



Construction Phase Plan

Health – Safety – Wellbeing

Project Name

10 Fordington Road

Contract No.

2401

Address

10 Fordington Road

London

N6 4TJ

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Section 01 - Document Control.

Author & Reviewers:

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Reviewed By:	Project Director:	Nick McNeely	Date:

Issue Version:

Issue Version No.	Date of Issue	Summary of Changes / Reason for Issue
CPP / Version 01	18/01/2024	1 st Draft
CPP / Version 02		
CPP / Version 03		
CPP / Version 04		
CPP / Version 05		
CPP / Version 06		
CPP / Version 07		
CPP / Version 08		
CPP / Version 09		
CPP / Version 10		

Distribution List:

Document Distribution List	Review & Comments / Information Only
Client	Review & Comments
Principal Designer / Architect	Review & Comments
Trade Contractors	Information Only
RFM Contract Manager	Information Only
RFM – Site File – Hard Copy	Information Only
RFM Project File – Electronic Copy	Information Only

Section 02 - Key Project Stakeholders & Contact Information.

Duty Holder Title	Point of Contact & Address	Phone & Email Contact Details
Client Name: Simon Fox Sheila Fox	Private Address	Simon Fox Mobile: 07803 603439 Email: simon_fox@rocketmail.com
Principal Designer Name: N/A	Peligro 1 Parkside Court Greenhough Road Lichfield WS13 7FE	Leigh Johnston Mobile: 07879 492350 Email: leigh.johnston@peligro.co.uk
Principal Contractor Name: RFM Construction Management Ltd	2 Acton Street King's Cross London WC1X 9NA	Nick McNeely Mobile: 07889 418971 Email: Nick@rfmprojectmanagement.com
Structural Engineer Name: GDC Partnership Ltd	GDC Partnership Ltd Third floor 29 London Road Bromley BR1 1DG	David Mole Mobile: 07762 967680 Email: david.mole@gdcpartnership.co.uk
Architect Name: Mutiny Architecture	Mutiny Architecture Ltd 13 Hawley Crescent London NW1 0EE	Jeremy Wiggins Mobile: 07951 248528 Email: jeremy@mutiny-architecture.com

Section 02 - Key Project Stakeholders & Contact Information – continued.

Duty Holder Title	Point of Contact & Address	Phone & Email Contact Details
Mechanical &	Lymehouse Studios	Dheran Bhudia

Construction Phase Plan

Electrical Consultants Name: Mendick Waring Ltd	30/31 Lyme Street London NW1 0EE	Mobile: 07825 237811 Email: dheran.bhudia@mwI-group.com
Trade Contractor <i>Insert Name</i>	Trade Contractor <i>Insert Address</i>	Trade Contractor <i>Insert Contact Details</i>
Trade Contractor <i>Insert Name</i>	Trade Contractor <i>Insert Address</i>	Trade Contractor <i>Insert Contact Details</i>
Trade Contractor <i>Insert Name</i>	Trade Contractor <i>Insert Address</i>	Trade Contractor <i>Insert Contact Details</i>
Trade Contractor <i>Insert Name</i>	Trade Contractor <i>Insert Address</i>	Trade Contractor <i>Insert Contact Details</i>

Section 03 - Project Scope of Works - Programme - HSE Notifiable.

3.1 Scope of Works - The project comprises of:

Works at 10 Fordington Road comprise of the demolition of existing garages and shed and erection of dwelling house over three storeys (plus excavation to form a basement level); Erection of rear garden outbuilding; Associated cycle and bin storage; Associated hard and soft landscaping.

3.2 Start & End Dates (Add details of main Phase of Works & Start / End dates)

Programme Details (<i>Detailed breakdown available</i>)	Planned Start Date	Planned End Date	Duration in Weeks
Entire Project upto PC (Construction only)	08/04/24	11/04/24	52
Phase 1 – Mobilisation (Inc Pre-Construction Phase)	18/12/2023	05/04/2024	11
Phase 2 – Basement & Structural Works	08/04/24	04/10/24	26
Phase 3 – Internal Fit out (Inc clean & snagging)	07/10/2024	11/04/24	26
Normal Working Hours			
Mon-Fri: 8-6 Sat: 8-1			
Bank Holiday Working	Yes	☐	No ☒

3.3 The Project is / is not HSE Notifiable via F10 Notification. Copy to be displayed on Site Office / Main H & S Notice Board.

Please specify Yes as appropriate:

Criteria	Yes
HSE Notifiable - 30 Days + and 20 + workers at same time at any point	☒
HSE Notifiable - 500 + Person Days	☐
Non-Notifiable	☐

Section 04 – Pre-Construction Information / Surveys / Reports / Drawings

4.1 The following information has been provided to RFM as part of the Pre-Construction Information:

Ref No.	Description / Name of Document & Reference / Date	Issuing Organisation
4.1.1	Architectural Drawings	Mutiny
4.1.2	MEP Drawings	MWL
4.1.3	Structural Drawings	GDC
4.1.4	Acoustic Reports	MWL
4.1.5	Fire Strategy	Mutiny
4.1.6	BCO Tracker	Assent
4.1.7	Asbestos Report & Refurbishment Surveys	Quartz
4.1.8	Planning Consented Documents	Quartz

Section 05 - Project Location & General Information.

5.1 Location:

The site is located at 10 Fordington Road, N6 4TJ

National Grid Reference	TBA		
What 3 Words – Site Entrance	TBA	TBA	TBA
What 3 Words – Site Office	TBA	TBA	TBA
What 3 Words – Logistics Gate Entrance	TBA	TBA	TBA

5.2 General Information:

The site is a plot occupied by two brick garages with pitched roofs and a shed located at the end of a row of semi-detached 1920's houses. The surrounding area is characterised by residential development predominantly comprising detached and semi-detached dwelling houses with deep rear gardens. The site is a similar plot to those surrounding it, with a frontage on Fordington Road to the North West. No.12 and its rear gardens bound to the north/north-east side. To the west/south-west, Fordington Road turns a 90-degree corner so the site bounds the rear of the gardens of Nos 2-8 Fordington Road which site perpendicular to this plot. To the east/south-east, the site bounds the rear gardens of Nos 9 and 11 Woodside Avenue.

