide a reasonable level of cover per 200 m2 of floor area, with no fewer than two each on each floor:

- one 9 litre water or foam; and
- one CO2 extinguisher (at least 1.1 kg).

The Site Manager shall ensure that sufficient personnel are competent to be able to use the portable firefighting equipment provided on site.

All portable firefighting equipment must be serviced annually in accordance with BS 5306-3: Fire extinguishing installations and equipment on premises: Code of Practice for the inspection and maintenance of portable extinguishers by a qualified person, and the maintenance service date recorded, including marking on the appliances.

As work progresses, the adequacy of portable firefighting equipment shall be reviewed as part of the fire risk assessment reviews.

'Ride-on' mechanically propelled site plant should carry an appropriate fire extinguisher where reasonably practicable.

5.8. Raising the alarm

The alarm will be raised using an inter-connecting wireless system of call-points and sounders.

The minimum sound level of a sounder device taken at any point in the site should be 65dB(A) or 5dB(A) above a background noise (if lasting more than 30 seconds) and at a frequency between 500Hz and 1000Hz.

The site manager shall ensure that call points are tested each day to verify that they are operational.

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5.9. Fire detection

A suitable fire detection system is to be installed as part of the project works.

5.10. Limiting the spread of fire (compartmentation)

The designed fire compartments shall be completed and maintained during the progression of the project works.

5.11. Emergency Lighting

An emergency lighting system is to be installed as part of the project works.

5.12. Fire Safety Signs

Clear signs shall be installed and maintained in prominent positions indicating the locations of fire and rescue service access routes, escape routes, positions of dry riser inlets, fire extinguishers and manually operated devices used to raise a fire alarm.

Fire safety signs shall be in accordance with the requirements of BS 5499:2013 and Part 3 Fire safety signs of L64 Guidance on the Health and Safety (Safety Signs and Signals) Regulations 1996 published by the HSE <http://www.hse.gov.uk/pubns/priced/l64.pdf>.

Signs shall be reviewed regularly and replaced or repositioned as necessary.

5.13. Fire safety inspections

Daily Fire Check

At the end of each working day or shift, the Site Manager or a competent person appointed by the Site Manager shall:

undertake a fire check, particularly in areas where hot work has been undertaken, to ensure that there are no situations present that may lead to a fire starting;

Inspect all emergency escape routes and exits to ensure that they remain safe to use;

Inspect all fire safety points to ensure that they are in the position marked on the fire plan, call points are operational and include all required equipment and signage.

A record of all site fire checks shall be made on a Daily Fire Check Form. Inspection reports will be stored in Site H&S File - Section 7.

Where 24-hour security is provided, fire checks shall be undertaken throughout the night, during holiday periods and at weekends.

Weekly Site Fire Safety Inspections

The Site Manager shall verify fire safety compliance as part of the weekly site health, safety and fire inspections and record their findings and any actions on a Site Inspection Form. Inspection report will be stored in Site H&S File - Section 8.

5.14. Temporary Buildings and Temporary Accommodation

Temporary building(s) shall be separated from the building under construction or refurbishment and other permanent buildings to provide as wide a fire break as reasonably practicable. While it should be aimed to provide a fire break at least 10m wide, it is recognised that this is not always possible,

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but wherever practicable the fire break shall be at least 6m wide. Fire breaks shall be kept clear of combustible materials.

Where it is not reasonably practicable to provide a fire break at least 6m wide, temporary building(s) shall be constructed with materials that do not significantly contribute to the growth of a fire or the propagation of smoke and corrosive or toxic fumes.

5.15. Permanent occupancy

Permanent occupancy of any part of a building site shall not be permitted until all fire protection measures (especially all fire-stopping in relevant compartment walls and ceilings) and installations are complete and, where appropriate, have been commissioned. The insurers, local authority building control department and fire and rescue service must be informed where occupancy is to be permitted.

6. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

6.1. Access and Egress

Access to the site is from the B550 Colney Hatch Lane turning directly into the site. Due to the size, nature and layout of the roads there are restrictions on the size of vehicles that can be accommodated.

Arrangements shall be made in conjunction with the structural engineers and the appointed temporary works designer to protect such footways and any services within from damage. A Section 278 agreement for reinstatement may be pursued.

Pedestrian access to the site is directly from Colney Hatch Lane via the existing footpaths and entrance to the front of the project building. Pedestrian access along the footpath on Colney Hatch Lane shall be maintained.

6.2. Traffic Management

The site is located opposite the junction with Pages Lane and a petrol station. Colney Hatch Lane has a dedicated "right turn lane" into Pages Lane. There is a box junction controlling the junction. To the north of the site is the junction of the B106 Alexandra Park Road with Colney Hatch Lane. This is controlled by traffic lights. There is a dedicated right turn lane for traffic entering the B106 from the B550. To the south of the site there is a light controlled pedestrian crossing on Colney Hatch Lane immediately to the south of Pages Lane junction. There is heavily restricted parking on Colney Hatch Lane, Pages Lane & Alexandra Park Road, all of which are also bus routes.

Access to the petrol station opposite the site is from Pages Lane only with vehicles egressing onto Colney Hatch Lane.

There is a street lamp erected midway along the western boundary of the site. A pedestrian protection fence runs along the eastern kerbside of Colney Hatch Lane from the B106 junction to almost opposite the street lamp.

Access to the site is via the existing dropped kerb and footpath directly through the widened gateway to the property. Vehicles entering the site will need to be turned utilising the hard standing areas at the front (west) and south of the building in the area currently used for car parking. There is a car port which will require removal to permit this manoeuvring.

Access routing for deliveries from the south should be by turning right across Colney Hatch Lane into the site, and either turning left out of site to return Southwards along Colney Hatch Lane, or crossing directly into Pages Lane. Vehicles entering from Pages Lane will cross Colney Hatch Lane and exit the site as above. There is no facility to allow vehicles to enter site directly from the north along Colney Hatch Lane.

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All manoeuvring and entry to and exit from the site shall be supervised by a suitably qualified (CPCS or similar) Plant and Traffic Marshals who will be provided at all times when vehicles are manoeuvring.

The car parking area at the front of the existing building shall be a designated unloading area for the project.

As there is no through routing available, all deliveries will need to be turned within the site boundary in order to exit the site.

Site staff and contractors shall be encouraged to utilise public transport or cycles to commute. A cycle storage area shall be established within the project site to facilitate those who cycle to work.

All deliveries shall be by rigid bodied vehicles of the smallest practicable size. The design of the structural elements incorporates the need for smaller delivery vehicles to facilitate easier accessibility for deliveries.

Suitable pedestrian routes will be set up to allow safe access to and from and in and around the site itself

Access gates in the hoarding will be secured when not in use in order to prevent unauthorised access to the site.

Deliveries and collections for the majority of the work shall, so far as is reasonably practicable, be restricted to between 8.30 am and 4.30pm. Where necessary to ensure continuity of work (e.g. concrete pours) an earlier start and later finish may be required.

There will not be any deliveries outside normal working hours (8am - 6pm on Monday to Friday, and 8am - 1pm on Saturday). During the week the Principal Contractor shall make sure that with the correct planning will allow very little disruption during peak times.

Parking is not available on site or on the adjacent highways.

All engines will be switched off to control noise on delivery and waste away vehicles

We will spray and dampen down dusty material and make sure that any dusty material leaving site will be watered down. Vehicle wheels will be washed before they exit the site.

