
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

CONSTRUCTION PHASE PLAN

Site Name & Address	Former Primary school,Gwaun-cae-Gurwen
Issue No.	1
Preparation Date:	12/01/2022
Prepared By:	Mark Griffiths
Construction Phase Start Date:	W/C 04/07/2022

This Construction Phase Plan has been compiled in accordance with Regulation 12 of The Construction (Design & Management) Regulations 2015, using the topic headings detailed in Appendix 3 of the Regulations.

IT IS NECESSARY THE ADDITIONAL SITE-SPECIFIC SAFETY DOCUMENTATION IS MADE AVAILABLE ON SITE (AS LISTED IN SECTION 5 OF THIS PLAN). WE SUGGEST THAT THE LISTED DOCUMENTS ARE INCLUDED IN A FOLDER ON SITE.

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Construction Phase Health and Safety Plan Revision Record

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1. Description of Project

1.1 Project Description

The project consists of 10 new 3 & 4 bed traditionally built homes. The site was previously a primary school that was demolished by others.

1.2 Programme Details

- 1.2.1 Please refer to the programme for further details. The construction programme is circa 52 weeks commencing early July 2022.

Item	Date
Issue of Pre-Construction Information to Principal Contractor	complete
Time allocated by Client for the planning and preparation of the construction work	12 w
Start of construction phase (EST)	04/01/2022
Duration (circa)	52w

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1.3 Key Role Holders

Title	Address Details	Contact Details	
Client	Cartrefi D & D Homes Llygadyrhaul Capel isaac. SA19 7UB	Name: Tel: Fax: E-mail: Mobile:	Dylan Davies 07760 493236
Principal Designer	Prime architecture limited Unit 3,4 Llandeilo road Cross hands Llanelli SA14 6NA	Name: Tel: Fax: E-mail: Mobile:	Cellan Jones 01269 842575 Info@prime-arch.co.uk
Architect	Prime architecture limited Unit 3,4 Llandeilo road Cross hands Llanelli SA14 6NA	Name: Tel: Fax: E-mail: Mobile:	Cellan Jones 01269 842575 Info@prime-arch.co.uk
Structural Engineer	Quad consult Columbus house Coryton Cardiff CF15 7NE	Name: Tel: Fax: E-mail: Mobile:	02920 779644 Contactus@quadconsult.co.uk
Principal Contractor	Cartrefi D & D Homes Llygadyrhaul Capel isaac. SA19 7UB	Name: Tel: Fax: E-mail: Mobile:	
(Additional Designers)		Name: Tel: Fax: E-mail: Mobile:	



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1.4 Existing Records and Plans

1.4.1

Records	Date Received	Provided by
Asbestos Register/Information	N/A <i>School demolished by others.</i>	N/A
Existing Drawings	<i>All on file</i>	Prime & Quad
Existing Fire Risk Assessment <i>if applicable</i>	N/A	
Existing Service Information	<i>On file</i>	Prime architecture
Health and Safety File	<i>(To be obtained from the Client prior to commencing on site)</i>	
Site Investigation	N/A	
Structural Survey (for demolition or structural alterations)	N/A	N/A

2.1 Management Structure and Responsibilities

2.1.1

Company	Activity	Name	Role	Phone
D&D homes	Principal Contractor	Dilwyn & Dylan Davies	Site Manager	TBC

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D&D homes	Principal Contractor	Dilwyn&Dylan Davies	Contracts Manager	TBC
D&D homes	Principal Contractor	Dilwyn&Dylan Davies	1st Aid / Appt. Person	TBC
D&D homes	Principal Contractor	Dilwyn&Dylan Davies	Temporary Works Co-ordinator	TBC
D&D homes	Principal Contractor	Dilwyn&Dylan Davies	Health and Safety Manager	TBC
D&D homes	Principal Contractor	Dilwyn&Dylan Davies	Health and Safety Advisor	TBC
TBC	Scaffolding Sub Contractor	TBC	Supervisor	TBC
TBC	Groundworks Sub Contractor	TBC	Supervisor	TBC
TBC	Mechanical Sub Contractor	TBC	Supervisor	TBC
TBC	Electrical Sub Contractor	TBC	Supervisor	TBC
TBC	Brick / Blockwork Sub Contractor	TBC	Supervisor	TBC

2.1.2 All contractors are required to provide experienced, competent supervision for their works. Where working supervisors are nominated, the work will be arranged to give them sufficient time to carry out their supervisory duties.