5.3 **Ground Conditions:**

SAS Site Investigation reports to follow.

5.4 **Known Hazardous Substances**

N/A

5.5 **Services / Utilities**

N/A

Section 06 - Project Health – Safety – Wellbeing Statement.

- 6.1 RFM will via its Health & Safety Policy, commit to achieving the highest possible standards and strive to undertake and deliver the works, without injury or ill health to our employees and all stakeholders including Members of the Public

In section 7 & 8 of this Construction Phase Plan, an Organogram details the Project structure and also details key duty holders in relation to specific Project requirements.

6.2 **Key Aims & Objectives.**

6.2.1	Plan works in advance and provide suitable control measures to reduce risk and harm.
6.2.2	Undertake all works with competent / trained individuals and with appropriate Supervision.
6.2.3	Ensure all works undertaken are done to the highest standards and client specifications.
6.2.4	Ensure applicable Health & Safety Legislation and guidance is complied with.
6.2.5	Communicate relevant information in a timely manner to our Workforce / Stakeholders.
6.2.6	Ensure the site is secured and only authorised persons are allowed access.
6.2.7	Ensure works are Designed and meet all applicable Health & Safety Legislation & Standards.
6.2.8	Co-operate & Co-ordinate the works with our Workforce / Stakeholders.
6.2.9	Provide good standards of Welfare and adequate rest & breaks during the working hours.
6.2.10	Assure compliance with RFM Policies & Procedures via planned Audits & Inspections.

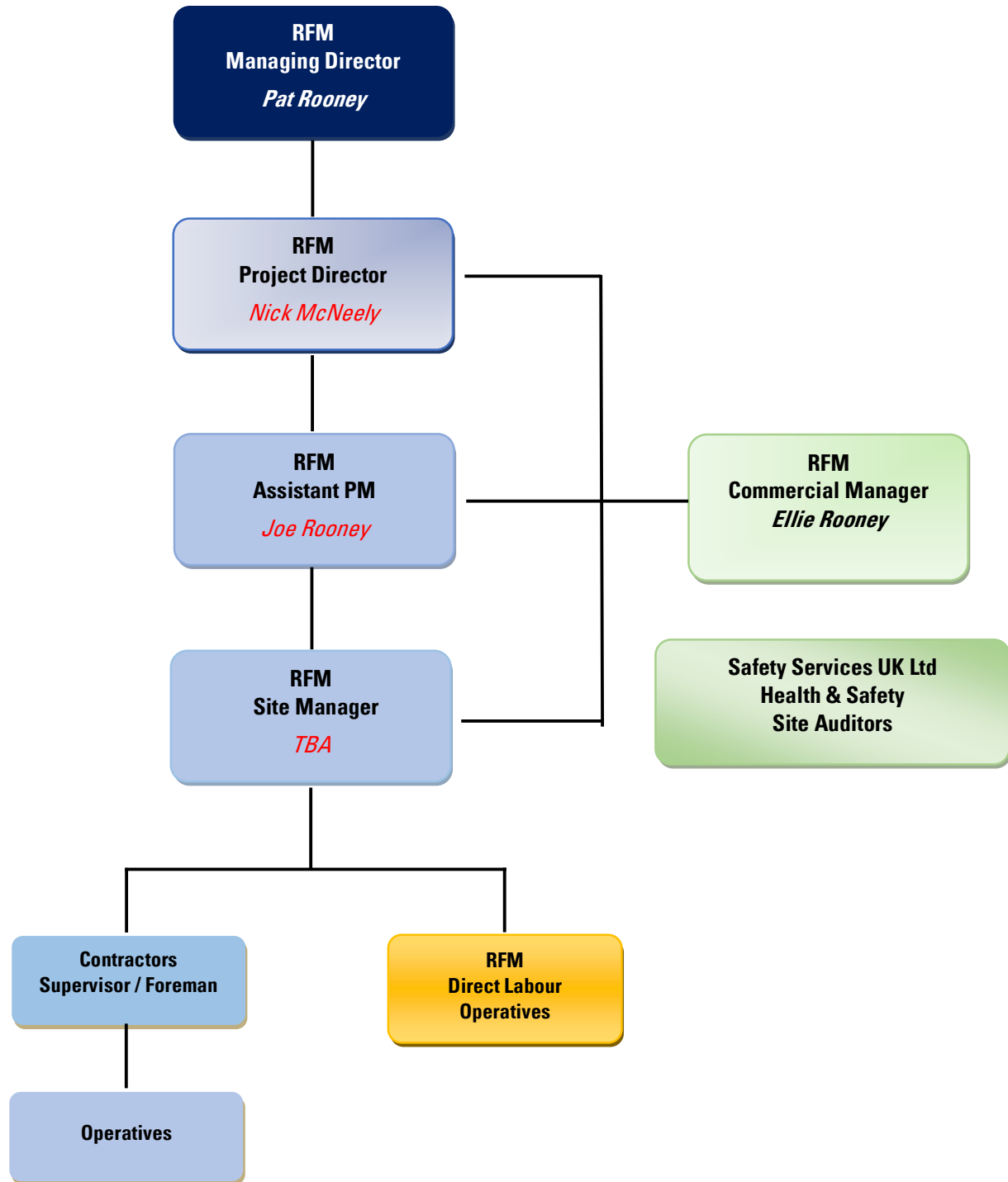
6.3 **Director Commitment.**

I will provide the resources and support to my Project Management team and ensure everyone works effectively and is focussed on delivering a high-quality product, that meets and exceeds the Clients expectations.

I will ensure everyone associated with the Project, is aware of their individual Roles & Responsibilities and Co-operates with everyone to meet the Key Aims & Objectives.

Name:		Job Title:	
Signature:		Date:	

Section 07 - Project / Contract Management Organisation Structure.



Section 08 - Project Key Roles & Responsibilities.