Waste removal vehicles will be, where required, sheeting down before leaving.

Any mud or debris that reaches the public highway will be cleaned immediately by the Traffic Marshall.

Under no circumstances should concrete residue or other detritus be washed into the public drainage system.

Horns will not be sounded near the site.

Deliveries shall, so far as is reasonably practicable, be given times to arrive. Delivery instructions will be sent to all suppliers and contractors with orders.

We will use temporary barriers when needed for pedestrian safety along with barriers to close off and divert pedestrian routes round the site.

Plant and Traffic Marshals shall ensure the safe passage of pedestrians and vehicular traffic when vehicles are being manoeuvred into and out of site.

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Vehicles will not, so far as is reasonably practicable, wait or stack on local roads. An appropriate location will be identified and communicated to delivery companies, if a large number of delivery vehicles are expected.

The Site Manager and Traffic Marshalls are responsible for supervising, controlling and monitoring vehicle movements to and from the site and will coordinate and allocate time slots.

Suppliers will be asked to call the Site Manager and Traffic Marshalls at least 20mins before their vehicle arrives at site this must work inside the time slot allocated

6.3. Demolition

Demolition of the existing building will be carried out by a suitable demolition contractor. All arising shall be removed from site using the waste removal systems in Section 6.20 outlined below.

Suitable supporting temporary engineering works and structural elements will be installed to the satisfaction of the Temporary Works Engineer (TWE) before any demolition of the existing structural supporting elements is commenced. Minor enabling works for the installation of such temporary supporting structure will be carried out under the oversight of the TWE.

These works will be carried out under the oversight and coordination of the Temporary Works Engineer using the procedures outlined in the Temporary Works section 6.10 below

6.4 Excavation

Excavation of the basement area of the new building shall be carried out by a suitable groundwork's contractor. All arising shall be removed from site using the waste removal systems in Section 6.20 outlined below.

Suitable supporting temporary engineering works and structural elements will be installed to the satisfaction of the Temporary Works Engineer (TWE) as the excavation progresses.

These works will be carried out under the oversight and coordination of the Temporary Works Engineer using the procedures outlined in the Temporary Works section 6.10 below

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6.5 Electrical Installations

Electrical supply installations, both temporary and permanent, shall be installed in accordance with the latest edition of BS 7671: Requirements for electrical installations and the Electricity at Work Regulations 1989.

Temporary low voltage (110V) supply installations shall be installed in accordance with the Electrical Safety Council's Guidance on the management of electrical safety and safe isolation procedures for low voltage installations

[<http://www.electricalsafetyfirst.org.uk/mediafile/100370766/Best-Practice-Guide-2-Issue-3-.pdf>]

All electrical work should be undertaken by a skilled electrician as defined in BS 7671: Requirements for electrical installations.

Temporary electrical distribution installations and equipment shall be tested before use in accordance with BS 7671 "Requirements for Electrical Installations. IET Wiring Regulations" and a copy of the test certificate maintained in the site office.

Installations (especially of a temporary nature) shall be inspected regularly and tested at intervals not greater than every three months, or when they have been altered. The results shall be recorded in a register kept for the purpose.

Electric cabling (especially of a temporary nature) should be protected against damage from construction site activities in its vicinity.

6.6 Identification and Isolation of Services

Before starting work in any area, the Site Manager shall in consultation with the relevant specialist establish the location of all existing services (including foul and surface water drainage) that may be disturbed by the work.

Identification of services shall include the inspection of services records and both a physical survey and electronic scanning survey of all areas that may be affected by the work.

Except for testing when no disconnections or connections are to be made, no one shall work on electrical equipment unless all supplies to it are dead.

In all situations where services are shutdown for work to be carried out, a competent person shall verify that they are effectively isolated and safe to work on. This shall include the placing of notices, and physically securing valves and switches.

6.7 Existing Underground Services

Underground services in the footpaths shall be suitably protected through temporary works arrangements where it is likely that delivery vehicles will impinge on the footpaths. Such protection arrangements shall be installed prior to, and maintained throughout, the period required to complete such deliveries.

It is not anticipated that there will be any excavation of subterranean services. Any excavation carried shall be carried out by a competent person with care and in accordance with the procedures laid down in the Health and Safety Executives guidance HS(G)47 - Avoiding danger from underground services.

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6.8 Overhead power lines

There are no overhead cables in the vicinity that would be affected by the project..

6.9 Accommodating adjacent land use

There is a petrol station opposite the site which has a grocery shop within it. The properties located on each side of the site and to the rear are all residential. Commercial vehicles are expected to deliver to the petrol station as well as vehicles refuelling. The roads are used as both pedestrian and vehicle thoroughfares (including bus routes) with frequent passage of both vehicles and pedestrians expected.

The domestic properties will remain occupied throughout the duration of the works. Close liaison with the occupiers of all the adjacent properties will be maintained.

6.10 Stability of Structures / Temporary Work

Temporary works is defined by BS 5975 as "An 'engineered solution' used to:

- Support or protect an existing structure or the permanent works during construction
- Support an item of plant or equipment
- Support an excavation
- Provide access

Temporary works includes:

- Access;
- Cranes, hoists and crane bases;
- Demolition;
- Excavation, earthworks, cofferdams, trench boxes and trench sheeting;
- Falls restraint, fall arrest and safety netting systems;
- Falsework and Formwork;
- Hoardings;
- Hydraulic struts, jacking, tensioning and lifting beams;
- Loading bays and platforms;
- Permanent works in a temporary condition;
- Piling and piling platforms;
- Propping;
- Site accommodation;
- Scaffolding, mast climbers and edge protection;
- Temporary roadways and haul roads.

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Appointment of a Temporary Works Co-ordinator (TWC)

The Designated Individual [DI] shall on all projects where temporary works will be carried out appoint a person who is competent and has relevant up to date training and both qualification and experience appropriate to the complexity of the above project to be the Temporary Works Co-ordinator (TWC).

The key attributes of a competent TWC are in order of priority,

- relevant experience,
- formal TWC training and
- professional qualifications.

TWCs must have the competence and authority to be effective.

The appointment shall be made in writing using a Temporary Works Coordinator Appointment form.

The appointment is not made until the DI has signed the form to make the appointment and the person appointed has signed the form to accept the appointment.

Temporary Works Co-ordinator roles and responsibilities

The TWC is the first point of contact between the designer and the site team and is responsible:

- to the Contracts Manager for implementation of the design in accordance with the drawings and specification;
- for ensuring that the Inland procedure for the control of temporary works is implemented on site;
- for the provision of formal permission to load, which when signed certifies that all appropriate steps have been taken.