2.1.3 Our company safety policy contains details of the responsibilities of all grades within the organisation. These are reiterated during company training sessions.



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2.2 Health and Safety Goals

- 2.2.1 This project will be managed and controlled in such a way as to minimise risks to employees, contractors, members of the public and any other person who may be affected by our acts or omissions.
- 2.2.2 (Consortium notes?) **N/A**
- 2.2.3 We will also take all reasonable measures to minimise the effects our activities (and those of our contractors) will have on the environment.

2.3 Monitoring and Review

- 2.3.1 On-site activities will be monitored on an ongoing basis by our Site Manager. The Site Manager will also record weekly safety checks. This will be overseen by the Contracts / Project Manager. In addition, our internal Health and Safety Dept. will carry out weekly inspections and audits highlighting both areas which require improvement and good practice.
- 2.3.2 Contractors are required to provide adequate supervision and monitoring of their works and will, during site meetings, be requested to report on health and safety standards being achieved. Sub-contractor method statements will detail the contractor's arrangements for monitoring and review.
- 2.3.3 Regular Health and Safety review meetings will be held throughout the contract (during contract review meetings) and minutes will be taken. Particular attention will be paid to the changes that occur as the project progresses and the measures necessary to ensure that health and safety is properly managed.
- 2.3.4 Daily Meetings will be held every morning to ensure that all Supervisors / Lead are aware of the potential hazards and risks of the following day.

2.4 On-Site Liaison

- 2.4.1 The senior supervisor for each contractor will be nominated as the Liaison Officer for that contractor.

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- 2.4.2 The Site Manager will act as the liaison between project organisations and personnel, and neighbouring buildings occupiers/management.

2.5 Consultation with The Workforce

- 2.5.1 The workforce will be encouraged to consult with site management at every opportunity (i.e. during inductions, briefings, toolbox talks and other site meetings including DCM's).
- 2.5.2 An 'open door' policy is in place. All site operatives are able (and encouraged) to approach site management with their queries and observations.
- 2.5.3 If sub-contractors bring to site any personnel who may not consider English to be their first language, the Site Manager will consider whether special measures will be necessary to ensure they can be provided with suitable and sufficient information, instruction, training and supervision.

2.6 Arrangements for the Exchange of Design Information

- 2.6.1 Design information will be exchanged during our meetings with the Designers.
- 2.6.2 As deemed necessary by the nature of any design changes, we will distribute design information to the Client, Principal Designer and our sub contractors via the most appropriate means.
- 2.6.3 Records of issue will be retained.
- 2.6.4 Should a design change warrant a review of working methods, our and/or our sub contractor's risk assessments and method statements will be amended, with information be conveyed to the workforce via toolbox talk.

2.7 Management of Design Changes

- 2.7.1 To be determined according to the precise nature of the changes.

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2.7.2 Details of any Designers appointed by the Principal Contractor (including sub contractors with design input, design of temporary works, etc.) will be recorded in Section 1.4.

2.7.3 We will inform the Principal Designer with details of our appointed Designers and of our management plans for designs which change as the project progresses.

2.8 Selection and Control of Sub-Contractors

2.8.1 Sub-contractors appointed by us will be selected after consideration of previous experience on similar types of projects and evidence of organisational capability. We shall accept evidence of current SSIP accreditation as evidence of organisational capability.

2.8.2 Where sub-contractors are involved in design work, their names will be forwarded to the Principal Designer.

2.8.3 All sub-contractors will provide the Site Manager with risk assessments and, where necessary, method statements relating to their site operations. The Site Manager will check this documentation and ensure it is relevant and comprehensive, together with evidence of relevant training of individuals allocated to the project, before allowing work by that contractor to commence.