Role / Duty	Name	Job Title
Site Induction	TBC	Site Manager
Emergency Arrangements	TBC	Site Manager
Fire Marshall	TBC	Site Manager
First Aider	TBC	Site Manager
Temporary Works Co-ordinator	Nick McNeely	Project Director
COSHH Co-ordinator	TBC	Site Manager
PAT Testing / Temp Electrics Co-ordinator	TBC	TBC
Portable Towers (PASMA) Inspections	TBC	Site Manager
Site / Traffic Management Plan	Joe Rooney	Assistant Project Manager
Logistics / Storage Management	Joe Rooney	Assistant Project Manager
Site Lighting Levels	TBC	Site Manager
Security	TBC	Site Manager
Excavations / Holes / Voids	TBC	Site Manager
Waste Management	TBC	Site Manager
Training & Competency	TBC	Site Manager
Notice Boards	TBC	Site Manager
O&M's Manual	Ellie Rooney	Commercial Manager
Health & Safety File	Joe Rooney	Assistant Project Manager

Section 09 - Emergency Arrangements – Fire & First Aid.

9.1 - Fire

The Site Manager is responsible for ensuring the following are undertaken / provided:

9.1.1	Site Fire Risk Assessment.
9.1.2	Fire Alarms – Tested on site set up.
9.1.3	Site Fire Extinguishers – Weekly Checks.
9.1.4	Fire Drill – Within 4 weeks of site set up.
9.1.5	Fire Warden / Fire Marshall resource.
9.1.6	Fire Notices at key site locations.
9.1.7	Hot Works Permits utilised throughout the works.

9.2 - First Aid

The Site Manager is responsible for ensuring the following are undertaken / provided:

9.2.1	Trained Emergency 1 Day / 3 Day First Aiders.	Quantity based on Risk Assessment
9.2.2	First Aid Equipment at key site locations.	Quantity based on Risk Assessment
9.2.3	First Aider Details at key site locations.	
9.2.4	Hospital location / details included in induction	
9.2.5	Hospital location / details on site notice board	

Section 10 - Welfare Arrangements.

10.1 – Site Set up

RFM will establish the following Office & Welfare Facility.

10.1.1	Cabin / Facility Supplier name	n/a
10.1.2	Source of Power supply:	UKPN
10.1.3	Source of Water supply:	Thames Water [Mains]
10.1.4	Waste Disposal arrangements	Via Licensed Waste Carrier
10.1.5	Toilet Disposal arrangements:	Temp Mains
10.1.6	Cleaning arrangements:	Site Labour
10.1.7	Internet connection arrangements:	BT Site Connection

10.2 – In accordance with Schedule 2 of the CDM Regulations 2015

RFM will provide the following Welfare Facilities:

10.2.1	Toilet / Sanitary Conveniences	Male & Female
10.2.2	Washing Facilities	Hot & Cold Water / Hand Cleanser / Hand Dryer
10.2.3	Drinking Water	Conspicuously Labelled / Signed
10.2.4	Changing Rooms & Lockers	Provision for drying wet clothing
10.2.5	Rest Room / Canteen	Tables / Chairs / Kettle / Microwave

10.3 – Guidance of Number of Toilets / Wash Basins

RFM will provide the following Welfare Facilities:

Highlight in YELLOW the relevant line to identify No of people expected to be on site at Peak

Mixed Site – Male & Female

No of People	No of Toilet Cubicles	Number of Washbasins
1 – 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Male Only Site

No of People	No of Toilet Cubicles	Number of Washbasins
1 – 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

10.4 Note: For dirty works which results in heavy soiling of Face / Hands / Forearms, the number of wash basins should be increased to 1 per 10.

Section 11 - Project Key Risks & Key Controls.

11.1 – Health Related Top Risks.

The Projects main Health Risks are the following:

Ref No	Details / Description	Key Controls
11.1.1	Exposure to Air Borne Fibres & Dust	Dust Suppression
11.1.2	Excavation of Basement	Fall Arrest & Edge Protection
11.1.3	Scaffolding	Adequate Ties & edge Protection
11.1.4		

11.2 – Safety Related Top Risk.

The Projects main Safety Risks are the following:

Ref No	Details / Description	Key Controls
11.2.1	Falls from Height [scaffold/new openings]	Adequate guarding & training of workforce
11.2.2	Lifting & Shifting	Adequate training of workforce
11.2.3	Excavations	Adequate Training
11.2.4		
11.2.5		

11.3 - Permits

The Projects will require at the appropriate stage of the programme the following Permits:

Indicate which organisation will be responsible for issuing the Permit.

Ref No.	Specific Permit Name	Client	RFM	Not Applicable
11.3.1	Confined Spaces	☐	✓	☐
11.3.2	Dig / Breaking Ground	☐	✓	☐
11.3.3	Electrical Installations HV & LV	☐	✓	☐
11.3.4	Hot Works	☐	✓	☐
11.3.5	Lift / Lifting Operations	☐	✓	☐
11.3.6	Lone Working	☐	☐	✓
11.3.7	Working at Height	☐	✓	☐
11.3.8	Working on Fragile Roofs / Surfaces	☐	✓	☐
11.3.9	Other – insert as required.	☐	☐	☐
11.3.10	Other – insert as required.	☐	☐	☐

11.4 – Work at Height

The Projects will require elements of the work to be undertaken at Height.

Works will be planned to ensure where possible this is eliminated / significantly reduced / controlled.

SSOW / RAMS will be developed cognisant of the Work at Height Hierarchy.

Specific Details of Work at Height Access Equipment selected to be used.

Ref No.	Description	Yes	N/A	Ref No.	Description	Yes	N/A
11.4.1	Scaffold	✓	☐	11.4.6	Safe Stand	✓	☐
11.4.2	Haki Staircase	☐	☐	11.4.7	Ladders	☐	☐
11.4.3	MEWP	☐	☐	11.4.8	Step Ladders	☐	☐
11.4.4	Mobile Alloy Towers	✓	☐	11.4.9	Hop Up	✓	☐
11.4.5	Portable Stage	☐	☐	11.4.10	Rope / Abseil	☐	☐

Section 12 - Planning Work & Hazard Identification – Risk Control.