The TWC shall:

- coordinate all temporary works activities;
- ensure that the various responsibilities have been allocated and accepted;
- ensure that a design brief is prepared with full consultation, is adequate, and is in accordance with the actual situation on site;
- ensure that any residual risks, identified at the design stage, assumed methods of construction or loading constraints identified by the designer of the permanent works are included in the design brief;
- ensure that a satisfactory Temporary Works design is carried out;
- ensure that a design check is carried out by someone who was not involved in the original design. This should include checking for:
 - concept;
 - structural adequacy;
 - compliance with the brief;
- where appropriate, ensure that the design is made available to other interested parties, e.g. the Principal Designer or the designer of the permanent works;
- register or record the drawings, calculations and other relevant documents relating to the final design;
- ensure that those responsible for on-site supervision receive full details of the design,

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- including any limitations and guidance notes associated with it and prepare a specific method statement;
- ensure that checks are made at appropriate stages;
- ensure that any agreed changes, or corrections of faults, are correctly carried out on site;
- ensure that during use of all temporary works all appropriate maintenance is carried out;
- after a final check, which is satisfactory, ensure that a permit to load (bring into use) is issued;
- when it has been confirmed that the permanent structure has adequate strength and / or stability, ensure a permit to unload (take out of use) the temporary works is issued;
- ensure that a documented safe system of work is in place and implemented for the erection and dismantling of any temporary works;
- ensure that any relevant information for the health and safety file is transferred to the Principal Designer;
- in all cases, ensure that Temporary Works Supervisors [TWS] are operating in accordance with the approved procedures;
- shall hold daily briefing meetings with those undertaking any temporary works to review all aspects of the temporary works;
- at all stages check that the work is being carried out as designed, taking reference to any sequencing required in the design.
- check that materials and equipment are adequate for their purpose and are in accordance with the requirements of the Working Drawings, taking particular care to inspect materials that have been previously used.

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Temporary works design brief

A design brief shall be prepared using a Temporary Works Brief for each item of temporary works. It shall include all data relevant to the design of the temporary works and shall be prepared in good time to allow for all subsequent activities. The TWC shall ensure that an adequate design brief is provided to the designer and design checker of the temporary works.

Temporary Works Register

The TWC shall create and maintain a register of temporary works using Temporary Works Register. The register must contain an up to date list of all identified temporary works items associated with the project.

The category of design check of all temporary works entered onto the register shall be recorded on the register.

Temporary works design

The design of the temporary works shall be based on the agreed design brief. Any proposed alteration or modification of the design brief by the designer shall be referred back to the TWC. The temporary works should be designed in accordance with recognised engineering principles. The preparation of design calculations, drawings and specification should be undertaken with similar rigour to the procedures applied to the design of the permanent works.

When selecting a temporary works system it is vital to fully risk assess the assembly, instruction and removal sequences. Understanding how the systems are safely assembled and at which stage of installation they are safe to load, enter or strike (remove) is therefore essential.

Designs can where appropriate be standard solutions. A “standard solution” is an arrangement for which the basic design work has already been carried out and is presented in a tabular or similar form, and for which no further calculations are required.

Temporary works design checks

Before erection commences, the temporary works design should be checked for:

- Design concept
- Strength and structural adequacy (including foundations and lateral stability)
- Compliance with the design brief.

The design check should be carried out by an independent competent person(s). The ability and independence of the checker should be greater where the temporary works are more complex or where new ideas are incorporated. Recommendations for various categories of design check are given in Table 1 of BS5975:2008, reproduced below:

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Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution	This applies to the use of standard solutions and not the original design, which will require both structural calculation and checking to category 1, 2 or 3, as appropriate.	Because this is a site issue, the check may be carried out by another member of the site team
1	For simple designs. These may include: formwork; falsework (where top restraint is not assumed); needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards or other reference publications.	The check may be carried out by another member of the design team
2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete or where the designer is relatively inexperienced would be included.	Category 2 checks would include designs where a considerable degree of interpretation of soils' information is required before the design of the foundation or excavation support or slope.	The check should be carried out by an individual not involved in the design and not consulted by the designer
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the Temporary Works or Permanent Works	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization.

Temporary Works permit to load

A permit to load using a Temporary Works Permit to Load / Dismantle form shall be issued by the TWC before the temporary works structure or elements are allowed to be loaded. The TWC shall only issue a permit to load once they have checked the temporary works and verified that the structure or element has been erected in accordance with the working drawings and specification and is safe to load.

Temporary Works permit to dismantle

Upon completion of the permanent works, a permit to dismantle using the Temporary Works Permit to Load / Dismantle form shall be issued to the contractor responsible for dismantling the works by the TWC before the Temporary Works is dismantled.

The TWC shall ensure the temporary works is dismantled to either an approved method statement or in accordance with the manufacturer's instruction.

Temporary Works inspection

The TWC shall ensure that all necessary statutory checks and any periodic checks, maintenance and public risk checks required by the working drawings or specification, are carried out for the lifetime of the temporary works and are recorded on the relevant statutory register of Temporary Works Inspection Forms.

Alterations and Changes

Under no circumstances must any alterations or changes be undertaken to the temporary works design or installation without being checked and approved by the TW Designer and discussed with the TWC prior to implementing.

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6.11 Hoardings

Guidance on the design and installation is given in 'Hoardings – A guide to good practice published by the Temporary Works Forum and available to download from http://www.twforum.org.uk/media/39110/twf2012_01_hoardings_good_practice_01.pdf

Site hoardings shall be designed by a competent person and installed in accordance with the guidance given in the above document.

The condition of all hoardings, particularly where they run adjacent to public areas, must be checked weekly by the Site Manager as part of their Weekly Health and Safety Inspection.

6.12 Work involving the assembly or dismantling of heavy prefabricated components.

There is no anticipated work involving the assembly or dismantling of heavy prefabricated units.

6.13 Preventing falls

To prevent or minimise risk when planning for work at height, a sensible risk-based approach to identify suitable precautions shall be taken. Control measures for determining how to work at height safely shall be taken following the hierarchy set out below. The hierarchy shall be followed systematically and only when one level is not reasonably practicable may the next level be considered. Where it is reasonably practicable to prevent a fall, precautions shall be taken to do so. It is not acceptable to select work equipment from lower down the hierarchy (e.g. personal fall arrest systems such as harnesses and lanyards) in the first instance.

The company shall in controlling work:

- avoid work at height where they can;
- use work equipment to prevent falls where work at height cannot be avoided;
- where the risk of a fall cannot be eliminated, use work equipment to minimise the distance and consequences of a fall should one occur;
- always consider measures that protect all those at risk, i.e. collective protection measures (scaffolds, nets, soft landing systems) before measures that only protect the individual, i.e. personal protection measures (a harness);
- ensure work is carried out only when weather conditions do not jeopardise the health and safety of the workers.

Safe working platforms

A working platform is virtually any surface from which work is carried out, such as a roof, scaffold, MEWP, tower scaffold, trestle etc. It becomes a safe working platform when you can't fall off it or through it or when measures have been taken to mitigate a fall from it.

Working platforms shall be:

- capable of supporting the weight of the workers using it and any materials and equipment they are likely to use or store on it;
- stable and will not overturn. For example, scaffolds usually need to be tied to a supporting structure and MEWPs should not be operated on sloping or uneven ground;
- wide enough to allow people to pass back and forth safely and use any equipment or material necessary for their work at that place;
- kept clear of loose materials and constructed to prevent materials from falling. As well as toe boards or similar protection at the edge of the platform, the platform itself should be constructed to prevent any object that may be used on the platform from falling through gaps

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or holes, causing injury to people working below. For scaffolds, a close-boarded platform would suffice, although for work over public areas, a double-boarded platform sandwiching a polythene sheet, fans or protected walkways may also be needed. If MEWPs or cradles are used and they have meshed platform floors, the mesh should be fine enough to prevent materials, especially nails and bolts, from slipping through;

- free of openings and traps through which people's feet could pass, causing them to trip, fall or be injured in any other way; and
- kept free of tripping and slipping hazards. Keep platforms clean and tidy and do not allow materials or waste to build up on them.