2.9 Arrangements for Exchange of Health & Safety Information

2.9.1 Item 2.1.1 above details key site-based personnel. The senior person from each organisation on site is responsible for ensuring that health and safety information is exchanged between themselves, the principal contractor and other site contractors.

2.9.2 The Site Manager will be responsible for coordinating the exchange of information.

2.10 Site Security

2.10.1 *(Details of existing physical boundaries/security that can be used)* **N/A**

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- 2.10.2 We will erect 2m high Heras fence to most open boundaries. Where possible we will erect suitable permanent site boundaries early into the programme. Where necessary, additional localised temporary fencing will be provided around the work areas. Work areas and means of segregation will be as agreed with the Client and Principal Designer.
- 2.10.3 The site and the compound area will be left in a secure state at the end of each working day.
- 2.10.4 All equipment and materials will be safely stored when not in use. During working hours, regular monitoring of the site will take place to ensure that no unauthorised persons are present within the work areas.
- 2.10.5 We do anticipate site security may be required in the form of monitored alarm systems, but this will be reviewed once on site.

2.11 Site Inductions

- 2.11.1 All site personnel will receive site inductions on the morning of their first day on site and before being permitted to commence work on site.
- 2.11.2 The content of the site inductions will be as detailed on the induction schedule, but specific to this particular site.
- 2.11.3 Site visitors (delivery personnel etc.) will receive inductions covering those topics relevant to their activities.
- 2.11.4 Where necessary, measures will be taken to ensure that foreign workers receive suitable inductions.

2.12 On-Site Training

- 2.12.1 In addition to site inductions, all sub-contractors are required to provide their personnel with on-site training. This can take the form of toolbox talks (1 per month), method statement and risk assessment briefings, and any other training that may be necessary to ensure that they can carry out their tasks safely.

2.13 Welfare & Hygiene

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- 2.13.1 Welfare facilities will be provided from day one of the construction phase, consisting of toilet, washing (with hot water) and drying facilities and space for taking meals. All facilities will comply with the requirements of CDM 2015 (Schedule 2).
- 2.13.2 Operatives will be instructed to use the facilities in an appropriate manner and to assist in keeping them clean and tidy.
- 2.13.3 Sub-contractors are required to provide an appointed person and first aid kit for treating minor injuries.
- 2.13.4 The site first aid post will be located in the site office. The First Aider/Appointed Person/s for the site will be Dilwyn & Dylan Davies.
- 2.13.5 Welfare, hygiene and first aid arrangements will be communicated to all personnel during site inductions.

2.14 **RIDDOR Procedures**

- 2.14.1 We will ensure that all contractors are aware of the reporting procedures for accidents and dangerous occurrences, as detailed in RIDDOR 2013, and as per the reporting procedures stated in our company safety policy.
- 2.14.2 All accidents and incidents WILL be reported to the Site Manager at the earliest opportunity and recording in our site accident book.
- 2.14.3 Although a period of within 15 days is specified for over 7-day injuries for submitting Forms 2508(Rev) online to the HSE, the Site Manager will require sight of any report as soon as sufficient details of the accident/ DO are available.
- 2.14.4 Details will be forwarded to the D&D Homes Health and Safety Department at the earliest opportunity.

2.15 **Production & Approval of Safety Documentation**

- 2.15.1 Risk assessments will be carried out by contractors for all activities. These will be provided to the Site Manager before work starts on site. Once they

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have been checked, then work may proceed, subject to all identified control measures being in place.

2.15.2 Where the risk assessment identifies the need for a written method statement to be prepared, this will also be handed to the Site Manager in good time to allow it to be reviewed before site operations commence.

2.15.3 All personnel identified as exposed to the identified risks will receive information and training, to allow them to carry out their work safely. Records of this will be kept by the employer (e.g. method statement and risk assessment sign-off sections)

2.15.4 Where reference is made to existing procedures, arrangements, and systems of work, they will be available on site for reference.

2.16 Site Rules

2.16.1 The site rules are displayed on the “Site Rules” poster in the site office. These will always be adhered to. Additional site-specific rules will include the following:

- o Site parking and access
- o Rules for site visitors
- o Use of mobile phones
- o Restricted areas of the site
- o Rules associated with site hazards, e.g. restrictions of use for highly flammable substances or hot works on timber framed sites, etc.

