Construction Phase Plan

Insert project name and address

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| Revision | Date |
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1.0.0 Description of the Project

1.1.0 Project Description

Insert site address

…………………

…………………

…………………

…………………

Insert short description of project here

1.2.0 Programme Details

Start on site date: Insert day month and year

Duration of Project: Insert number of Weeks

1.3.0 Project Directory

CLIENT

Insert name and address

…………. ………..

……… ……………

………….. ………..

……. ……

………..

Tel:

Contact: Insert name

Email:

CONTRACT ADMINISTRATOR

Insert name and address

…………. ………..

……… ……………

………….. ………..

……. ……

………..

Tel:

Contact: Insert name

Email:

Principal Designer

Insert name and address

…………. ………..

……… ……………

………….. ………..

……. ……

………..

Tel:

Contact: Insert name

Email:

ARCHITECT

Insert name and address

…………. ………..

……… ……………

………….. ………..

……. ……

………..

Tel:

Contact: Insert name

Email:

STRUCTURAL ENGINEER

Insert name and address

…………. ………..

……… ……………

………….. ………..

……. ……

………..

Tel:

Contact: Insert name

Email:

PRINCIPAL CONTRACTOR

Address

Tel:

Contact: Insert name

Email:

## 1.4.0 Existing Information

The Client has provided the following information: -

List all available information here. For example site investigation / soil report / asbestos survey / structural survey etc. Make sure the name; date and reference number of the report is recorded here.

and /or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has conducted the following investigations before or during works taking place on site: -

List all available information here. For example site investigation / soil report / asbestos survey / structural survey etc. Make sure the name; date and reference number of the report is recorded here.

# 2.0.0 Communication and Management of the Work

2.1.0 Management Structure and Responsibility

The management structure within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Health and Safety is as follows: -

**CEO**

Set the direction for effective health and safety management.

Provide strong, active and visible health and safety leadership.

Ensure that all board decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.

Arrange for the effective planning, organization, control, monitoring and review of preventive and protective measures.

**Managing Director**

Provide strong, active and visible health and safety leadership.

Arrange for the effective planning, organization, control, monitoring and review of preventive and protective measures.

Consult employees about their risks at work and current preventive and protective measures.

Ensure that health and safety arrangements are adequately resourced.

Appraise all staff on health and safety performance.

**Health & Safety Consultants**

Provide competent health and safety advice and guidance to the company and its employees both general and construction related.

Assist the board in setting direction of effective health and safety management.

Undertake periodic audits and reviews of the effectiveness of site management approach and risk control.

**Project Manager Insert name**

Project based responsibility for all day to day matters appertaining to the health and safety of staff, sub-contractors and the general public.

Provide strong, active and visible health and safety leadership.

Manage the duties of the principal contractor in relation to planning, management and the monitoring of the construction phase. (Part 3: regulation 22 refers)

Perform the duties of the principal contractor in relation to the construction phase plan. (Part 3: regulation 23 refers)

Perform the duties of the principal contractor in relation to co-operation and consultation with workers. (Part 3: regulation 24 refers)

Perform the duties of the principal contractor in relation to health and safety on construction sites. (Part 4: regulations 25-44 refers

Fire Marshals Insert name

First Aiders Insert name

2.2.0 Health and Safety Goals

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to providing the highest standards of health, safety, and welfare which are reasonably practical to attain for its own employees, trade contractors, visitors to site and those affected by its operations during the insert name of site project.

The company is committed to the requirements of the Health and Safety at Work etc Act 1974, the Construction (Design and Management) Regulations 2015, and all associated Health & Safety Regulations and Codes of Practice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ L strives to mitigate risks on site with the aim of achieving a zero accident rate. The company uses the following to help it reach this goal: inductions of all personnel working on site, regular site inspections by the visiting Health, Safety and Environmental Manager, weekly inspections by the Project Manager, and regular toolbox talks.

2.3.0 Site Liaison

A copy of the Construction Phase Plan with the relevant drawings and specifications is issued to all trade contractors to enable them to make the appropriate and relevant provision for the management of Health and Safety for the duration of their scope of the project.

Updated or additional information received by the Principal Contractor, together with any revisions to the Construction Phase Plan, will be made available to all trade contractors.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will communicate with the Design Team, Client, and PRINCIPAL DESIGNER by telephone, fax, and email and in person.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will work with the PRINCIPAL DESIGNER to ensure that the Health and Safety File information is collated as the project progresses in the format agreed with the Client.

2.4.0 Workforce Consultation

Weekly site meetings will be held with the trade contractors during the construction phase to ensure that liaison and co-operation between the trade contractors is taking place. The Construction Phase Plan and trade contractors’ risk assessments and method statements will be discussed at those meetings.

------------------------- Actively encourages regular and open discussions on health and safety from those working on site; both informally and during site meetings.

2.5.0 Exchange of Design Information

Trade contractors with a design responsibility will issue ------------------------- with drawings, method statements and significant risk assessments, if relevant, to enable ------------------------- to assess the implications on both the construction and on the work of other trade contractors.

All design information received from trade contractors will be forwarded to the PRINCIPAL DESIGNER and the Construction Phase Plan will be revised as necessary.

2.6.0 Design Changes

The design team will notify ------------------------- of any design changes during the construction phase. The designers will also identify any significant risk associated with the design change.

The revised design and any resultant changes in significant risks will be issued / notified by ------------------------- to all those trade contractors who are affected.

Trade contractors will update their method statements as required to mitigate or control the altered risk, and the Construction Phase Plan will then be revised accordingly.