Inspections and reports

The Site Manager shall ensure that all scaffolding and working platforms is inspected by a competent person:

- after installation or assembly in any position;
- after any event likely to have affected its stability, e.g. following strong winds or substantial alteration; and
- at regular intervals if the working platform is below 2 m or at intervals not exceeding seven days if the working platform is at 2 m or above.

Inspections shall be undertaken by the Site Manager if they are competent to do so. Where the Site Manager does not have the relevant training and experience to undertake the inspection they shall arrange for a competent person to inspect.

Scaffold inspection reports shall be recorded using a Reports of Inspection for Scaffolding Book [Construction Industry Publications ISBN : 9781852639624 <http://www.cip-books.com/>] or Form BH073.

Completed forms and report books will be stored in Site H&S File - Section 9.

Scaffolding

It is a requirement of the Work at Height Regulations 2005 that unless a scaffold is assembled to a generally recognised standard configuration, eg NASC Technical Guidance TG20 for tube and fitting scaffolds or similar guidance from manufacturers of system scaffolds, the scaffold should be designed by bespoke calculation, by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

Tower Scaffolds

Tower scaffolds delivered to site without a current inspection and maintenance certificate or with parts missing will not be accepted or used.

Towers shall be erected by trained and competent people who are following one of the two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) and developed in consultation with the HSE.

Ladders and Steps

Ladders and stepladder shall not be used, even for short-duration work, unless there is no safer means of access. An assessment shall always be undertaken before choosing to use ladders or stepladders. If the assessment indicates that more suitable equipment is not justified, a ladder or stepladder may be used:

- for short-duration work (15-30 minutes in one position depending on the risk assessment);
- for light work (they are not suitable for strenuous tasks which may involve carrying materials

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or supporting components, eg guttering); and

- if a secure handhold is available.

6.14 Work with or near fragile materials

Fragile roofs

The terms 'fragility' and 'fragile surfaces' are used to describe roof assemblies that will not safely support the weight of a person and any materials they may be carrying.

The test to show non-fragility for a roofing assembly has been drawn up by the Advisory Committee for Roof work (ACR) and is detailed below.

Identification of fragile surfaces

Whatever roofing assembly has been specified, all non-fragile roofs will deteriorate with time and at some point the assembly will become fragile. All roofs, once fixed, should be treated as fragile until a competent person has confirmed that they are non-fragile.

In particular, the following are likely to be fragile:

- old roof lights;
- old liner panels on built-up sheeted roofs;
- non-reinforced fibre cement sheets;
- corroded metal sheets, either as the primary waterproofing system or as the structural deck supporting a membrane roofing system;
- glass (including wired glass);
- rotted chipboard or similar;
- wood wool slabs; and
- slates and tiles.

Work shall, where possible, be planned to avoid working on or passing near fragile material. If this is unavoidable, all fragile materials shall be identified and precautions put in place to prevent or minimise the effects of a fall. This applies to all operations on the roof, whether construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform;
- where this is not possible, consider using a MEWP that allows people to work from within the MEWP basket without standing on the roof itself;
- if access onto the fragile roof cannot be avoided, perimeter edge protection should be installed and staging used to spread the load. Unless all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used;
- where harnesses are used they need adequate anchorage points. They also rely on discipline, training and supervision to make sure that they are used consistently and correctly.

6.15 Control of lifting operations

The Site Manager shall not permit a lifting operation to be undertaken on his site until a safe system of work has been laid down and effectively communicated to all those involved in a lifting operation.

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A safe system of work for a lifting operation must include:

- thorough planning of the operation, along with the selection, provision and use of suitable cranes and equipment
- the maintenance, testing and examination of all equipment
- supervision by trained and competent personnel, with all necessary authority to progress or stop a job as necessary
- the provision of all test certificates and other documentation relevant to the equipment being used
- the prevention of unauthorised use or movement of equipment, both by workers or members of the public who may be trespassing
- the safety of all persons, both those involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.

Particular attention must be paid to any factors that may affect the stability of the lifting equipment and the safety of others who may be affected by the lifting operations.

The Site Manager will review the lifting plan prior to the commencement of the lifting operation with the lifting coordinator to ensure that identifies and addresses all risks associated with the lift.

One person shall be appointed to take responsibility for the organisation and control of any lifting operations. They shall be adequately trained and have the necessary experience to be deemed to be competent.

The appointed person must:

- assess the proposed lift to provide for planning, selection of equipment,
- instruction and supervision to enable the work to be carried out safely
- ensure that all tests, inspections, examinations and maintenance have been carried out, and that there is a procedure for reporting defects and taking whatever corrective action is necessary
- have the authority to carry out their duties and to stop the operations if they think there is a danger.

The appointed person's duties, but not their responsibilities, may be delegated to another competent person.

Drivers of cranes and other lifting appliances and others involved in lifting operations, including signallers, must be adequately trained and experienced and aged 18 years or over, unless under the direct supervision of a competent person for the purpose of training.

If a driver cannot see the load during the whole lifting operation, they must have one or more trained signallers or some other signalling system (e.g. radio) to enable them to handle the load safely. Signals must be clear and distinct. Mechanical or electrical signals should be kept in good order and safeguarded against accidental operation.

Copies of all Lifting Plans and Lifting Equipment Examination and Inspection Records shall be stored in Site H&S File - Section 11.

Lifting equipment and accessories for lifting must:

- be properly maintained
- as far as its construction permits, be inspected regularly at least once every week by the driver or other competent person.

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Weekly and regular inspections of all lifting equipment shall cover:

- the soundness of materials, attachments, fittings, outriggers, jibs, ropes and hooks, etc.
- the testing of the automatic safe load indicator, the correct settings of cams, linkages and switches and the correct working of audio-visual warning signals
- the mechanical condition of the lifting equipment

A record shall be kept of all lifting equipment inspections.

6.16 Tele-handlers

Best practice guidance on the safe use of telehandlers is given in 'Safe Use of Telehandlers in Construction' published by the Strategic Forum for Construction Plant Safety Group and available on the Construction Plant-hire Associations website <http://www.cpa.uk.net/sfpg/>.

The Strategic Forum for Construction Plant Safety Group have also published a Good Practice Guide for Lifting and Travelling with Suspended Loads using Telehandlers with is also available on the CPA website.

The standards set out in this document will be those enforced on sites.

The Site Manager shall not authorise the use of a telehandler until:

- they have seen, checked and filed a copy of the record of thorough test and examination for the tele-handler;
- a risk assessment has been undertaken and recorded;
- the telehandler operator has provided proof of competence, which should include proof of training (CPCS card or similar), proof of familiarisation on the telehandler to be used and adequate experience of the task to be undertaken; and
- the telehandler operator has read and signed the risk assessment to confirm they understand and will comply with the controls set out in the risk assessment.

Where a telehandler is to be used as a crane for lifting suspended loads, additional planning shall be undertaken by a person competent to undertake the task and the operators competence to undertake such tasks must be verified. A documented record shall be made which should be used to record and communicate the lifting plan.

Telehandlers shall be inspected daily and recorded.

Copies of all Lifting Plans and Tele-handler Examination and Inspection Records shall be maintained in the Site H&S File - Section 11.

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Work equipment

All work equipment for use on the Company's sites will be fit for use and must be examined, inspected and maintained in accordance with the relevant statutory requirements and manufactures recommendations.

Defective work equipment shall be taken out of action and either disposed of or clearly labelled and not used until a suitable repair has been undertaken.