2.16.2 All personnel will also be informed of the site rules during their site induction training. Hard copies of the site rules will be displayed on site for reference. If deemed necessary, arrangements will be made for translation of site rules for foreign workers.

2.17 Fire Safety:

2.17.1 *Any existing Fire Risk Assessment for the building will be referred to during the planning of the site fire safety management procedures (where*

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available). Where possible, the existing fire emergency systems will be maintained.

2.17.2 We will prepare a fire risk assessment of the construction work and implement fire safety policies, procedures, and records to demonstrate compliance with our duties under the Construction (Design and Management) Regulations 2015 [Regulations 29-32] and the Fire Safety Order 2005.

2.17.3 Hot works will be avoided where possible through selection of alternative materials or work methods.

(The remained of section 3.9 is for use on timber frame sites only)

2.17.4 We acknowledge that there is a high risk of fire on timber framed construction sites during the construction period. During the design stage we will ensure that a site-specific risk assessment is carried out to determine the suitability of the use of timber frame for the project, and that separation distances are calculated to enable the selection of the appropriate category of timber frame (in accordance with the STA guidance). If the STA guidance is not followed, we will appoint a specialist fire engineer to advise on the design of the timber frame.

2.17.5 Once the suitability of the design of the timber frame has been confirmed (as above), we will prepare a specific fire risk assessment for the construction site. The primary purpose of the site fire risk assessment is to address fire safety management, means of escape, means of warning of fire, fire fighting equipment, structural fire precautions (including compartmentation) for the construction site work. The findings from the risk assessment will be the basis for the development of the site fire management plan, which will be appended to the Construction Phase Plan.

2.17.6 We will take account of the following guidance: -

- *Structural Timber Association (STA) [formerly the UKTFA “Fire Safety on Timber Frame Construction Sites”].*
- *“Fire Protection on Construction Sites – The Joint Code of Practice on the protection from fire on construction sites and buildings undergoing renovation” (9th Edition – July 2014)*
- *HSE’s “Fire Safety on Construction Sites” (HSG168)*
- *STA’s “Health and Safety Code of Practice”*
- *STA’s “16 Steps to Fire Safety on Timber Framed Construction Sites”*



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- STA's "Site Safe Policy"

- 2.17.7 The construction works will be planned and programmed to allow early installation of the fire compartmentation. This will include early installation of fire barriers, enclosure of compartmentation walls and protective means of escape, and enclosing ground floor and other areas at risk of arson.
- 2.17.8 Where possible we will install the permanent means of fire detection / fighting facilities to provide protection during the construction phase. Alternatively, we will install a temporary site system.
- 2.17.9 We will discuss with the timber framed designer / manufacturer possible design measures to minimise the risk of fire, for example fire retardant treatment of the timber.
- 2.17.10 We will ensure our site security measures take account of the fire risks associated with arson.
- 2.17.11 The above measures will be incorporated into our site fire management plan.

2.18 **Emergency Procedures**

- 2.18.1 The Emergency Procedures Poster that includes key contact telephone numbers will be displayed in site office.
- 2.18.2 Fire Action Notices will be displayed at locations on the site as determined by the fire risk assessment. As part of the site induction all personnel will be informed of the means of raising the alarm if a fire occurs.
- 2.18.3 **Action in event of a fire:**

In the event of a fire the Site Manager or his deputy will follow the following procedure:

- Raise the alarm (*Using existing call points or temporary audible warning device – as identified by the Site Fire Risk Assessment*)
- Ensure that all personnel have evacuated the site and made their way to the designated Assembly Point and carry out a rollcall.

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- Establish the precise location and extent of the fire
- If necessary, call the Fire and Rescue Service, giving the following information as appropriate:
 - Full address of site (including any access restrictions)
 - Extent of fire
 - if any persons are not accounted for
 - Presence and location of hazardous, flammable, or explosive substances
- The person who telephones the emergency services will remain on the line until the operator specifically instructs that all necessary information has been received and understood
- Ensure that a responsible person is designated to meet the Fire and Rescue Service on their arrival to direct them to the emergency and provide any other requested information, such as the location of service isolation points and last known location of any missing persons
- Contact head office

2.18.4 Based on the findings of the fire risk assessment trained staff may attempt to fight the fire with the fire extinguishers provided, when.