2.7.0 Selection and Control of Contractors

All trade contractors that work for -------------------------, and any new trade contractors wishing to work for the company, will be assessed for competence and adequacy of resources during the tendering process.

Before any company or business is added to the ‘approved list of trade contractors’, a Health and Safety questionnaire will be issued to the firm by the Health and Safety Manager. A visit will also be made to the trade contractor’s premises and a site that they are currently working on. Additionally, ------------------------- shall ensure that they are adequately insured for the duration of the project.

All trade contractors are re-assessed for competence and adequacy of resources every two years.

2.8.0 Exchange of Health and Safety Information between Contractors

All trade contractors will attend a weekly co-ordination meeting to ensure that communications are maintained and to facilitate the exchange of Health and Safety information. See section 2.4.0.

2.9.0 Site Security, Induction and On Site Training

All trade contractors and visitors will attend a site induction, at which they will be informed of known risks to their health and safety that are present in the environment in which the work is to be carried out, and from the construction work to be undertaken.

As a minimum, the induction will include: -

* Details of the management structure on site.
* The location of the welfare facilities.
* Emergency procedures, first aid, fire etc.
* All PPE requirements.
* Known hazards on site and the control measures.
* Name of the appointed Coordinator and Principal Contractor.
* Site Rules.
* Accident prevention and reporting procedure.
* Any on site health and safety initiatives.
* Open questions.

The F10, statutory notices, site rules, emergency telephone procedure and certificate of employers and public liability insurance certificate will be displayed in the site office and the canteen.

Toolbox safety talks will be conducted on site as and when required. Records will be made of the names of attendees and the subject covered.

Adequate security procedures already exist on site and ------------------------- and their contractors shall ensure that they familiarise themselves with this procedure and shall ensure that this is not compromised by their acts and omissions. All operatives and visitors are required to sign in and out at the main receptions.

2.10.0 Welfare Facilities and First Aid

Welfare facilities, as required by the Construction Design and Management Regulations 2015, will be provided as shown on the Site Logistics Plan: see Appendix D. These have been reviewed by ------------------------- and deemed adequate.

The appointed First Aiders on site are: -

 Insert names here

 and here

2.11.0 RIDDOR and Near Misses

If an accident occurs on site which results in injury, damage, dangerous occurrence and / or a “near miss”, it must be reported to the Project Manager who will enter it in the Accident Book (stored in the site office in full view) and subsequently send it to the company Health & Safety Manager. Additionally the Client and Principal Designer shall be informed at the earliest opportune moment.

If the accident is or becomes RIDDOR reportable (over 7 days inclusive of weekends), it is the responsibility of the trade contractor to notify the HSE and provide ------------------------- with the details as supplied to the HSE.

All accidents must be reported to Wick Safety Limited as soon as possible, by telephoning 07551 949327.

If an employee of ------------------------- is injured and the accident is or becomes RIDDOR reportable (over 7 days inclusive of weekends), the Wick Safety Limited will report it to the HSE via the web site.

Wick Safety Limited will conduct an accident investigation and prepare a written report identifying the root and sub-causes as soon as practicably possible. The report will also identify what corrective measures can and are being taken to prevent re-occurrence of the accident.

2.12.0 Risk Assessments and Method Statements

------------------------- has standard pro-formas for risk assessments and method statements, which all trade contractors are encouraged to use.

 Risk Assessments are in Appendix B.

 Method Statements are in Appendix C.

2.13.0 Site Rules

### Refer to Appendix I

### 2.14.0 Fire and Emergency Procedures

See Appendix E for a copy of the Fire Plan and Fire Risk Assessment. There are insert number of fire points on the site, each contain insert type of extinguishers.

In the event of a fire or other emergency on site the howler mounted on the fire trolley will be sounded. All works will cease immediately, all equipment will be switched off and all persons on site will walk to the muster point, located insert location of muster point.

The site Fire Marshals will ensure that the site is clear of all site personnel and visitors, take the site daybook to the muster point and liaise with the Emergency Services.

The site Fire Marshalls are: Insert names of Fire Marshals here.

The local Hospital with Accident & Emergency facilities is: -

Insert name and address of the nearest hospital with A and E facility – available from NHS website.

Also insert location map - available from NHS website at [Google Maps](http://maps.google.co.uk/maps)

…… …..

…….. …

………...

…… …..

Tel: 01xxx xxx xxxx

#

# 3.0.0 Arrangements for Controlling Significant Site Safety Risks

Insert details here of the site-specific safety risk. For example

* Working in occupied premises
* Restricted access
* Manual handling
* Confined spaces
* Working at height
* Vibrating equipment
* Noisy operations / equipment
* Working with Asbestos
* Working with Lead
* Dust
* Possible asbestos
* Hazardous Materials
* Electricity
* Water
* Slips / Trips and Falls
* Waste disposal
* Deliveries and collections (segregation from occupants and public)
* Security
	1. Temporary Services

Identify extent of temporary services required, and from where they are fed.

How are the services isolated and will it affect third parties? (Especially where working in occupied premises)

This shall be conducted by competent operatives and the greatest care shall be taken to ensure that services to occupants and neighbours are not interrupted.

* 1. Preventing Falls

Stepladders will only be used for work of short duration and as a last solution, and where three points of contact can be maintained.

Access to all work at height will be by means of a scaffold, or a mobile tower scaffold. Both will be erected and modified by trained operatives and visual inspections will take place before use and after use, and every 7 days it will be recorded on the scaf-tag attached to the equipment.