Contractors Work Equipment

Contractors shall provide the Site Manager:

- with, where relevant, certificates of examination and/or inspection and evidence of operator training prior to putting the plant, machinery or equipment into use on site for the first time;
- every week, with a register detailing all work equipment they have on site that confirms examination, test or inspection in accordance with the relevant statutory requirements and manufactures recommendations.

The Site Manager shall ensure that all examination certificates are current and all operators have with them adequate certificates of training, i.e. CPCS / CTA for the plant they intend to operate.

Copies of Contractors registers and all certificates will be taken by the Site Manager and stored in Site H&S File - Section 6, in the file or section relating to the contractor who is using the equipment. Operator training certificates will be appended to the operator's induction record.

The Site Manager has the authority to prevent/stop an operator from using plant on site if in their opinion the item of plant is not being operated safely.

Company Work Equipment

The Site Manager shall keep a record of all work equipment owned or hired by the Company for use on the site along with details and frequency of any inspection, testing or maintenance required. Where inspection, testing or maintenance is required the site manager shall ensure that this is undertaken or returned to the hire company for them to undertake.

Records shall be held in a Record of Inspection Provision & Use of Work Equipment Book [Construction Industry Publications ISBN: 9781852638917 <http://www.cip-books.com/>] or using Form GM060 Work Equipment Register.

Copies of Work Equipment registers and all certificates will be stored in Site H&S File - Section 12.

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Portable Appliances

Portable electrical appliances will be checked, inspected and tested to the standards set out in HSG107 Maintaining portable electrical equipment and repeated in the table below.

The site manager shall ensure that all contractors provide a record of all checks, inspections and tests and will maintain a copy in Site H&S File - Section 12.

Equipment / Location	User checks	Formal visual inspection	Combined inspection and test
110V	Weekly	Monthly	Before 1 st use on site and then 3 monthly
230V	Daily	Weekly	Before 1st use on site and then monthly
Fixed RCDs	Daily	Weekly	Before 1st use on site and then 3 monthly (portable RCDs monthly)
Site Office	Monthly	6 Monthly	Before 1st use on site and then yearly

6.17 Work on excavations

Permit to Dig

A Permit to Dig is required before undertaking any excavation. Permits shall be issued by the Site Manager. The Site Manager shall not issue a permit to Dig until he is satisfied that all delegate requirements of HSG47 have been complied with and suitable RAMS have been produced for the operation.

Closed Permits shall be stored in Site H&S File - Section 15

Temporary Support

Before digging any trenches, pits, tunnels, or other excavations, a decision shall be made about what temporary support will be required and what precautions that are going to be taken against:

- collapse of the sides;
- people and vehicles falling into the excavation;
- materials falling onto people working in the excavation;
- undermining nearby structures;
- underground and overhead services; and
- the inflow of ground and surface water.

No temporary works shall commence until the temporary works coordinator is satisfied that:

- the temporary works have been appropriately designed by a competent designers;
- the temporary works design has been checked as indicated in the table below;
- there a suitable risk assessment and method statement in place for the construction of the temporary works; and
- a suitable inspection regime has been agreed.
- all equipment and precautions needed (such as trench sheets, props, baulks etc) is available on site

A copy of the geotechnical survey is included in Site H&S File - Section 2.

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Inspections and reports

Construction work shall not be carried out in an excavation where any supports or battering have been provided unless the excavation and any work equipment and materials which affect its safety, have been inspected by a competent person:

- at the start of the shift in which the work is to be carried out,
- after any event likely to have affected the strength or stability of the excavation, and
- after any material unintentionally falls or is dislodged; and

the person who carried out the inspection is satisfied that the work can be carried out there safely.

Inspections of excavations shall be recorded using a Reports of Inspection for Excavation Book [Construction Industry Publications ISBN : 9781852639624 <http://www.cip-books.com/>] or Form BH073.

Copies of all completed excavation inspection reports shall be stored in Site H&S File - Section 10.

6.18 Storage of materials

A drawing detailing traffic routes, pedestrian segregation, welfare, storage and fire safety arrangements will be maintained on the Site Traffic and Environmental Plan on the wall of the site office.

The Site Traffic and Environmental Plan must be reviewed and updated by the Site Manager monthly and before making any changes to the arrangements show on the plan.

Unless authorised by the Site Manager materials shall only be stored in dedicated storage areas.

Materials not already programmed into the works, or delivery schedule, will not be allowed onto site without the Site Managers permission.

6.19 Confined Spaces

All manholes into which an adult or child may enter shall be considered a confined space and shall be adequately secured. Security will either involve the early fixing of the manhole cover or the use of a road plate that cannot be easily removed or dislodged.

Under the Confined Spaces Regulations 1997, a 'confined space' can be either:

- a place which is substantially, though not always entirely, enclosed; or
- a place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Some confined spaces are easy to identify, such as closed tanks, vessels, ducts and sewers. Other are less obvious, such as basement rooms, toilets, building voids, vats, deep excavations and open-topped tanks. A confined space may not necessarily be enclosed on all sides or may only become a confined space because of a change in the conditions inside.

The Site Manager shall ensure that all potential confined spaces are identified, clearly signed and site personnel warned of their locations.

Before entering a confined space, a full and detailed risk assessment shall be carried out by a competent person and all relevant control measures implemented.

No work shall be carried out in a confined space without a permit to work issued by a competent person.

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Closed permits shall be stored in Site H&S File - Section 15

A rescue plan will be developed and implemented for any confined space working and appropriate rescue equipment made available.

Emergency arrangements shall be planned, recorded, communicated and implemented before any person enters a confined space. Emergency measures shall include a safe means of rescue from the confined space.

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6.20 Control and disposal of waste

Where the site has sufficient space and it is practicable to do so waste segregation will take place.

On all sites plasterboard waste will be segregated.

Waste shall only be removed from site by licensed waste carriers.

When any waste is removed the Site Manager shall keep a record of:

- the identity of the waste carrier removing the waste;
- the waste carrier's registration number of the carrier;
- copy of, or reference to, the written description of the waste required by section 34 of the Environmental Protection Act 1990; and
- the site that the waste is being taken to and whether the operator of that site holds a permit under the Environmental Permitting (England and Wales) Regulations 2007 or is registered under those Regulations as a waste operation exempt from the need for such a permit.

6.21 Other significant safety risks

None identified.

7. HEALTH RISKS

7.1. Asbestos

Details of all available asbestos surveys are recorded in Section 1.9 and 1.10 of this plan.

Copies of referenced information can be found in Site H&S File - Section 2.

During the works

Should during the course of the works any material be identified that is suspected to contain asbestos and is not specifically detailed in the asbestos survey report, work that may present a risk of exposure to asbestos must stop, those who may be affected must be evacuated from the area, the Contract Administrator and the Principal Designer notified and the material tested by a competent organisation.

Were the material suspected to contain asbestos is damaged or may present a risk of exposure to asbestos the affected area shall be evacuated and where necessary sealed. Work shall not start in any area where materials suspected or known to contain asbestos may be disturbed or there is a risk of exposure to asbestos until appropriate tests have been carried out and the material in question has either been declared not to be asbestos, has been adequately protected or it has been removed by a competent and where appropriated licensed contractor.

Removal of Asbestos

Any asbestos removal shall be performed in compliance with the Control of Asbestos at Work Regulations 2012 and associated Approved Codes of Practice. When required the Principal Contractor shall be responsible for ensuring that the asbestos removal contractor notifies the local officer of the Health and Safety Executive prior to any removal of asbestos.