- It is deemed safe to do so.
- Such action would contain or extinguish the fire.
- It is likely to have a direct and immediate effect in protecting life.

2.18.5 As determine by the fire risk assessment we will supply fire extinguishers that will be located at suitable fire points on the site. All operatives will receive information about the nature, location, and use of extinguishers during their site induction training.

2.18.6 Fire and emergency procedures will be monitored and reviewed as the contract progresses. As determined by the fire risk assessment the emergency procedure will be tested by evacuation exercises. Records of these will be retained.

2.19 Management of Temporary Works

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- 2.19.1 We will ensure that all hazards and risks associated with temporary works on this site are controlled by the implement of our company Temporary Works procedures.
- 2.19.2 A Temporary Works Co-ordinator and Supervisor will be appointed for this project.
- 2.19.3 Temporary works on this project are likely to include Scaffolding; Facade Retention; Propping; Edge Protection; Falsework (Supports); Formwork (Shuttering); Trench Supports; Underpinning; Temporary Roofs; Hoarding; Signage; Temporary Pedestrian or Vehicular Bridges; Loading Bays; Safety Netting; Mobile Crane Outriggers; Tower Crane Bases; Piling Rig Bases; Silo Bases; Hoists; Cofferdams; etc. Refer to Temporary Works Register for full details.
- 2.19.4 Details of Temporary Works Designers will be forwarded to the Principal Designer upon their appointment.

2.20 Protection of occupied or neighbouring areas:

- 2.20.1 (*residents*) Consideration will be given to this during the planning and management of the works, to minimise risk to health of safety on these non-construction personnel, in addition to minimising disruption and nuisance. The Site Manager will liaise with the Client / occupiers on a regular basis.
- 2.20.2 The site traffic management plan will take account of arrangements for co-ordinating any conflict with traffic movements to the occupied area of the site and neighbouring residential properties.

2.21 Waste:

- 2.21.1 Waste will be collected and placed into suitable receptacles. There is limited space for delivery and siting of skips, so where possible, waste material will be removed off site daily.

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- 2.21.2 The Site Manager will ensure regular collections of waste materials. Licensed waste carriers will be used as required. Waste collections will be planned in line with our traffic management arrangements and be timed to minimise disruption and risk to non-construction personnel.

2.22 Traffic Management & Deliveries:

- 2.22.1 Access to the construction site will be made via Water street, Suitable vehicles will be selected to take account of the access route. Banksman will be used to oversee the movement of construction vehicles into and out of the site.
- 2.22.2 Before commencement of operations, signs will be erected which warn all non-construction personnel of the works in progress. The signage will make clear segregation of construction traffic routes and members of the public.
- 2.22.3 Temporary barriers and / or a watchman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site or in occupied / shared areas (for example, during loading and unloading at roadside).
- 2.22.4 As soon as the construction phase commences, the Site Manager will prepare a traffic management plan. The plan will also detail the provision of segregated pedestrian route to and within the site.
- 2.22.5 Roads will, so far as is reasonably practicable, be kept free from mud and cleaned on a regular basis, if deemed necessary
- 2.22.6 Deliveries of materials and plant for use on site will be controlled according to the nature of items to be delivered, the type of delivery vehicle and the location of the proposed works. All suppliers/sub-contractors will be advised of the access and delivery arrangements and restrictions.
- 2.22.7 All deliveries and construction related traffic movements will be planned to avoid the busy or high-risk periods. *The Client will be consulted to avoid any overlap with their deliveries, etc.*

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- 2.22.8 Banksmen and watchmen will always be employed where loading or unloading of vehicles takes place in areas near those with public or shared access.