3.3.0 Work with, or Near Fragile Materials

Identify what and where they are in the building. Will any temporary protection be required, or are there sufficient barriers etc in place?

* 1. Lifting Operations

If craneage is required only use ‘contract lifts’. **Telephone Wick Safety Limited for further advice (07551 949327).**

All lifting operations shall be risk assessed and where necessary, lifting aids shall be utilised.

3.5.0 Existing Services (Water, Gas, Electricity and Telecoms)

No live working on electric or gas installations will be allowed. Permits to work will be issued for all work to be carried out on gas or electric installations. All services shall be adequately Tagged Off where necessary.

Insert details of known existing services on site and cross reference to Appendix H, or identify the date enquiries were made.

3.6.0 Maintenance of Plant and Equipment

All plant and machinery used by trade contractors will be inspected as required by the appropriate regulations.

Trade contractors providing their own plant and machinery will be required to submit maintenance procedures and training records for their equipment and operators.

3.7.0 Poor Ground Conditions

Where applicable insert key known details from ground investigation / soil report etc and quote the name, date and reference number of the report here. Also cross reference to Appendix H.

3.8.0 Traffic Routes - Segregation of Vehicles and Pedestrians

If applicable, separate pedestrian gates will be provided and a safe pedestrian route and occupier to the site accommodation will be supplied. All persons on site will wear high visibility jackets.

A site logistics plan will be prepared and included in Appendix D.

Insert site - specific details here: -

Can the site accept LGVs? All deliveries will be timed to avoid peak periods where possible. All deliveries will be escorted by a banksman when reversing. What are the local restrictions – width of streets, car parking, schools, etc?

3.9.0 Storage of Hazardous Materials

Will any highly flammable liquids be stored on site? **If so, speak to Wick Safety Limited** **for site-specific precautions**.

Other hazardous substances shall be stored and utilised strictly in accordance with the relevant Material Safety Data Sheet.

3.10.0 Unstable Structures

Where required temporary propping will be provided and included in the Temporary Works Register.

Identify any structures that will need temporary propping.

3.11.0 Accommodating Adjacent Land Uses

Adjoining owners will be kept informed of site activities, for example noisy operations. The information will be communicated by letter and in person.

3.12.0 Other Significant Safety Risks

Signage will be erected on the site boundaries to warn of the dangers of construction sites.

Manual handling training will be provided. Wherever possible the load will be split or reduced as far as is reasonably practicable. Otherwise mechanical handling or multi-handling techniques will be used.

Scaffolders are to wear and attach harnesses when erecting / dismantling or altering scaffolds and conform to SG04.

Hot works permits will be implemented on site where appropriate.

The above are examples and can be removed, or added to as required.

4.0.0 Arrangement for Controlling Significant Site Health Risks

4.1.0 Removal of Asbestos

Is asbestos present on site? If so, where is it, and what type of asbestos is it?

Has an asbestos survey been carried out? (Refurbishment/Demolition Survey or Maintenance) If so, insert name, date and reference number of the report here and the results of that survey.

This will be scrutinised and dealt with in accordance with the Control of Asbestos Regulations.

**All demolition aspects of a project must have a refurbishment/demolition survey in place prior to strip out.**

Also provide full contact details of the trade contractor appointed to remove it, and advise whether the work will be going on at the same time as any other operations on site. If so, what controls will be in place to segregate asbestos removal areas? What signage is required?

4.2.0 Contaminated Land

This section will not normally apply.

Is there any contamination on site? If so, insert name, date and reference number of the site investigation report here. What precautions are required?

4.3.0 Manual Handling

Manual handling will be covered in tool box talks, which will take place throughout the duration of the project.

Insert details of materials that will require manual handling. Include approximate size and weight, obtained from the designers’ (Architect, Structural Engineer, etc) risk assessments. If the designers have not provided such information they must be asked to supply it.

Identify how the necessity for manual handling will be reduced on site.

4.4.0 Hazardous Substances

All suppliers of materials for the project will be required to provide Material Data Sheets in advance of the products being delivered to site. Such information will enable a COSHH Assessment to be conducted before the material is used on site.

Trade contractors must provide ------------------------- with a COSHH Assessment (where appropriate) before the material is brought to site.

When required, COSHH Assessments for products that are to be used on site will be kept in Appendix G.

4.5.0 Reducing Noise and Vibration

Have the designers (Architect, Structural Engineer, Principal Designer etc) provided details in their design risk assessments? If not, details must be requested. What measures have the designers taken to prevent or reduce noise and vibration?

Ear defenders / ear plugs and gloves will be supplied and worn by the trade contractor. The action levels are Level 1: 80db (A) and Level 2: 85db (A), appropriate risk assessments should be submitted by the trade contractor.

Where vibrating tools are used, trade contractors must provide vibration risk assessments for the equipment they use.

4.6.0 Other Significant Health Risks

The site is designated “hard hat” site and head protection, which complies with BS 5240 or equivalent standard, must be worn. Safety footwear and high visibility vests must also be worn at all times on site as well as gloves. Some clients are defining their projects to include safety eyewear as part of the PPE process (PM to ask the question)

5.0.0 Health and Safety File

The contents of the Health and Safety File will be agreed with the Safety Consultant – Wick Safety Limited.

6.0.0 Site Waste Management Plan (SWMP)

* 1. All projects over £300,000 will be required to have a SWMP in place prior to the project starting.