Accidental Exposure

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In the event of unforeseen or accidental exposure of asbestos material, the Principal Contractor shall immediately cover up and seal airtight the exposure with polythene sheeting or the like, remove all workpeople from the area of exposure and inform the Contract Administrator and Principal Designer.

Communication of Information

The results of any surveys or tests shall be reported to the Contract Administrator and a copy of survey and test reports provided to be Principal Designer for inclusion in the health and safety file.

7.2. Dealing with contaminated land

Not required on this project.

7.3. Hazardous and Dangerous Substances

Contractors will notify the Site Manager, in advance, of any hazardous or dangerous substances they intend to bring onto site. A written assessment of the hazards and subsequent risks associated with the substances, and the controls needed in order to eliminate, or reduce to an acceptable level, those risks, must be provided by the Site Manager. Any such assessments will be of a standard to comply with the requirement of the Control of Substances Hazardous to Health Regulations (COSHH)

All materials purchased and delivered to site must arrive with the appropriate "Safety Data Sheet".

Site Managers are responsible for ensuring that suppliers/manufacturers Safety Data Sheets are obtained if they are not received with the delivery.

The Site Manager shall ensure that contractors produce suitable assessments of hazardous substances to be used during their operations on site.

Hazardous and Dangerous Substances Assessments shall be carried out.

Copies of all completed risk assessments shall be stored in Site H&S File - Section 6, in the file of folder of the contractor who will be using the substance.

7.4. Control of Dust

Construction dust can seriously damage workers health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

Construction dust is a general term used to describe different dusts that you may find on a construction site. There are three main types:

- silica dust – created when working on silica-containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- wood dust – created when working on softwood, hardwood and wood-based products like MDF and plywood;
- lower toxicity dusts – created when working on materials containing very little or no silica. The most common include gypsum (eg in plasterboard), limestone, marble and dolomite.

Dust control will be undertaken strictly in accordance with the guidance given in:

- CIS 36 Construction Dust <http://www.hse.gov.uk/pubns/cis36.pdf>; and
- CIS 69 Controlling construction dust with on-tool extraction <http://www.hse.gov.uk/pubns/cis69.pdf>

All operations where there is a risk of exposure to construction dust shall be assessed and where practicable avoided.

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Where the operation cannot be avoided controls must be implemented that stop or reduce the dust.

Controlling the dust shall be undertaken either by suppression (usually with water) or extraction (the use of vacuums, on tool extraction etc.)

In addition to the controls described above operatives at risk of exposure shall wear face fitted respiratory protection equipment with an FFP 3 filter.

The site manager shall inspect and maintain a copy of face fit certificates for all operatives on site who need to wear RPE.

The required controls for common high-risk tasks are given below.

Cutting concrete kerbs, blocks and paving with a cut-off saw

You should limiting the number of cuts during design/layout, use lower energy equipment like block splitters and get material cut off site and delivered.

Cut off saws will be used strictly in accordance with the guidance given in CIS 54 Dust control on cut-off saws used for stone or concrete cutting. <http://www.hse.gov.uk/pubns/cis54.pdf>

You must control the dust by using Water suppression and face fitted RPE with a FFP3 Filter

Chasing concrete and raking mortar

You should limiting the need for chasing at the design/layout stage or use a work method that limits or does not need chasing, like over-covering cables.

You must control the dust with on-tool extraction using an H or M Class extraction unit and operatives must wear face fitted RPE with a FFP3 Filter. You must consider powered RPE for longer duration work.

Cutting roofing tiles with a cut-off saw

You should hand cut natural/fibre cement slates and other tiles where possible, use ½ and 1½ tiles, correctly design and set out to avoid the need for cutting, minimise valleys and avoid using dry valleys.

You must control the dust with water suppression, a dedicated cutting area with scaffold board protection and operatives must wear face fitted RPE with a FFP3 Filter

Scabbling or grinding with hand-held tools

You should specifying architectural finishes that do not need scabbling. When scabbling or grinding is unavoidable you should use (ultra) high-pressure water jetting, chemical retarders and pressure washing or cast in proprietary joint formers, e.g. mesh formwork.

You must control the dust with, where possible, the use on-tool extraction using an H or M Class extraction unit. Operatives must wear face fitted with a RPE with a FFP3 Filter.

Short-duration drilling totalling 15–30 minutes with hand-held rotary power tools

You should limit the number of holes during design and planning and use direct fastening or screws.

You must control the dust with, where possible the use of equipment that stops dust getting into the air. The larger the holes the better this needs to be. Options range from:

- drilling through a dust 'collector' or using cordless extraction attached to the drill (for smaller

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drill bits) or

- on-tool extraction using an H or M Class extraction unit

Otherwise operatives must wear face fitted RPE with a FFP3 Filter.

Drilling holes with hand- held rotary power tools as a 'main activity'

You should limit the number of holes during design and planning and use direct fastening or screws.

You must control the dust with, where possible on-tool extraction using an H or M Class extraction unit and operatives must wear face fitted RPE FFP3 Filter.

Dry coring

You should limit the number of holes during design and planning.

You must control the dust with on-tool extraction using an H or M Class extraction unit. For longer duration work (i.e. over 15–30 minutes accumulated time over the day) operatives will also need to wear Face fitted RPE with a FFP3 Filter.

Wet coring

You should limit the number of holes during design and planning.

You must control the dust with water suppression. For long periods of wet coring in enclosed spaces operatives will also need Face fitted RPE with a FFP3 Filter.

Using a hand-held breaker in enclosed spaces with limited ventilation

You should limit the amount of breaking during design and planning stage and where practicable use bursting, crushing, cutting, sawing or other techniques, remote controlled demolition or hydrodemolition.

You must control the dust with on-tool extraction using an H or M Class extraction unit and operatives will need Face fitted RPE with a FFP3 Filter.

Soft strip demolition

You should carefully plan the work to limit the number of people that need to be in the work area.

You must control the dust by screening off areas to prevent dust spreading, using water suppression or on-tool extraction for those tasks where it is possible. Operatives must wear face fitted RPE with an FFP3 Filter. You should consider powered RPE for longer duration work. Enclosed spaces may also need general mechanical ventilation to remove dusty air.

Removing small rubble, dust and debris

You should limit waste materials during design and planning. When planning operations, you must consider where waste material is created and how frequently it needs removing.

You must control the dust by using the correct dust controls when making rubble/debris. Only damp down and use a brush, shovel and bucket for minor/small 'one-off' amounts. For regular removal and site cleaning you must use:

- water spray for damping down;
- a rake, shovel and bucket / wheelbarrow to remove larger pieces;
- covered chutes and skips where needed;

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- vacuum attachments fitted to an H or M Class extraction unit

Operatives must wear face fitted RPE with a FFP3 Filter.

Cutting wood with power tools

You should, where possible, use a less toxic wood and order pre-cut materials.

You must control the dust by using a dedicated cutting areas to minimise spread and on-tool extraction using an H or M Class extraction unit.

Longer duration work (ie over 15–30 minutes accumulated time over the day) Operatives will also need RPE suitable for the wood dust – particularly in enclosed spaces (Face fitted RPE with an FFP3 Filter).

Sanding wood with power tools

You should, where possible, use a less toxic wood and order 'pre-finished' materials

You must control the dust by using a dedicated cutting areas to minimise spread and on-tool extraction using an H or M Class extraction unit and operatives must wear face fitted RPE with an FFP3 Filter.