3. Specific measures for works involving particular risks:

(Including those required by CDM 2015 Regulation 12(2) / Schedule 3)

3.1 Excavation work and groundworks, etc.:

- 3.1.1 Together with our groundworks sub contractor, we are familiar with all aspects of excavation work connected with this project. Full information regarding the ground contamination will be obtained prior to commencement the works on site. A specific risk assessment and method statement will be prepared for work with ground contaminants.
- 3.1.2 The Site Manager will ensure that suitable and sufficient risk assessments (and method statements where appropriate) have been carried out for all work activities. Existing generic assessments will be utilised, modified as appropriate for the activity in question.
- 3.1.3 Support of excavations will be managed in line with our site temporary works procedure. We will inform the Principal Designer of any temporary works designers we appoint.

3.2 Falling from height:

- 3.2.1 Work at height is unavoidable. The Site Manager will supervise all this work and will determine, in consultation with contractors, which methods of access and protection from falls are to be used for each operation. The following equipment will be provided as necessary: -
- (a) ladders
(b) Stepladders
(c) Tube & fitting scaffolding
(d) Mobile tower scaffolding



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- (c) Trestle platforms (Safestand or similar)
 - (d) Crash decks
 - (e) Purpose built access equipment (such as pulpit steps)
 - (f) Air bags
 - (g) Safety Netting
 - (h) Mobile Elevated Work Platforms (MEWPs)
- 3.2.2 Access for work at height will be planned to consider the hierarchy of access as set out within TG20:13 i.e. with preference to use of staircases over ladder access.
- 3.2.3 Stepladders will be used only as intended (i.e. not as pole ladders) and be Class 1. Class 3 (domestic) ladders will not be brought to site. Ladders and stepladders will only be used for access or as a workplace after the Site Manager has assessed the matter and determined that no suitable alternative is available. Where their use is necessary, it will only be permitted if three points of contact can be maintained (i.e. at least one hand will be holding the ladder at all times).
- 3.2.4 All ladders will be correctly secured or footed when in use and extend at least 1.05m past their landing point. Ladders will be set at an angle of 75 degrees (1 in 4).
- 3.2.5 All tube & fitting scaffolding will be erected and maintained by our recognised contractors in accordance with SG4:15, and will conform to BS EN 12811-1, TG20:13 and the Work at Height Regulations 2005.
- 3.2.6 Where there is a risk of falls of materials on to the occupied areas / public routes below, the scaffolding will incorporate suitable measures to prevent falls of materials, etc. below, e.g. fan hoarding, close boarding, debris netting, etc.
- 3.2.7 Where required, a lifting point for a hoist will be designed in by the scaffolding contractors.
- 3.2.8 The Site Manager (*or scaffolding contractor*) will carry out all statutory inspections (weekly or more frequently) of the independent scaffolding as required by the Regulations. Records of inspections will be retained in the scaffold inspection register on site.
- 3.2.9 Additionally, the scaffolding will be inspected daily by the Site Manager to ensure that the structures are safe for use. Any concerns will be notified to

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the scaffolders and addressed prior to anyone being permitted onto the scaffolding.

- 3.2.10 Trestle platforms may be used by contractors, provided they are, always, founded on a firm, level surface and be fully always boarded to at least 600mm. 38mm trestle boards should be used and supported at no greater than 1.5 metre intervals. Overhang will be less than 150mm. Purpose designed systems, such as the Safestand Access System can be used, or standard trestles with guard rails brackets.
- 3.2.11 Mobile scaffold towers will be used in preference to trestle platforms and / or ladders wherever reasonably practicable.
- 3.2.12 Suitable edge protection (permanent or temporary) will be provided at all levels to prevent risk of falls from height.
- 3.2.13 All roofing works will be undertaken in accordance with the guidance contained in the HSE publication, HSG33 - 'Health and Safety in Roof work'.

3.3 Chemical or biological hazards / Health monitoring:

- 3.3.1 Where possible, the use of hazardous materials will be avoided though design, i.e. selection of alternative less hazardous materials. A copy of our company safety policy manual will be on site, and this contains arrangements for minimising the use and controlling exposure to hazardous substances. COSHH Assessments will be carried out and appropriate control measures implemented prior to implementation on site.
- 3.3.2 Potential exposure for lead-based substances N/A
- 3.3.3 Health monitoring will be carried out in accordance with the arrangements set out in our company safety policy manual. The following work activities will require health monitoring N/A

3.4 Work with ionizing radiation:

(Not applicable to this project)

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3.5 Work near services including high voltage power lines:

3.5.1 The Site Manager will ensure that at the commencement of the construction phase, all information has been gathered about existing services from the Client or Utility Companies (see 1.5 above).