Insert here the name of the registered waste disposal operator who will be formatting the SWMP

(Ensure a copy of their Waste Management Licence is in the CPP

6.2.0The Site Waste Controller (SWC) for this project is: Insert SWC name here:

6.3.0The completed SWMP must be maintained for TWO years after the completion of the project, failure to comply with this part of the regulation is an offence and liable to a fine. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will only trade with Waste Disposal Firms who can demonstrate and promote good recycling processes.

APPENDIX A

F10 Notification

APPENDIX B

Risk Assessments

| **Risk Assessment & Action Required** |
| --- |
| **Assessment Location** | **Assessment Date** | **Date of last Assessment** |
| xxxxxxxxxxxxx | xxxxxxxxxxxxx | xxxxxxxxxxxxx |
| **Activity / Situation** |
| xxxxxxxxxxxxx |
| **HAZARDS IDENTIFIED** | **TYPES OF PERSONS AT RISK** | **WORST CASE OUTCOME** | **LIKELIHOOD / PROBABILITY** | **LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE** |
| **EMPLOYEES** | **YOUNG PERSONS** | **CONTRACTOR** | **PUBLIC** | **VISITORS** | **FATAL INJURY** | **MAJOR INJURY** | **ILL HEALTH OR DISEASE** | **MINOR INJURY** | **PLANT OR EQUIPMENT** | **LIKELY / FORESEEABLE** | **PROBABLE** | **POSSIBLE** | **REMOTE** | **IMPROBABLE** |
| **Ref** | **General description of risk** |
| **1** | **Site access and egress.** Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, service covers in pedestrian pavements, pedestrian pavement cross-overs, vehicle manoeuvres operations and public rights of way. | **√** | **√** | **√** | **√** | **√** | **√** |  |  |  |  |  |  | **√** |  |  | High |
| **2** | **Security.** Risk of trespassers, damage caused by trespassers |  | **√** |  | **√** |  |  | **√** |  |  | **√** |  |  | **√** |  |  | Med |
| **3** | **Accessways.** Unsafe obstructions, uneven surfaces, trips, slips and falls, congestion. | **√** |  | **√** | **√** | **√** |  | **√** |  |  |  | **√** |  |  |  |  | Med |
| **4** | **Loading & unloading lorries/vans.** Competent plant operators & banksmen, risk of lifting appliance or gear failure, manual handling, windy conditions, conveying materials, restricted access, gradient slopes. | **√** |  | **√** | **√** |  | **√** |  |  |  |  | **√** |  |  |  |  | Med |
| **5** | **Working at height.** Fall of persons or tools /equipment / components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind & hot weather. | **√** |  | **√** | **√** |  | **√** |  |  |  |  | **√** |  |  |  |  | High |
| **6** | **Ladders.** Persons falling off ladders – main causes are:- unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching | **√** |  | **√** |  |  | **√** |  |  |  |  |  |  | **√** |  |  | High |
| **7** | **Working on or nearby footpaths.** Endangering the neighbors and general public, obstructing footpaths and roadways, i.e., scaffold works, deliveries, vehicle pavement cross-overs, lifting operations, etc. | **√** |  | **√** | **√** | **√** | **√** |  |  |  |  |  |  | **√** |  |  | High |
| **8** | **Working with lifting appliances and lifting gear.**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9** | **Electrical risks for installation works.** Covered by Specialist Method Statement & risk Assessment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10** | **Manual Handling.** Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, maneuvering of equipment and components, unsuitably fit employees, etc. | **√** |  | **√** |  |  |  | **√** |  |  |  | **√** |  |  |  |  | Med |
| **11** | **Using power tools, machines & plant.** Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator. | **√** |  | **√** |  |  | **√** |  |  |  | **√** | **√** |  |  |  |  | High |
| **12** | **Demolition and strip-out.** Removal of bulky material, manual handling, sharp edges | **√** |  | **√** | **√** | **√** |  | **√** |  | **√** |  | **√** |  |  |  |  | High |
| **13** | **Existing building hazards.**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** | **Environmental hazards.** Chemical contamination & biological hazards, Neighbouring premises risks & hazards. Neighborhood risks, noise, dust, vegetation damage, etc. | **√** |  | **√** | **√** | **√** | **√** |  |  |  | **√** | **√** |  |  |  |  | High |
| **15** | **C.O.S.H.H.** Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE. | **√** |  | **√** |  |  |  |  | **√** |  | **√** |  | **√** |  |  |  | High |
| **16** | **Housekeeping.** Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials /components. Build-up of rubbish increases risk of fire. | **√** |  | **√** | **√** | **√** |  | **√** |  |  |  | **√** |  |  |  |  | Med |
| **17** | **Noise and vibration.** Plant & machine operation noise levels exceeding acceptable levels for employees. Employees subjected to other contractors or environmental noise. | **√** |  | **√** | **√** | **√** |  |  | **√** |  | **√** |  | **√** |  |  |  | Med |
| **18** | **Fire.** Building fire plans, fire fighting equipment, fire alarms, fire drills, fire wardens and smoking. | **√** |  | **√** | **√** | **√** | **√** |  |  |  | **√** |  |  | **√** |  |  | High |
| **19** | **Hot Works.** Permit Procedure to be used |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20** | **Working with LPG & Acetylene.** Not applicable on this project |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **21** | **Biological hazards.** Hygiene standards with regard to eating food, clothing, environmental working conditions, vermin and pigeon droppings,. | **√** |  | **√** |  |  |  |  | **√** |  |  |  |  | **√** |  |  | Med |
| **22** | **Stacking & storage of materials & components.** Stability, potential obstructions, ergonomics, accessible locations. | **√** |  | **√** | **√** | **√** | **√** |  |  |  |  |  |  | **√** |  |  | Med  |
| **23** | **Asbestos. Refurbishment/Demolition** Survey carried out and asbestos removed or labeled. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **24** | **Lone Workers.** Violence, manual handling**,** working unsupervised, environment hazards. | **√** |  | **√** |  |  |  | **√** |  |  |  |  |  | **√** |  |  | High |
| **25** | **Excavations.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **26** | **Confined Spaces.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