Sanding plasterboard jointing

You should, where possible, use other finishes and systems.

You must control the dust by using on-tool extraction using an H, M, or L Class extraction unit.

7.5. Control of Fumes

Work that produces noxious, harmful, flammable or explosive fumes shall be assessed before any work is carried out the controls communicated to those involved, resourced, and implemented.

Work that produces noxious, harmful, flammable or explosive fumes shall be undertaken:

- using either an alternative method that does not produce fumes, or
- off site in controlled conditions; or
- with suitable ventilation and/or fumes extraction facilities provided; and
- by operatives wearing appropriate respiratory protection equipment

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7.6. Soil Drains and Wastes

When working on drainage systems operatives are at significant risk of contact with infected body fluids. There is therefore a significant risk of infection. Where there is a risk of operatives being splashed by the contents of the foul waste system they must:

- Cover all cuts and abrasions with a waterproof occlusive plaster or dressing;
- Always wash hands and any other part of the body that may be contaminated with soap and water after completing work;
- If accidental exposure to an infection is suspected contact their GP;
- Wear protective eyewear if splashing is likely;
- Wear fluid impermeable face mask;
- Wear fluid impermeable protective gauntlet;
- Wear disposable protective overalls if splashing is likely;
- Wash all contaminated clothing before next work shift;
- be immunised against Hepatitis B and Tuberculosis by their GP

7.7. Reducing vibration

All operations where there is a risk of exposure to vibration shall be assessed and where practicable eliminated at source.

Where it is not reasonably practicable to eliminate risk at source and an exposure action value is likely to be reached or exceeded, exposure shall be reduced to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity including:

- look for ways of working that avoid or reduce the need to hold vibrating equipment or work-pieces;
- avoiding types of equipment with high vibration when there are suitable lower vibration alternatives;
- keeping an inventory of equipment and its vibration emission;
- maintaining equipment in accordance with its manufacturer's instructions;
- planning work schedules to minimise vibration exposures and make sure exposures are below the Exposure Limit Value [ELV];
- organising work to avoid uncomfortable postures and the need for high manual effort to grip, push or pull equipment;
- helping employees maintain good blood circulation, for example, by providing clothing to help them keep warm and dry.

The exposure action and limit values are a daily EAV of:

- 2.5 m/s² A(8) that represents a clear risk requiring management; and
- 5 m/s² A(8) that represents a high risk above which employees should not be exposed.

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Hand Arm Vibration (HAV)

Hand Arm Vibration assessments must be for the tool being used and should be undertaken using the HSE's Hand-arm vibration exposure calculator which is free to download at <http://www.hse.gov.uk/vibration/hav/calculator.htm> .

Where the task involves HAV exposure that may exceed an exposure limit, exposures (trigger times) must be recorded using Form BH065 HAV Exposure Record or a similar form provided by the contractor. Copies of all completed exposure records shall be stored in Site H&S File - Section 6, in the file of folder of the contractor who will be using the substance.

Pile Head Breaking

Not required on this project.

7.8. Reducing noise

Environmental Noise Control

The works shall, as far is reasonably practicable, be conducted with the minimum of noise.

Where possible work methods will be employed that will minimise disturbance to neighbouring properties and the buildings users. Where noisy work cannot be avoided, all necessary steps will be taken to limit the effect of the noise on others.

Unless prior consent has been given by the Local Authority under Section 61 of the Control of Pollution Act 1974 work, works that will produce noise that can be heard outside the site boundary, will be limited to the following hours.

Monday to Friday 8.00am to 5.00pm

Saturday 8.00am to 1.00pm

Hearing Protection

The Site Manager shall ensure:

- when either they or a contractor are planning an operation which is liable to expose any person to noise at or above a lower exposure action value that a suitable and sufficient assessment of the risks is undertaken by a competent person to determine the measures which need to be taken to meet the requirements of the Regulations;
- when risk is assessed that attention is paid to other contractors and members of the public who may also be affected by the noise;
- that action is taken to reduce the noise exposure that produces those risks;
- that those affected are provided with and wear hearing protection where noise exposure cannot be reduced enough by using other methods;
- the legal limits on noise exposure are not exceeded;
- that those undertaking the work are provided with information, instruction and training on noise risks and control;
- where any person entering an area on site is likely to be exposed to noise at or above an upper exposure action value that:
 - the area is designated a Hearing Protection Zone;
 - the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn ; and

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- access to the area is restricted where this is practicable and the risk from exposure justifies it;
- so far as is reasonably practicable that no person enters the Hearing Protection Zone unless they are wearing personal hearing protectors.

7.9. Manual handling

All manual handling operations that carry a risk of injury to the participants shall, wherever reasonably practicable, be avoided by:

- removing the need for the operation to be carried out;
- automating or mechanising the operation.

Where Manual Handling operations cannot be avoided, they shall be assessed by the site manager.

Manual Handling Assessments shall be carried out and recorded.

No person working for, or on behalf of the Principal Contractor shall carry out Manual Handling Operations that involve a risk of being injured, unless:

- they are competent and able to carry out the work;
- they have received Manual Handling Training from a person competent to give such training;
- the works have been subject to a Manual Handling Assessment, and a safe system of work documented and implemented that reduces the risk of injury to an absolute minimum;
- they have received information on the load to be carried.

Copies of all completed risk assessments shall be stored in Site H&S File - Section 6.

7.10. Work with ionising radiation

Not required on this project.

7.11. Exposure to UV radiation (from the sun)

During summer months induction shall include sun protection advice.

In addition, tool box talks will be provided on the risk from UV radiation (from the sun) and the action that can be taken to reduce the risk.

Sunscreen will be made available in the welfare facilities at appropriate times.

Training shall encourage workers to:

- keep covered up during the summer months - especially at lunch time when the sun is at its hottest. (They can cover up with a long-sleeved shirt, and a hat with a brim or flap that protects the ears and neck.)
- use sunscreen of at least SPF (Sun Protection Factor) 15 on any part of the body they can't cover up and to apply it as directed on the product.
- take their breaks in the shade, if possible, rather than staying out in the sun.
- drink plenty of water to avoid dehydration.
- check their skin regularly for unusual spots or moles that change size, shape or colour and to seek medical advice promptly if they find anything that causes them concern.

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7.12. Other significant health risks

Covid 19

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees and the self-employed take steps to keep everyone safe. This document is to help employers, employees and the self-employed in the UK understand how to work safely during this pandemic, ensuring as many people as possible comply with social distancing guidelines (2m apart, or 1m with risk mitigation where 2m is not viable, is acceptable).

7.12.1 Managing the Risk

To help decide which actions to take, an appropriate COVID-19 risk assessment will be carried out, just as would be for other health and safety related hazards. This risk assessment shall be done in consultation with workers.

In the context of COVID-19 this means protecting the health and safety of workers and visitors by working through these steps in order:

- Ensuring both workers and visitors who feel unwell stay at home and do not attend the premise.
- In every workplace, increasing the frequency of hand washing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. From 1st August, this may be working from home, or within the workplace if COVID-19 Secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable). From 1st August, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible.
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, the site manager shall consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.

Further mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, the site manager should consider whether that activity needs to continue for the site to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between the site staff and operatives.

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

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The risk assessment should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

The law states that businesses following COVID-19 Secure guidelines can host groups of more than 30 people indoors provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment.