3.5.2 The following control measures will be adopted: -

- i). Obtain information from the Client / Utility Companies.
- ii). Consult any available drawings to obtain information as to the approximate location of services and the feasibility of disconnecting them.
- iii). Use cable detection tools to obtain accurate information.
- iv). Mark service locations.
- v). Isolate where practicable.

Important - All services will be considered to be live unless written confirmation to the contrary is available.

3.5.3 Particular consideration will be given to the proximity of overhead power lines. Works and construction plant will be planned to avoid risk contact with overhead cables. Where necessary, Western Power (Tel: 0845 601 3341) will be contacted to discuss any specific control measures necessary. All works undertaken close to these live services will be undertaken in accordance with the guidance contained in the HSE publication "Avoidance of Danger from Overhead Lines" (Ref. GS6).

3.6 Work with risk of drowning:

(Not applicable to this project)

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3.7 Wells, underground earthworks and tunnel work:

(Not applicable to this project)

3.8 Diving with air supply:

(Not applicable to this project)

3.9 Compressed air work in caissons:

(Not applicable to this project)

3.10 Use of explosives:

(Not applicable to this project)

3.11 Assembly or dismantling heavy prefabricated components:

3.11.1 Risk Assessments and Method Statement will be prepared by our sub contractors prior to the commencement of steelwork erection operations.

3.11.2 Timber frame sections will be delivered to site via lorries and unloaded by competent persons, either directly to the erection area or stored in a safe and orderly manner. Fall prevention measures for the unloading of lorries and erection of the Timber Frame will be detailed in the sub-contractor's risk assessment and method statement.

3.11.3 Dismantling or demolition of prefabricated components N/A

3.11.4 Suitable mechanical aids will be selected in the delivering and installed of these heavy components.

3.11.5 A lifting plan will be prepared by a competent appointed person. A contract lift will be arranged for the following lifting operations:

1. Landing of site welfare and accommodation
2. The erection of roof trusses
3. Possible steel beam erection

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3.11.6 Localised lifting operations (e.g. using lorry mounted cranes for unloading) can be carried out without a plan. However, all crane operators must be competent, trained, and certificated.

3.11.7 The Temporary Works Co-ordinator will be consulted to discuss the TW requirements for these activities, e.g. ensuring adequate capacity of ground for the loading of lifting equipment, use of temporary supports during the erection or dismantling process, etc.

3.12 Structural Alterations / Demolition:

3.12.1 Works will be planned and carried out by competent persons in accordance with Regulations 19 and 20 of the Construction (Design and Management) Regulations 2015.

3.12.2 Sequencing and methods of work, including any necessary temporary supports, will be agreed with the Structural Engineer. Temporary works, such as propping, will be managed by the site Temporary Works Co-ordinator (see section 2.1.1 and 2.19), who will arrange all necessary temporary works design.

3.12.3 We will ensure that a pre-demolition structural survey has been carried out for all but the simplest of demolition projects.

3.12.4 The Site Manager will ensure that a suitable and sufficient written plan of work is prepared prior to the commencement of the demolition works.

3.13 Asbestos:

3.13.1 A Demolition and Refurbishment Asbestos Survey will be undertaken if any existing buildings are identified for demolition. The Site Manager will ensure that the survey report is available on site for reference. All site personnel will be made aware of the results of the surveys and limited scope of the surveys.

3.13.2 All asbestos containing materials will either be removed by a specialist contractor before any employee is permitted to resume work in the affected area, or where permissible, suitably trained employees will remove the substance strictly in accordance with measures laid down in the Control of Asbestos Regulations 2012. All site personnel will have received an

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appropriate level of asbestos awareness training. The Site Manager will ensure proof of training, risk assessments and plan of work prior to commencing. Copies of the ASB5 forms (notification of licensed work with asbestos) or the ASBNNLW1 form (notification of non-licensable work with asbestos) will also be retained on site.