- 12.1 All works will be planned in advance of work activities commencing. This will be Risk based and where appropriate require the following to be undertaken:
 - 12.1.1 Asbestos Surveys & Reports.
 - 12.1.2 Utility / UXB Surveys & Reports.
 - 12.1.3 Structural Surveys & Condition Reports.
 - 12.1.4 Ground Investigation / Bore Holes Surveys.
 - 12.1.5 Testing of Materials / Laboratory Testing & Reports.
 - 12.1.6 Temporary Works Management.
 - 12.1.7 Permits – [Refer to 11.3.](#)
 - 12.1.8 Lift Plans.
 - 12.1.9 Risk Assessments & Method Statements / COSHH Assessments / Task Sheets.
 - 12.1.10 Specialist Advice / Specialist Equipment.
- 12.2 COSHH – Items classified under COSHH will be assessed as part of the SSOW planning process and data information provided by suppliers / available on the internet will be referenced and the following considerations applied;
 - 12.2.1 The substance ingredients / contents.
 - 12.2.2 The task in which they will be used.
 - 12.2.3 How the substances will be used / applied.
 - 12.2.4 Any fumes / gases / vapours / odours / dusts / which will be created due to the nature of the activity.
 - 12.2.5 Selection of the right PPE / RPE & provision of instruction / training on use.
 - 12.2.6 Selection of suitable Engineering controls (e.g. Extraction / Dust Suppression)
 - 12.2.7 Stored in containers with clear labelling & stored on bunds.

Section 13 - Management of Designers.

- 13.1 If the Project is Design & Build, RFM will manage Designers cognisant of the CDM Regulations 2015.
- 13.2 Regular Design meetings & site visits will be scheduled where required. Meeting minutes will be taken and filed on the Site Filing System.
- 13.3 All Contractors' design proposals will be presented to the Principal Designer / Client with sufficient time for these to be considered by the design team before those works commence.
- 13.4 The Principal Designer shall be informed immediately, upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a significant change to the design, and resource requirement to complete the work.
- 13.5 The Project Director shall be the hub of all communications between the various parties. In his absence the Site Manager shall ensure that each party involved is made aware of any change, thus minimizing delay and reducing any exposure to risk.

Section 14 - Management of Trade Contractors.

- 14.1 **Procurement** - All Trade Contractors will be selected in accordance with RFM Procurement Policy & Process.
- 14.2 **Capability** - All Trade Contractors will be required to provide RFM assurance & evidence that it has the capability to undertake the specific works.
- 14.3 **Pre-Start Meeting** - RFM will hold a Pre-Start Meeting with the Trade Contractor prior to the commencement of works. Health & Safety will be an agenda item.
- 14.4 **Safe Systems of Work** - All works undertaken by Trade Contractors will require a documented Safe System of Work usually in Risk Assessment & Method Statement format. These will be reviewed by the Site Management team in advance of work being allowed to commence.
- 14.5 **Co-ordination** - RFM will hold regular progress & co-ordination meetings with Trade Contractors in order to maintain management of the Programme & interfaces with other Trade Contractors. Health & Safety will be an agenda item. Minutes will be taken and filed for reference within the Site Filing system.
- 14.6 **Assurance** - RFM will regularly carry out site walks / inspections / audits on Trade Contractors. These will be documented where required.
- 14.7 **Performance** - Any performance standards that do not meet the expectations and requirements of RFM, will be addressed and if considered appropriate & required escalated to Contract Manager / Contract Director.

Section 15 - Workforce Consultation

- 15.1 **Consultation** - Trade Contractors via their Supervisors, will be required to consult & discuss on a regular basis matters relating to Health & Safety. This will include all SSOW briefings & own Health & Safety Advisor visits.
- 15.2 **Consultation** - RFM Site Management / Contract Management / HSEQ Manager will during the course of the Project as and part as site walk about / visits will liaise with the workforce and discuss Health & Safety Matters.
- 15.3 **Briefings** - All Operatives will be briefed on the Safe System of Work prior to commencement of specific work activities.
- 15.4 **TBT's** - Regular & work-related Toolbox Talks will be carried out to the workforce. [Link to TBT](#)

Section 16 – Information & Communication to the Workforce.

- 16.1 **Induction** - All Contractors / Operatives / Visitors will be inducted and informed of Emergency Arrangements / Welfare Facilities / Key Risks / Site Rules.
- 16.2 **Notice Boards** – Will have the following Statutory Notices / Company Policies / Site Key Information displayed:
- 16.2.1 HSE Law Poster.
 - 16.2.2 HSE F10 Notification – if applicable.
 - 16.2.3 RFM Health & Safety Policy. [\(Refer to Section 26\)](#)
 - 16.2.4 RFM Employees Liability Insurance Certificate. [\(Refer to Section 27\)](#)
 - 16.2.5 RFM Public Liability Insurance Certificate. [\(Refer to Section 27\)](#)
 - 16.2.6 Emergency Arrangements including Fire Marshall / First Aiders.
 - 16.2.7 Details of nearest Hospital A & E dept.
- 16.3 **Notice Boards** – In addition to 15.2, RFM will display where considered appropriate and relevant:
- 16.3.1 Safety Alerts – RFM / Contractors / / Client / External Organisations.
 - 16.3.2 RFM HSEQ Monthly Newsletters.
 - 16.3.3 Client Newsletters / Site Information.
 - 16.3.4 Inspection / Audits reports and findings.
 - 16.3.5 Posters / Leaflets.
 - 16.3.6 Details / examples of Good Practices / Recognition.

Section 17 - Temporary Works

- 17.1 Temporary Works is a critical element to the Project. The Project will identify what works fall within the categories as prescribed by the TW BSI standard BS 5975
- 17.2 The Project will have an appointed Temporary Works Co-ordinator (TWC) and establish a Temporary Works Register that will assist in the co-ordination & management of Temporary Works.
- 17.3 Appointed TWC details

Project TWC Name:	Nick McNeely
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- 17.4 Identified TW works for the Project are:

17.4.1 Earthworks							
Ref no.	Specific Details	YES	N/A	Ref no.	Specific Details	YES	N/A
17.4.1.1	Trenches	☐	✓	17.4.1.5	Temp Slopes	☐	✓
17.4.1.2	Excavations	☐	✓	17.4.1.6	Stockpiles	☐	✓
17.4.1.3	Cofferdams	☐	✓	17.4.1.7	Haul Roads	☐	✓
17.4.1.4	Shoring	☐	✓	17.4.1.8	Other	☐	☐
17.4.2 Equipment / Plant Foundations							
Ref no.	Specific Details	YES	N/A	Ref no.	Specific Details	YES	N/A
17.4.2.1	Tower Crane Base	☐	✓	17.4.2.4	MEWPS Base	☐	✓
17.4.2.2	Crane Mat	☐	✓	17.4.2.5	Hoists	✓	☐
17.4.2.3	Piling Mat	✓		17.4.2.6	Other	☐	☐
17.4.3 Structures							
Ref no.	Specific Details	YES	N/A	Ref no.	Specific Details	YES	N/A
17.4.3.1	Formwork	✓	☐	17.4.3.7	Needling	✓	☐
17.4.3.2	Falsework	☐	✓	17.4.3.8	Scaffolding	✓	☐
17.4.3.3	Propping	✓	☐	17.4.3.9	Haki Staircase	☐	✓
17.4.3.4	Façade Retention	☐	✓	17.4.3.10	Edge Protection	✓	☐
17.4.3.5	Bridges	☐	✓	17.4.3.11	Site Hoarding / Fencing	✓	☐
17.4.3.6	Jacking Schemes	☐	✓	17.4.3.12	Site Establishment	✓	☐

Section 18 – Site Vehicle & Pedestrian Arrangements & Plan – **Appendix 1**

- 18.1 RFM Construction Management Ltd recognise the importance of ensuring all site Vehicles including items of Plant are controlled and separated & segregated from Groundworkers / Pedestrians / Visitors who access & egress the site on foot.
- 18.2 The Site Manager will be responsible for the site set up and make considerations with regards to Site Vehicles & Pedestrians. The following will be assessed.
 - 18.2.1 Prohibiting / Restricting non-essential vehicles from site.
 - 18.2.2 Vehicle parking separate to the working site.
 - 18.2.3 Controlled Access via specific entrances / security guard.
 - 18.2.4 One way traffic route & signage prominently displayed.
 - 18.2.5 Speed Limit implemented & enforced.
 - 18.2.6 Briefing to all drivers upon site entry relating to site layout and destination.
 - 18.2.7 Rigid barriers to segregate pedestrians from vehicles.
 - 18.2.8 Site Lighting levels to ensure traffic & pedestrian routes clearly visible.
- 18.3 The Site Manager will produce & update a Site Management Plan (Appendix 1) This will detail as a minimum:
 - 18.3.1 Diagram of Site Offices / Welfare Facilities / Material Storage Locations / Containers.
 - 18.3.2 Traffic Route & direction of travel.
 - 18.3.3 Walk / Pedestrian Routes.
 - 18.3.4 Turning Areas.
 - 18.3.5 Prohibited Areas / Height Limits / Weight Limits
 - 18.3.6 Unloading areas.
 - 18.3.7 Speed Limit.
 - 18.3.8 Muster Points.
 - 18.3.9 Smoking Area.

Section 19 – Site Security Arrangements

- 19.1 RFM Construction Management Ltd recognise the importance of ensuring all sites are secured during both working and non-working hours. The Site Manager will be responsible for assessing the site prior to mobilisation and determine the levels & adequacy of measures to protect & secure the site. The following table details the assessment and controls to be implemented.

19.1.1	Assessment		
Ref no.	Specific Details	YES	NO
19.1.1.1	Is the site in an urban area.	✓	☐
19.1.1.2	Is the site within 500 metres of Residential / Industrial Properties.	✓	☐
19.1.1.3	Is the site within 500 metres of Schools / Care Homes.	☐	✓
19.1.1.4	Is the site within an area of high / significant crime / vandalism. Link to Crime Map	✓	☐
19.1.1.5	Can equipment be secured out of hours.	✓	☐
19.1.1.6	Can Vehicles / Plant be immobilised out of hours.	✓	☐
19.1.1.7	Have Vehicles / Plant got trackers fitted.	✓	☐

18.1.2	Perimeter Fencing / Access Points		
Ref no.	Specific Details	YES	NO
19.1.2.1	Material of Fence / Hoarding.	Timber	
19.1.2.2	Height of Fence / Hoarding.	2.4m	
19.1.2.3	No. of Pedestrian Access Points to site.	1nr	
19.1.2.4	No. of Vehicle / Plant Access Points to site.	1nr	
Ref no.	Specific Details	YES	NO
19.1.2.5	Security Guard required.	☐	✓
19.1.2.6	Access Points lockable & secured unless access required.	✓	☐
19.1.2.7	Controlled Access to site. Signing in.	✓	☐
19.1.2.8	Client & RFM Signage required on Fence / Hoarding.	✓	☐
19.1.2.9	Is CCTV required.	☐	☐
19.1.2.10	Is intruder detection equipment required.	☐	✓
19.1.2.11	Is lighting required.	✓	☐

Section 20 – Competence Standards

20.1 RFM Construction Management Ltd require key works to be undertaken with a suitable & appropriate qualification and experience. The table below sets out RFM's minimum Competency Standards for both RFM & Contractors.

Ref No.	Job Role / Specific Task	Competence Standard
20.1.1	Contract Director	SMSTS / IOSH / MCIOB
20.1.2	Contract Manager	SMSTS / NVQ Level 6 Construction Management/IOSH
20.1.3	Site Manager	SMSTS – CITB Accredited.
20.1.4	Site Supervisor	SSSTS – CITB Accredited.
20.1.5	Temporary Works Co-ordinator	CBS TWC Course
20.1.6	Temporary Works Supervisor	TBC
20.1.7	Scaffold Erector Operative	CISRS Part 1 (Trainee) // CISRS Part 2 (Trainee)
20.1.8	Scaffold Erector	CISRS – Advanced Scaffolder
20.1.9	Scaffold Inspector	CISRS – Basic Scaffold Inspection (SITS)
20.1.10	Scaffold Inspector (Complex)	CISRS – Advanced Scaffold Inspection (SITS)
20.1.11	Alloy Tower Erector / Inspector	PASMA
20.1.12	Excavator Operator	CPCS / NPORS
20.1.13	Crane Operator	CPCS – other training providers to be assessed by Contract Manager / HSEQ Manager
20.1.14	Telehandler Operator	CPCS - other training providers to be assessed by Contract Manager / HSEQ Manager
20.1.15	Slinger Signaller	CPCS - other training providers to be assessed by Contract Manager / HSEQ Manager
20.1.16	Vehicle Banksman	CPCS - other training providers to be assessed by Contract Manager / HSEQ Manager
20.1.17	MEWP Operator	IPAF
20.1.18	Asbestos Awareness	UKATA Certificated
20.1.19	Asbestos Surveyor & Sampling	P402 (TBC)
20.1.20	Asbestos Removal	P405 (TBC)
20.1.21	Confined Spaces	City & Guilds / Water Industry Own Course
20.1.22	CAT & GENY	1 Day Course / 1 Day Sigma Solutions (NRASWA Module 1 – Not Accepted)
20.1.23	other	
20.1.24	other	
20.1.25	other	

Section 21 - PPE Standards

- 21.1 RFM Construction Management Ltd recognise work will need specific types of PPE, that provide protection to both individuals & as a collective. The table below sets out the varying standards applicable:

The guidance is minimum requirements and additional PPE may be required dependant of the works being undertaken at the time, including other works in close proximity.