APPENDIX C

METHOD STATEMENTS

| **REF No.** | **EXISTING CONTROLS & INFORMATION** | **CONTROL MEASURES SAFE METHOD OF WORK STATEMENT PROCEDURES** | **TARGET DATE & ACTION BY** | **COMPLETED** | **RESIDUAL RISKS** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Site access and egress.** | Ensure that the entrance to be used by site personnel are clearly marked up | Project Manager & Contractors |  | Low |
| A basic pedestrian plan has been included in Section 7 below which will be adhered to and developed where necessary to safeguard pedestrians etc., when loading and unloading vehicles and when transporting plant etc., across the pavement, ensuring that appropriate signs, barriers and personnel are deployed. | Project Manager, Contractors & Site Personnel |  | Low |
| Ensure that difficult lorry maneuvers accessing the site are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained/arranged by personnel for lorry maneuvers. | Project Manager, Contractors & Site Personnel |  | Low |
| Ensure that the premises entrances are kept free at all times from any unsafe obstructions. | Project Manager, Contractors & Site Personnel |  | Low |
| **2** | **Security.** Refer to Security Contractors arrangements and any security device handbooks | Ensure site boundary is kept secure and locked off at the end of each working day. | Project Manager, Contractors & Site Personnel |  | Low |
| Site Personnel are to make their presence known to the Contracts / Site Manager when on site and leaving the site. | Site Personnel |  | Low |
| **3** | **Accessways.** | Ensure that access ways are demarcated clearly and are not unsafely obstructed by works/operations and that storage does not cause an obstruction. Access ways will also be kept in good condition, well illuminated during hours of darkness, firm and without surface trips and slipping hazards. | Project Manager & Contractors |  | Low |
| Access ways and Emergency Escape Routes around working areas, due to the location of the works, must be kept clear of any unsafe obstructions at all times. | Project Manager, Contractors & Site Personnel |  | Low |
| Scaffold erection must not restrict access within Emergency Escape Routes including stairwells. | Project Manager & Contractors |  | Low |
| Give weekly Tool Box Talks to the works personnel with regard to keeping access ways free from unsafe obstructions. | Project Manager & Contractors |  | Low |
| Any obstruction of access ways will be removed immediately. Investigate the reasons obstructions occurred and eliminate the problem at source where possible or provide additional provisions to prevent obstruction problems from reoccurring. | Project Manager & Contractors |  | Low |
| **4** | **Loading and unloading lorries/vans.** Refer to the Lorry Manufacturers Handbook | Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle. | When loading lorries/vans – Lorry/van drivers, Personnel assisting |  | Low |
| Road and pavement surfaces will be protected from damage so that they remain in a good safe condition for pedestrians, site personnel and visitors. | Lorry/van Drivers, Project Manager & Contractors |  | Low |
| Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that access ways and working areas are not unsafely obstructed. | Lorry/van Drivers, Project Manager & Contractors |  | Low |
| A pedestrian plan will consider protective measures to pedestrians and other road users when loading and unloading heavy and awkward items | Project Manager & Contractors |  | Med |
| Personnel working from the back of lorries constitutes working at height. Wherever possible, personnel will not climb up onto lorries and if they do need to, provisions will be in place to protect them from falling. | Project Manager & Contractors |  | Low |
| When utilising lorry Hyabs, personnel assisting or persons in the vicinity of the operation, must wear safety helmets and safety footwear, etc. Only competent persons will be involved in lifting operations. Competency Card checks to be carried out (CPCS card holders) | Project Manager, Contractors, Hyab Operator & Site Personnel |  | Med |
| Loading and unloading lorries will be carried out in designated areas only as agreed with the Contracts / Site Manager. | Project Manager, Contractors & Site Personnel |  | Med |
| **5** | **Working at height.** The Work At Height Regulations 2005 | Competent persons must plan working at height. Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures must be provided. Working at height operations must always be supervised by a competent person. All persons required to work at height must be competent – this will include all scaffolding works, working from the scaffolding, working in staircases and landings and transporting materials to and from high level areas, etc. | Project Manager & Contractors |  | Med |
| Scaffolding calculations will be required. Scaffolding will be designed by a competent Engineer, erected by competent Scaffolders and will be inspected on a weekly basis or after alteration or any bad weather conditions by a competent person. A copy of an Inspection Report for the scaffolding and any lifting appliance must be kept on site for inspection purposes. | Project Manager, Contractors & Scaffolding Contractor/Engineer |  | Low |
| Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment. | Project Manager, Contractors & Site Personnel |  | Low |
| Where there is the potential for persons to fall, there must be adequate prevention protection in place. There will also be adequate protection to prevent materials and debris etc., from falling. | Project Manager & Contractors |  | Low |
| Ensure that Safe Method of Work arrangements are in place and communicated to persons who will be carrying out high level works. | Project Manager & Contractors |  | Low |
| Ensure adequate safe access to high level works is provided. Refrain from using ladders if there are safer alternatives. | Project Manager & Contractors |  | Low |
| **6** | **Ladders.** The Work At Height Regulations 2005.HSE Guidance – Safe Use of Ladders and Stepladders | Wherever possible, ladders will be substituted for safer access equipment, such as podiums and scaffolds, etc. Working off ladders constitutes working at height, therefore competent persons will be required to plan and supervise this type of work. Ladders will be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system will be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch. | Before work starts. Project Manager & Contractors |  | Med |
| Carrying materials up and down ladders increases the risk of falling and therefore will be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder. | Before work starts. Project Manager & Contractors |  | Low |