- 3.13.3 Should the works require disturbance of materials not covered by the survey or if materials are uncovered which are suspected of containing asbestos, works will cease immediately, and further investigation be undertaken.

3.14 Manual Handling:

- 3.14.1 Wherever reasonably practicable, manual handling will be avoided, and mechanical methods used.
- 3.14.2 Any remaining manual handling operations will be assessed by the Site Manager. A lifting practice poster will be displayed in the site accommodation.
- 3.14.3 Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within company safety documentation. These will always be adhered to by the employees and sub contractors.
- 3.14.4 As, where reasonably practicable, mechanical devices will be used for handling heavy loads, the Site Manager will ensure that sufficient mechanical equipment is available at all times (e.g. trolleys, wheel barrows, genie lifts, etc.), with particular consideration of movement of materials from delivery to point of use.

3.15 Noise & Vibration:

- 3.15.1 Noise will be controlled by using modern machinery, maintained in good condition and where practicable fitted with sound deadening devices. Personal protective equipment will also be used where necessary.
- 3.15.2 Should any work be necessary which may involve exposure by operatives to levels of vibration above the daily exposure limit or action values (ELV or EAV), a separate and specific assessment will be carried out. Work

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activities which could result in site operatives' high levels of vibration include use of power tools, scabbling, etc.

- 3.15.3 Persons will not be exposed to levels of vibration above the daily maximum recommended level of 2.5m/s/s. Work methods will be planned, and equipment selected to minimise risks associated with hand and whole-body vibration.

3.16 Other Significant Health and Safety Risks:

- 3.16.1 Where these are identified as the project progresses, risk assessments will be carried out to determine all necessary control measures.

4. The Health and Safety File

4.1 Layout & Format

- 4.1.1 As agreed with the Client and Principal Designer document. Whilst a Principal Designer is appointed, it is the Principal Designer's duty to prepare and update the Health and Safety File.

- 4.1.2 The content of the Health and Safety File will follow the requirements of Appendix 4 of CDM 2015.

4.2 Arrangements for the Collection & Gathering of Information

- 4.2.1 The Site Manager will collect and gather information for the Health and Safety File, where that information is available on site.

- 4.2.2 Sub-contractors will each be provided with a list of information required for inclusion in the health and safety file.

- 4.2.3 Information requested for inclusion in the file will be provided by sub-contractors no later than 2 weeks before practical completion.

4.3 Storage of Information

- 4.3.1 Information for the file will be stored on site and at head office.

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- 4.3.2 File information will be provided to the Principal Designer as it becomes available.
- 4.3.3 Should the Principal Designer's appointment cease prior to the end of the project, the Health and Safety File will be handed over to the Principal Contractor, who will then ensure it is further development and the completed document is handed over to the Client at the end of the project.

5. ADDITIONAL SITE SAFETY DOCUMENTATION:

- 5.1 The Site Manager will ensure that the following documentation is available on site.
- A. **Site Induction Schedule**
 - B. **Site Rules**
 - C. **Risk Assessment and Method Statement Schedule**
Job Specific Risk Assessments and Method Statements
Job Specific Risk Assessments and Method Statements – *Sub Contractors*
Generic Risk Assessments
 - D. **Traffic Management Plan & Site Drawings**
 - E. **Safety Inspection Reports**
Site Manager's Weekly Checklists
H&S Inspection Reports
 - F. **Records of Statutory Inspections**
(Scaffold/Excavation/Lifting & Plant/Electrical/Other)
 - G. **Blank / Completed Toolbox Talks**
 - H. **Training Certificates / Plant Operators Licences**
Project Specific Training Record Form
 - I. **Services Information**
Drawings and correspondence from utility and other service providers
 - J. **PPE Issue Register**

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- K. Accident & Incident Report Form**
- L. Insurances**
- M. Pre-Construction Information**
- N. Site Fire Risk Assessment & Management Plan**
- O. Temporary Works Register**