PPE Mandatory Requirements						
Head Protection	Footwear Protection	High Visibility	These 3 PPE items are Mandated on site regardless of activity.			
✓	✓	✓				
Site Visit / Site Walkabout / Site Inspection – No Physical Works						
PPE Minimum Standards						
Head Protection	Footwear Protection	High Visibility	Hand Protection	Eye Protection	Hearing Protection	Respiratory Protection
✓	✓	✓	☐	☐	☐	☐
Tasks - Using Power Tools						
PPE Minimum Standards						
Head Protection	Footwear Protection	High Visibility	Hand Protection	Eye Protection	Hearing Protection	Respiratory Protection
✓	✓	✓	✓	✓	✓	☐
Tasks - Generating Dust / Fumes / Gases						
PPE Minimum Standards						
Head Protection	Footwear Protection	High Visibility	Hand Protection	Eye Protection	Hearing Protection	Respiratory Protection
✓	✓	✓	✓	✓	✓	✓

Note – Gloves are not to be worn when using Rotary Tools..... e.g Drills

Section 22 – Plant & Work Equipment Maintenance

- 22.1 RFM Construction Management Ltd recognise work the importance to ensure all items of Work Equipment are correctly selected to undertake the tasks for which they are designed and ensure good equipment husbandry is maintained throughout the duration of the project.
- 22.2 The table below sets out the Certification / Inspection / Testing / Post Installation Handover requirements for key items of work equipment.

Ref no.	Description of Equipment	12 monthly Inspection Cert	6 monthly Lifting Certificate	Post Delivery Checks	Pre Use Check	Weekly Inspection	Handover Cert – Post Installation
22.2.1	Tower Cranes	✓	☐	✓	✓	✓	✓
22.2.2	Cranes	✓	☐	✓	✓	✓	☐
22.2.3	Excavators	✓	☐	✓	✓	✓	☐
22.2.5	Earth Movers / Dumpers	✓	☐	✓	✓	✓	☐
22.2.6	Dozer	✓	☐	✓	✓	✓	☐
22.2.7	Telehandlers / Forklifts	✓	☐	✓	✓	✓	☐
22.2.8	Piling Rig	✓	☐	✓	✓	✓	☐
22.2.9	Concrete Pumps #	✓	☐	☐	✓	☐	☐
22.2.10	HIAB #	✓	✓	☐	✓	☐	☐
22.2.11	MEWPs	✓	✓	✓	✓	✓	☐
22.2.12	Pallet Jacks	☐	✓	✓	✓	✓	✓
22.2.13	Hoist	☐	✓	✓	✓	✓	✓
22.2.14	Scaffold	☐	☐	✓	✓	✓	✓
22.2.15	HAKI Staircase	☐	☐	✓	✓	✓	✓
22.2.16	Ladders / Hop Ups	☐	☐	✓	✓	✓	☐
22.2.17	Alloy Tower	☐	☐	✓	✓	✓	☐
22.2.18	Lifting Ancillaries	✓	✓	✓	✓	☐	☐
22.2.19		☐	☐	☐	☐	☐	☐
22.2.20		☐	☐	☐	☐	☐	☐
Note	Equipment that is not Hired onto the site and is the Hirers responsibility.						

Section 23 – Assurance.

23.1 RFM Construction Management Ltd recognise the importance of assurance of all aspects of the works from start until completion. The assurance programme is determined by certain key factors;

23.1.1 Nature of the works, its complexity in terms of Design & Constructability

23.1.2 The location of the works in relation to Geography / Interface with others. This may identify the requirement for monitoring – e.g. Noise / Vibration / Structural.