| The correct type of ladder should be used dependent upon the circumstances. The ladder will be strong enough and durable so they withstand being easily damaged. **Note:** Lightweight ladders have the advantage of being easily carried and maneuvered, but the disadvantage is that they are susceptible to damage. | Before operatives start work on site. Project Manager & Contractors |  | Med |
| Any person required to use a ladder in connection with their work will be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. **Note:** Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness. | Before operatives start work on site. Project Manager & Contractors |  | Med |
| All ladders used must be in good order. They will be checked regularly to ensure they are kept in good order. | Project Manager, Contractors & Site Personnel |  | Low |
| Step-ladders must not be used on staircases and staircase landings. Step-ladder Permits must be issued prior to use of step-ladder | Before operatives start work on site. Project Manager & Contractors |  | Med |
| PPE Assessments are required to be carried out for persons working off ladders or persons in the vicinity of ladder work. Particular regard will be given to fall arrest equipment and ladder securing arrangements. | Before works start & on-going. Project Manager & Contractors |  | Med |
| **7** | **Working on or nearby footpaths.**Refer to Local Authority requirements. Highway Code. | **Pedestrian Plan arrangements** to be followed regarding precautionary measures to protect the general public and neighbors etc, as follows:-Determine the safest locations to load and unload lorries. No materials to be stored on site without agreement with the Client and the Landlord.Loading and unloading should not take place on the public highway. If, due to unforeseen circumstances, this becomes necessary, check the requirements of the Local Authority with regard to permission and Licenses and ensure that storage areas on roads and pavements are safely cordoned-off and appropriate signs and lights are in place in accordance with The Road Traffic Act and Local Authority requirements. Ensure there is adequate room for pedestrians to pass by, including wheelchairs and prams, etc.Ensure the pavement is kept in good safe condition.Display “Caution – Site Entrance” signs.Where lifting and hyab lorry operations etc., may be carried out, ensure there are sufficient banksman deployed to assist in safeguarding pedestrians who have right of way on the pavement adjacent to the site.Site Personnel, including delivery drivers are to be made aware of the importance and the arrangements for keeping the footpath free from hazards during Induction and before any works start which may have an effect on the general public.Fluorescent garments should be worn by persons assisting in Banksman duties. Banksman should always keep a safe distance from vehicle and plant maneuvers and at all times keep in view and communications with the drivers. |  |  |  |
| This Pedestrian Plan will be reviewed and developed to ensure that pedestrian safety is maintained at all times. | On-going. Project Manager & Contractors |  | Low |
| **8** | **Working with lifting appliances and lifting gear.** |  |  |  |  |
| **9** | **Electrical risks for installations & works** |  |  |  |  |
| **10** | **Manual Handling.** Refer to Manual Handling Regulations and Code of Practise.HSE GuideGeneral arrangements covered in the Company Health & Safety Policy | Plan the project to minimise manual handling and provide lifting aids wherever possible. | Project Manager & Contractors |  | Low |
| Ensure that personnel who have to carry out manual handling operations are suitably fit and appropriately trained and instructed. |  |  | Low |
| Ensure personnel carrying out manual handling are aware of the weights involved. |  |  | Low |
| Carry out Manual Handling Assessments. |  |  | Low |
| Where loads are in excess of 20kg and there are no suitable lifting aids that can be utilised safely, team lifting may be necessary. All persons involved in team lifting will need to be coached with regard to the additional techniques necessary for safe team lifting. |  |  | Med |
| Ensure that personnel involved in manual handling have received training on good manual handling techniques. |  |  | Low |
| PPE Assessments are required to be carried out for persons involved in manual handling. |  |  | Low |
| **11** | **Using power tools, machines and plant.** Refer to manufacturer’s guidance.The provision and Use of Work Equipment Regulations 1998, The Workplace (Health, Safety & Welfare) Regulations 1992The Management of Health & Safety At Work Regulations 1999, The Control of Noise At Work Regulations 2005.Approved Code of Practices for the Safe Use of Woodworking Machines.HSE Guidance NotesBritish Woodworking Federation.British Standards BS6854General arrangements covered in the Company Health & Safety Policy | Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent. | Senior Management, Project Manager & Contractors |  | Low |
| Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc., must be fully considered to minimise dust, noise and dangers from moving parts or fragments flying-off of material being worked on. | Project Manager, Contractors & Operator |  | Low |
| Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs. | Project Manager & Contractors |  | Low |
| Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity. | Project Manager & Contractors |  | Low |
| Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This will be carried out under a Permit to Work. | Project Manager, Contractors & Maintenance Engineer/Plant Operator |  | Low |
| To minimise the risks of electrical shock when using electrically powered tools, battery powered tools will be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards. | Project Manager & Contractors |  | Low |
| Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information. | In accordance with manufacturers usage terms – competent Electrician |  |  |
| PPE Assessments are required to be carried out for persons using power tools, machines and plant. |  |  |  |
| **12** | **Demolition / strip out** | Please see separate Risk Assessment & Method Statement |  |  |  |
| **13** | **Existing Building Hazards** |  |  |  |  |
| **14** | **Environmental hazards.**Environmental RegulationsLocal Authority Requirements | Careful consideration will be given to operations to ensure that all environmental issues are complied with and that there is the least amount of effect on the environment. | Project Manager & Contractors |  | Low |
|  |  | Competent persons will carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons will carry out an Assessment and plan and supervise the works. | Project Manager & Contractors |  | Low |
|  |  | All persons will be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc. | Project Manager & Contractors |  | Low |
| **15** | **Control of Substances Hazardous to Health (C.O.S.H.H)**Refer to COSHH Assessment and Manufacturers Data Sheet information | Assessments will be carried out for substances that will be used on the project which could be hazardous to health. | Before use.  Project Manager, Contractors & Safety Consultant |  | Low |