Below you will find a notice you should sign and display in your workplace to show you have followed this guidance

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer _____ Employer representative signature

Employer _____ Employer name Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

7.12.2. Social Distancing for Workers

You must maintain social distancing in the workplace wherever possible.

The site manager should consider;

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- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Mitigating actions include:
- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face- to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and workers should be specifically reminded.

7.12.3 Coming to & Leaving Site

The staggering of arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics, shall be implemented where required.

Provision of additional parking or facilities such as bike- racks to help people walk, run, or cycle to work where possible.

The site will use markings and introduce one-way flow at entry and exit points.

Hand washing facilities (or hand sanitiser where not possible) will be provided at entry and exit points and not using touch-based security devices such as keypads where possible implemented.

Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones or other electronic devices, where permitted, and cleaning them between use.

Reducing job rotation and equipment rotation, for example, by allocating single tasks for the day.

Implementing one-way systems where possible on walkways around the workplace.

Using signage such as ground markings or being creative with other objects to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), to allow controlled flows of people moving throughout the site.

Separating site into working zones to keep different groups of workers physically separated as much as practical.

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Planning site access and 'area of safety' points to enable social distancing.

Reducing the number of people in attendance at site inductions and consideration given to holding them outdoors wherever possible with social distancing.

Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.

7.12.4 Managing Contacts

Where site visits are required, site guidance on social distancing and hygiene will be explained to visitors on or before arrival.

Reducing the number of visits by utilising remote connection/working where this is an option.

Limiting the number of visitors to site at any one time.

Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.

Maintaining a record of all visitors and their contact details for Covid19 tracing purposes.

Encouraging visitors to use hand sanitiser or hand washing facilities as they enter the site.

7.12.5. Providing and explaining available guidance

Providing signage to inform the public on what work we are doing.

Providing signage at entrances to the worksite to remind the public and workers to maintain social distancing.

The site manager shall have host responsibilities relating to COVID- 19 and will provide any necessary training for other people who act as hosts for visitors.

Visitors shall be informed that they will be required to wear face coverings on site.

7.12.6. Face Coverings

There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in a construction context. Supplies of PPE, including face masks, will continue to be reserved for those who need them to protect against risks in their workplace, and for those exposed to dust hazards.

Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Face coverings are mandatory on public transport and in a number of indoor premises.

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People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.

The company will support its workers in using face coverings safely when they are required to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

7.12.7. Work Patterns & Outbreaks

The Principal Contractor will;

Ensure as far as possible, where people are split into teams or shift groups, the fixing of these teams or shift groups so that where contact is unavoidable, it happens between the same people.

Identify areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and find ways to remove direct contact, for example, by using drop-off points or transfer zones.

For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people.

Minimise worker congregation at bottlenecks such as time-clocks, entrances and exits and maintaining social distancing during any shift handovers.

Assist the test and trace service by keeping a temporary record of workers shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed to help contain clusters or outbreaks.

7.12.8. Communication & Training

The company will, through the site manager;

Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.

Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

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Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

Promote ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.

Maintain awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).

Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.

Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site without the need for face-to-face communications.

Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

7.12.9. Deliveries & Waste Removals

Arrangements shall be made for pick-up and drop-off collection points, procedures, signage and markings to be implemented to maintain social distancing.

Minimising unnecessary contact at site entrance gate, for example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking.

The frequency of deliveries will be reduced, for example by ordering larger quantities less often.

Where possible and safe, single workers shall load or unload vehicles, or using the same pairs of people for loads where more than one is needed.

Enabling drivers to access welfare facilities when required, consistent with other guidance.

Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

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8. THE HEALTH AND SAFETY FILE

8.1. Layout and format

Detailed below are the required contents of the health and safety file for the project.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

When preparing the health and safety file, information on the following should be considered for inclusion:

- a brief description of the work carried out;
- any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- hazardous materials used (e.g. lead paints and special coatings);
- information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- information and as-built drawings of the building, its plant and equipment.

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

The file shall not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc.

All documents supplied will be clear, concise and provide adequate information to allow the client to comply with his duties under the Health and Safety at Work Act 1974 and the relevant statutory provisions. Drawings will be of a standard to match the contract drawings. All information shall be provided in both hard copy and digital format. Digital copies shall be saved in *.pdf file format except for drawings which shall be in both Autocad 2000 or *.dwg and .pdf format.

8.2. Arrangements for the collection and gathering of information

The requirement for the provision of information for inclusion in the health and safety file will be included in supply and work packages contract. The Site Manager shall ensure that relevant information is obtained for all materials and equipment supplied to site at, or soon after, delivery. The Contracts Manager shall ensure that operation and maintenance manuals, record drawings and other relevant information is obtained from all subcontractors before settling final accounts or if sooner the end of the construction phase.

8.3. Storage of information

Whilst the Principal Designer is legally responsible for preparing the file and providing it to the client, the Site Manager shall collect and hold in a File on site relevant information for inclusion in the health and safety file until 14 days before the end of the construction phase, or earlier if requested, when it will be handed over to the Principal Designer.

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9. SITE HEALTH AND SAFETY FILE INDEX

Section 1	Health and Safety Policy Health and Safety Standards
Section 2	Existing records, surveys and reports Geotechnical report Asbestos survey
Section 3	Insurances (also to be displayed in mess room and site office) Staff safety matrix training Site staff training certificates First aiders training certificates
Section 4	Construction Phase Plan (current version only) F10 (also to be displayed in mess room and site office) Nominated Supervisor in Charge Form (completed and cancelled – opened forms to be displayed in site office)
Section 5	Signing in Register (completed) Toolbox Talk Records (completed) Site Induction Presentation (current version only) Site Rules (also to be displayed in mess room, induction room and site office)
Section 6	Contractors Health and Safety Folders Contractors Risk Assessment and Method Statement [RAMS] RAMS Review and Approval Form (for contractors RAMS stapled to front of reviewed / approved RAMS) Induction Form (for all contractors personnel) Copies of certification cards [CSCS, PASMA, IPAF, ETC.] (appended to induction record or photocopied on rear) RPE Face fit certification (appended to induction record) Work Equipment Register (or copies of contractors' equivalent detailing all equipment on site) PAT Inspection Log (or copies of contractors' equivalent detailing all equipment on site) HAV Exposure Record (completed) (or copies of contractors' equivalent) Red / Yellow Card Notice (issued to contractors' operatives or management) Lifting Plans Lifting Equipment Registers, Inspection Records and Test Certificates
Section 7	Daily Fire Check Form Fire Action Notice Template (also to be displayed in mess room, site office and on every fire point)
Section 8	Monthly audit report (copies of all reports issued) Site Inspection Forms (completed)
Section 9	Scaffold Inspection Records (completed) Scaffold handover certificates
Section 10	Temporary Works Register

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	Temporary Inspection Record Temporary Works Coordinator Appointment Form Temporary Works Design Brief Form Temporary Works Register Temporary Works Permit to Load / Unload Temporary works designs Temporary works RAMS Excavation Inspection Records (completed)
Section 11	Tower Crane Lifting Plan Telehandler Lifting Plan – Standard (completed) Telehandler Lifting Plan – Suspended Load (completed) Telehandler Daily Inspection Record (completed)
Section 12	Work Equipment Register (complete – for office equipment and other GM Developments managed work equipment) PAT Inspection Log (completed – for office equipment and other GM Developments managed work and electrical supply equipment) Electrical test certificates for site temporary supply installations.
Section 13	Permits to Work (Closed)
Section 14	Archived construction phase plans
Section 15	Form templates