23.1.3 External Factors from extreme weather conditions.

23.1.4 The capabilities and experience of the workforce.

23.1.5 Supervision levels on a daily basis will be decided from the SSOW / Risk Assessment.

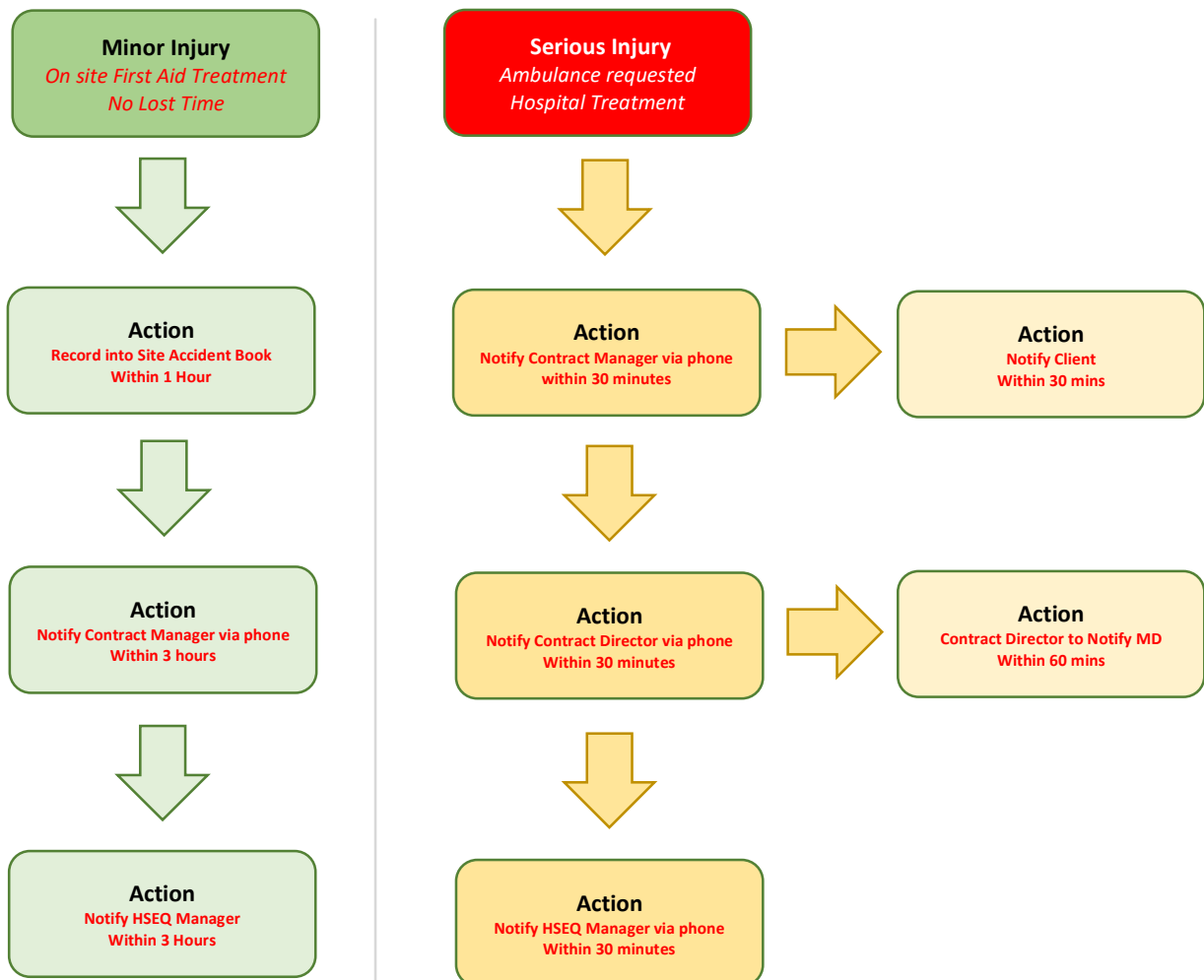
23.1.6 RFM Construction Management will always have a Site Manager / Supervisor on site at all times when works in being undertaken.

23.2 Assurance Programme (*This is subject to change based on the Phases & Nature of the of Works*).

Ref No.	Description	Responsible	Frequency	Formalised	Form Ref
RFM Construction Management Personnel / Employees					
23.2.1	Site Manager Walkabout	Site Manager	Daily	No	N/A
23.2.2	Contract Manager Visit	Contract Manager	Weekly	Yes	
23.2.3	Contract Director Visit	Contract Director	Weekly	Yes	
23.2.4	RFM HSEQ Manager Visit	HSEQ Mgr	1 Monthly	No	
23.2.5	RFM HSEQ Manager Inspection	HSEQ Mgr	3 Monthly	Yes	HS xx
23.2.6	Peligro	SS H & S Advisor	4 Weeks	Yes	SS Form
Contractor Own Assurance					
23.2.7	Supervisor	Supervisor	Daily	No	
23.2.8	HSEQ Advisor Inspection	HSEQ Advisor	1 Monthly	Yes	
23.2.9	Ops Manager / Director Visit	Ops Mgr / Director	3 Monthly	Yes	

Section 24 – Incident Reporting

- 24.1 The Site Manager is responsible for ensuring incidents are recorded & reported to the appropriate stakeholders in a timescale commensurate to the nature of the incident & severity.
- 24.2 The flow chart below details the reporting protocols & timescales.



Nb. See Also Appendix 2 for Further Actions.

Section 25 – Health & Safety File

25.1 RFM Construction Management Ltd understand the requirement of Appendix 4 of the CDM Regs 2015 (L153) that a Health & Safety File is required to be established at Design Stage and continually supplemented as the works progress. Upon completion of the works, RFM will be responsible for the finalisation & hand over of the Health & Safety File to the Client

25.2 The Health & Safety File will include:

25.2.1	Brief description of the work carried out.
25.2.2	Hazards remaining that have not been eliminated through design & construction processes.
25.2.3	Key Structural principles, e.g. Bracing sources of substantial stored energy / Post Tensioned members.
25.2.4	Hazardous materials used e.g. Lead Paint / Special coatings
25.2.5	Information regarding the removal or dismantling of installed plant & equipment.
25.2.6	Health & Safety information regarding equipment provided for cleaning or maintaining the structure.
25.2.7	The nature, location & markings of significant services, including underground cables, gas supplies, firefighting services etc.
25.2.8	Information & As -Built drawings of the building, its plant & equipment e.g. means of safe access to & from service voids & fire doors

Section 26 – Site Rules

- 26.1 RFM Construction Management recognise the requirement for basic & clear rules which apply to everyone. The Site Manager is responsible for establishing the Site Rules, and including them within the Site Induction and published on site notice boards as deemed appropriate.
- 26.2 To provide RFM Construction Management & Contractors a standardised approach, the Site rules are made up of Business wide mandatory rules & site specific as considered required & appropriate by the Site Manager.
- 26.3 The table below – details the RFM Business wide standard Site Rules & the Site-Specific Rules

RFM Construction Management Company & Site Specific Rules	
Ref No.	Detail.
26.3.1	Everyone attending Site must sign In & Out.
26.3.2	Everyone working on site must be inducted prior to commencement of work.
26.3.3	Visitors / non-working people must receive a visitor's induction prior to accessing the site.
26.3.4	All Delivery drivers to receive a Drivers briefing prior to accessing site.
26.3.5	No-one is permitted on site under the influence of Alcohol / Illegal substances.
26.3.6	Everyone working must be briefed on the Risk Assessment / Method Statement prior to commencement of work.
26.3.7	No-one is permitted to use / operate any equipment or plant unless trained and certificated.
26.3.8	No-one is permitted to modify / change any Scaffold / Propping / Fall Protection other than Authorized Personnel with the correct training & qualifications.
26.3.9	No -one is permitted to change the Safe System of Work other than Authorised Personnel – Supervisor / Site Manager.
26.3.10	All incidents are to be reported immediately to Supervisor / Site Manager. Work must not proceed until approval to recommence has been given.