| COSHH Assessments will be conveyed to persons who are using or come into contact with potentially hazardous substances / processes and that adequate instruction and safeguards are put in place to prevent ill health and hazards. | Project Manager & Contractors |  | Low |
| Any potentially hazardous substances will be substituted for safer substances wherever possible. | Project Manager & Contractors |  | Low |
| **16** | **Housekeeping** | Personnel will be made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks. Personnel will be allocated duties to ensure that welfare facilities are kept clean and arrangements will be planned for sufficient removal of waste from site. | On-going.Project Manager & Contractors |  | Low |
| All persons will be informed of housekeeping arrangements in the form of Induction and Tool Box Talks, etc. | On-going.Project Manager & Contractors |  | Low |
| **17** | **Noise and vibration**Refer to HSE Guidance Notes.Local Authority requirements.The Control of Noise At Work Regulations 2005General arrangements covered in the Company Health & Safety Policy | Ensure that Noise and Hand Arm Vibration Assessments are carried out where appropriate. Check that works will be in compliance with Local Authority conditions. Noise and Hand / Arm Vibration Assessment forms are contained in the Appendices section of the Company Health & Safety Policy. | Before Contract starts & on-going.Project Manager & Contractors |  | Low |
| The project will be planned to substitute noisy operations for quieter operations wherever possible. Noise suppression techniques will be employed where appropriate. | Project Manager & Contractors |  | Low |
| Company personnel who could be affected by noise levels and hand / arm vibration should receive adequate information regarding these subjects and site protective requirements. This information should be given during Induction and regular Safety Tool Box Talks. | On-going.Project Manager & Contractors |  | Low |
| Ensure that noise suppression techniques are employed where appropriate. Substitute noisy operations for quieter operations wherever possible | Project Manager & Contractors |  | Low |
| Minimise the use of vibrating hand tools. Substitute for remote methods wherever possible and inform site personnel of appropriate safety precautions. | Project Manager & Contractors |  | Low |
| Health records are required to be kept for persons subjected to noise and vibration. | Project Manager & Contractors |  | Low |
| PPE Assessments will be carried out for persons who may be subjected to noise levels above 80dBA. | Project Manager & Contractors |  | Low |
| **18** | **Fire.** General arrangements covered in the Company Health & Safety PolicyThe Regulatory Reform (Fire Safety) Order 2005, The Management of Health & Safety Regulations 1999.Relevant British Standards | **Fire Plan:** A Fire Assessment has been carried out which will require developing as work progresses. The following provisions need to be conformed to. | Project Manager & Safety Manager |  | Low |
| **Fire escape:** Provisions will be in place to ensure that fire escape routes, etc., are not blocked when the property is being worked on to ensure unobstructed evacuation of site personnel in the event of an emergency. Emergency evacuation fire escapes will be kept free from any unsafe obstruction or operation at all times throughout the duration of the project. | Project Manager & Contractors |  | Low |
| **Combustible or flammable substances** not required, will be removed from working areas prior to work starting wherever possible. Combustibles and flammables will be kept out of fire escape areas and not allowed to accumulate unsafely in working areas. | Project Manager & Contractors |  | Low |
| **Trained Fire Wardens** will be appointed to the project who will have responsibilities to regularly check that fire prevention precautions and firefighting equipment, etc., are in order. | Project Manager & Contractors |  | Low |
| **Establish fire points** and maintain firefighting equipment in good order as the job progresses. | Project Manager, Contractors & Fire Warden |  | Low |
| **In the event of a fire**, site personnel, residents and nearby neighbors etc., will be notified immediately and the Local Fire Brigade will be called. | Project Manager, Contractors & Fire Warden |  | Low |
| **A Fire Assembly Point**  | Site Personnel |  | Low |
| **Storage of flammable substances** will be kept to an absolute minimum. Materials such as solvents and paints are not to be kept on site when not in direct use. | Project Manager & Contractors |  | Low |
| **Non-smoking site** This project will be considered a non-smoking site. | Project Manager & Contractors |  | Low |
| All persons will be informed of the fire precautions during Site Safety Induction and Safety Tool Box Talks, etc. | Project Manager & Contractors |  | Low |
| **19** | **Hot Works** |  |  |  |  |
| **20** | **Working with LPG & Acetylene** |  |  |  |  |
| **21** | **Biological hazards** | Site personnel will be adequately instructed on biological hazards with regard to risks related to vermin, food hygiene, pigeon droppings, sharps, etc. | Before personnel start work.Project Manager & Contractors |  | Low |
| Food preparation and eating areas will be kept hygienically clean and adequate washing facilities made available to personnel. | Project Manager & Contractors |  | Low |
| PPE Assessments will be required to be carried out for persons involved in working in the vicinity where biological hazards could be present. | Project Manager & Contractors |  | Low |
| **22** | **Stacking and storage of materials and components** | Detailed arrangements for the safe storage and stacking of materials etc., to be made. Personnel will be made aware of the stacking and storage arrangements for site operations. | Before work startsProject Manager & Contractors |  | Low |
| **23** | **Asbestos** | Removed or labelled but works proceed with caution. Before demolition starts a Type 3 Survey must have been carried out | Project Manager & Contractors |  |  |
| **24** | **Lone Workers** |  |  |  |  |
| **25** | **Excavations** |  |  |  |  |
| **26**  | **Confined Spaces** |  |  |  |  |
| **Explanatory notes for the level of risk:****High:** Any risk factors which are given this evaluation should be given priority to resolve or to minimize to a lower category of risk using necessary controls.**Medium:** This risk evaluation is secondary to the higher risk factors, but nevertheless must be resolved to a lower category risk using necessary controls.**Low:** A low risk evaluation does not mean ‘safe’ – it means the risks have been reduced to the practicable minimum. It will be necessary to ensure all appropriate control measures are in place. |