Section 27 – Policies

- 27.1 RFM Construction Management Ltd have developed a suit of key Policy statement documents that support the Business in HSEQ & HR related matters. These key Policies set out the aims and expectations of RFM Construction Management Ltd and the Managing Director. They provide Clients & all other key Stakeholders confidence of the commitment & expectations required of everyone directly & indirectly associated with the Project.
- 27.2 The table below details the key Policies and a link to the central HSEQ file for ease of reference.

RFM Construction Management Key HSEQ & HR Policies.	
Link to Policies File	
27.2.1	Health & Safety Policy
27.2.2	Corporate Social Responsibility Policy
27.2.3	Drugs & Alcohol Policy
27.2.4	Grievance Policy
27.2.5	Mental Health & Fatigue Policy
27.2.6	Training Policy

Section 28 – Certificates

- 28.1 RFM Construction Management Ltd have core certificates that that are relevant to the Project.

RFM Construction Management Insurance & ISO Certificates.	
Link to Certificates File	
28.2.1	Insurance Certificate

Section 29 – Site / Project Filing Structure

29.1 RFM Construction Management Ltd have a server in which to locate & store site documentation.

RFM Construction Management Site Health & Safety Filing Structure	
Site Filing Structure Location:	
Dropbox	
Site Health & Safety:	
1.1	Pre Construction Information (PCI)
1.2	Construction Phase Plan. (CPP)
1.3	F10 Notice.
1.4	Reports – Surveys / Testing
1.5	Risk Assessments & Method Statements & Briefing Records.
1.6	Fire - Site Fire Risk Assessment & Arrangements.
1.7	COSHH Data / COSHH Assessments
1.8	Induction & Training - Site Induction & Induction Briefing Records / Training Certs.
1.9	Daily Signing in Forms.
1.10	Toolbox Talks & Tool Box Talk Briefing Records.
1.11	PUWER – Equipment Register / Work Equipment Statutory / Weekly Inspections.
1.12	LOLER – Lifting Equipment 6 monthly Statutory Inspection certificates.
1.13	Assurance - Site Inspections & Audits.
1.14	Meetings - Health & Safety Meeting Agenda & Minutes.
1.15	Incident Reports / Records.
1.16	Correspondence – Health & Safety Related.
1.17	Safety Alerts / Bulletins / Newsletters
1.18	Forms - Health & Safety Forms
1.19	Safety Signs Catalogue
1.20	Posters / Leaflets

Section 30 – HSE Publications / Guidance

- 30.1 Site Managers have access to the Company Shared Folder on the RFM Server. Contained within the Health & Safety File are current versions of relevant HSE Guidance.

The link provided will take users to the folder to readily access HSE information in a timely manner.

[HSE Publications](#)

List of Contents:

 Asbestos in Buildings	11/01/2023 13:47	Microsoft Edge PD...	784 KB
 Avoiding Danger From Underground Ser...	11/01/2023 14:57	Microsoft Edge PD...	1,416 KB
 Confined Spaces	11/01/2023 13:48	Microsoft Edge PD...	380 KB
 Construction Dust	11/01/2023 13:51	Microsoft Edge PD...	817 KB
 Consulting Employees on Health & Safety	11/01/2023 13:56	Microsoft Edge PD...	483 KB
 Controlling construction dust with on too...	11/01/2023 13:51	Microsoft Edge PD...	395 KB
 COSHH	11/01/2023 13:47	Microsoft Edge PD...	1,114 KB
 Dust Control for Cut off Saws	11/01/2023 13:49	Microsoft Edge PD...	97 KB
 Electricity Safety	11/01/2023 13:52	Microsoft Edge PD...	288 KB
 Electricity at Work	11/01/2023 13:53	Microsoft Edge PD...	363 KB
 Excavations	11/01/2023 13:50	Microsoft Edge PD...	194 KB
 Fragile Roofs - Safe Working Practices	11/01/2023 13:51	Microsoft Edge PD...	303 KB
 Fragile Roofs	11/01/2023 13:52	Microsoft Edge PD...	207 KB
 Glove Protection	11/01/2023 13:57	Microsoft Edge PD...	122 KB
 Lifting Equipment at Work	11/01/2023 13:55	Microsoft Edge PD...	349 KB
 Managing Health & Safety	11/01/2023 13:56	Microsoft Edge PD...	769 KB
 Manual Handling - Safe Handling of Kerbs	11/01/2023 13:50	Microsoft Edge PD...	86 KB
 Noise at Work	11/01/2023 13:57	Microsoft Edge PD...	392 KB
 Preventing Falls from Vehicles	11/01/2023 14:01	Microsoft Edge PD...	231 KB
 Provision of Welfare Facilities	11/01/2023 13:52	Microsoft Edge PD...	259 KB
 Safe use - erection and dismantling of Fa...	11/01/2023 13:49	Microsoft Edge PD...	242 KB
 Safe Use of Dumpers	11/01/2023 13:48	Microsoft Edge PD...	102 KB
 Safety in Electrical Testing at Work	11/01/2023 13:54	Microsoft Edge PD...	309 KB
 Silica - Control of E	11/01/2023 13:59	Microsoft Edge PD...	112 KB
 Silica - Advice for Managers	11/01/2023 13:59	Microsoft Edge PD...	140 KB
 Silica - Control of Exposure	11/01/2023 13:54	Microsoft Edge PD...	1,857 KB
 Silica - Drilling with Hand Held Rotary...	11/01/2023 14:00	Microsoft Edge PD...	190 KB
 Silica - Scabbling or Grinding	11/01/2023 13:59	Microsoft Edge PD...	181 KB
 Slips - Trips - Falls	11/01/2023 14:00	Microsoft Edge PD...	237 KB
 Using Contractors	11/01/2023 13:56	Microsoft Edge PD...	282 KB
 Work At Height	11/01/2023 13:55	Microsoft Edge PD...	245 KB
 Working Safely Near Overhead Electricity...	11/01/2023 14:01	Microsoft Edge PD...	153 KB
 Workplace Transport Safety	11/01/2023 14:00	Microsoft Edge PD...	380 KB