APPENDIX D

Site Logistics Plan

APPENDIX E

Fire Plan

The following information is required in this section:

##### **Fire Safety Code of Practice for Projects Works and Contractors.**

##### **Fire Safety and Arrangements and Procedures for the project**

##### **Risk Assessment for the fire strategy**

##### **Induction /Training**

##### **Hot Works Permit procedure to include fire prevention measures for any cylinders stored on the project overnight**

##### **Temporary fire alarm system (if required)**

##### **Fire Appliances and fire exit routes**

##### **COSHH safety measures for fire prevention (locker)**

##### **Local Fire and Rescue station informed of the works**

##### **Fire Watch procedure and measures**

##### Site Fire Safety Plan

The Site Fire Safety Co-ordinator for this project is NAME.

##### Control of Fire Risk

As general guidance, the requirements and recommendations of The Joint Code of Practice on the Protection from Fire of Construction Sites will be met wherever practical

To minimise as far as is practical the risk of fire on this project the following procedures will be adopted:

* Hot Work permits will be issued for all work involving heat, sparks or flame.
* Suitable firefighting equipment will be provided and in sufficient quantities.
* Combustible materials will be suitably stored and will be kept to the minimum practical quantities on site.
* Combustible waste materials will be cleared from site on a regular basis.
* Temporary protection materials will conform to the requirements of LPS 1207.

Provision of fire detection and fighting equipment

Wherever practical, existing fire detection installations will be utilised as early warning in the event of fire.

Where there is no existing system, temporary facilities will be provided in the form of hand bells, air horns or some similar device.

Suitable fire extinguishers will be positioned at each emergency exit point

Escape routes

A drawing showing all the fire escape routes, exits and staircases will be produced and displayed on site.

The exit routes will be kept clear at all times.

Suitable directional signage will be installed to highlight the escape routes

NB: The whole Site is to be “NO SMOKING” except for any area designated

As safe to smoke by the Project Manager

FIRE ACTION

If you discover a fire

Operate the nearest call point, hand bell

or Claxton

Call the fire brigade by telephoning 999

If it is safe to fight the fire, do so otherwise leave the building by the nearest exit

Report to the assembly point at xxxxxxxxx

Do not stop to collect personal belongings

Do not use lifts



#####

##### Copies to be displayed on siteACCIDENT AND EMERGENCY CONTACTS

In the event of an accident or emergency

Contact the relevant emergency services on 999

Contact the site first - aider

Send someone to help emergency services locate the accident or emergency

#####

Ensure you and others are not in further danger

Emergency Contact Numbers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Safety Consultant: 07551 949327

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Office:

Nearest Hospital :

Police Station :

APPENDIX F

Traffic Management Plan

APPENDIX G

COSHH Assessments

APPENDIX H

Existing Information (soil report, asbestos survey etc)

APPENDIX i

Site Rules

1. All personnel must sign in and out each day for safety reasons in case of emergency.
2. Everyone must receive a safety induction prior to carrying out work on the site.
3. All contractors must provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with risk assessments and, where relevant, method statements relevant to their works.
4. Suitable protective clothing must be worn relative to the site hazards and your individual works. This includes safety footwear – NO TRAINERS
5. Access equipment must be correctly constructed and used at all times. Timber step ladders are NOT permitted on site – aluminium or fibreglass only to
6. Access is restricted to xxxxxxxxxxx unless you have a permit to work elsewhere.
7. All roof works and risers contain live services and are subject to a Permit to Work system. These will be issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the case of roof works and by the Electrical Contractor in the case of works to live risers.
8. Hot works of any sort are not permitted without a permit to work and suitable firefighting equipment
9. All contractors are responsible for placing *all* of their rubbish in the bins provided and removing them to the collection point. There is no multi service gang. Any cleaning required to be carried out by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be chargeable.
10. Smoking is not permitted anywhere within the building. Smoking on site will result in dismissal from the premises.
11. Out of hours working is by prior arrangement only. Contractors may be required to make their own first aid arrangements that will need to be identified to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. All power tools are to be 110v. No 240v tools are permitted
13. Portable task lights are to be of the fluorescent variety only. **NO HALOGEN LIGHTS**
14. All protection materials are to be flame retardant to LPS 1207
15. To provide fire protection, noise and dust control the stair lobby doors must not be permanently wedged open.

16. Flammable materials are not to be stored within the building. Secure storage is to be agreed externally, away from potential sources of ignition and suitably

17. No Shorts on site

**Failure to conform to the site rules could result in suspension of your works or dismissal from site**

APPENDIX J

Project Safety Briefing