

Rev: 02

Rev Date: 06-06-22

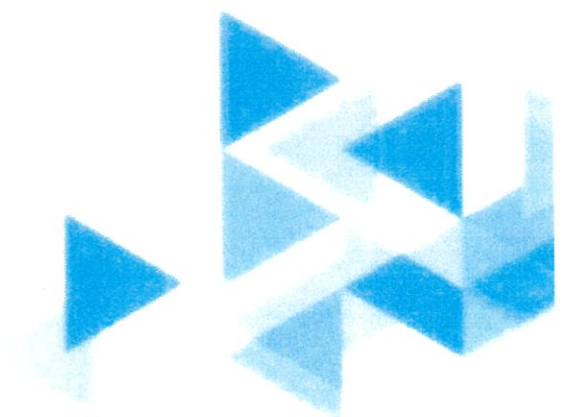
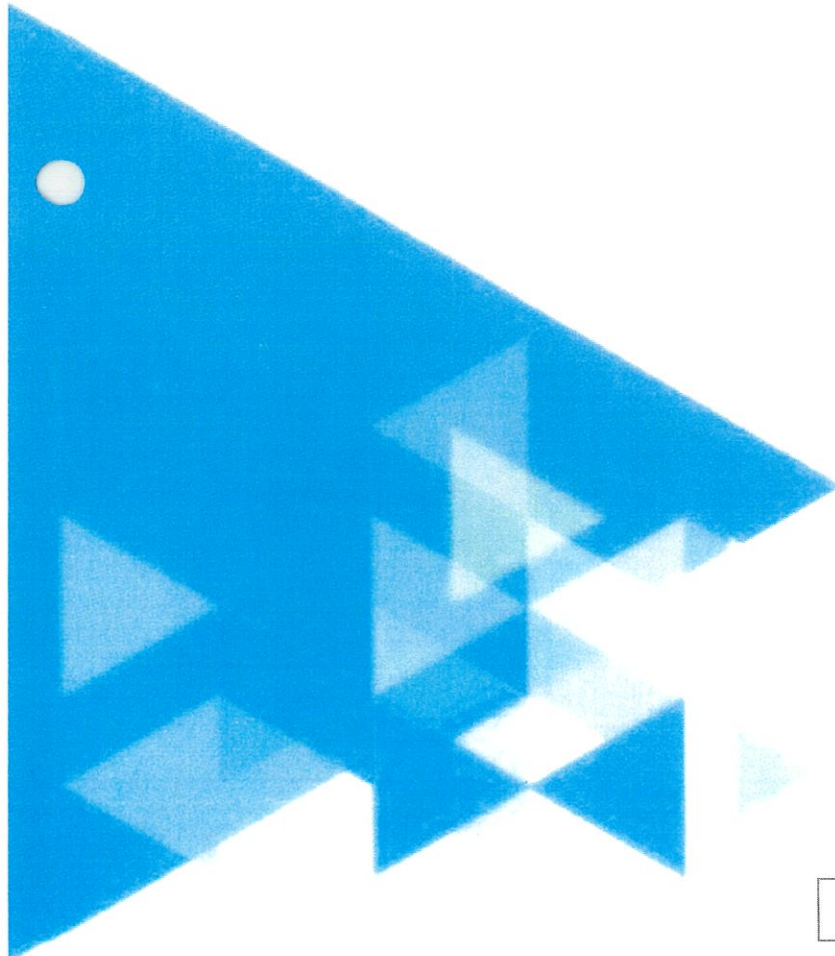
Hazards Identified:	'P' Probability 1 – 5	'S' Severity 1 - 5	A = PxS	Risk (Tick appropriate box)				
				1-5 Low	6-10 Low - Med	11-15 Med	16-20 Med-High	21-25 High
Control measures to be implemented (Each control measure must be sufficient to reduce the Risk as low as possible and as a minimum reducing it to low to medium risk).								



Construction Phase Plan

June 2021

Ty Maes Marchog





Construction Phase Plan

Project No:

Project WBSS001

Project Name & Location:

Ty Maes Marchog, Banwen
Glynneath

Date	Amendment/Review Details	Name	Signature
12/06/2021		Dale McDonald	



Contents Page:

1.0 Application

2.0 Description of the Project

- 2.1 Scope of Works
- 2.2 Location of the Project
- 2.3 Timescales
- 2.4 Working Hours
- 2.5 Project Directory
- 2.6 Contract Information
- 2.7 Restrictions that may affect works

3.0 Management Arrangements

- 3.1 Project Goals
- 3.2 Management Structure and Responsibilities
- 3.3 Arrangements for Monitoring and Review
- 3.4 Contractor Selection
- 3.5 Changes to and exchange of design information between parties
- 3.6 Exchange of health and safety information
- 3.7 *Consultation with the workforce*
- 3.8 On site training
- 3.9 The production of risk assessments and systems of work
- 3.10 Method Statement Programme
- 3.11 Security Arrangements
- 3.12 Welfare
- 3.13 Fire Prevention and emergency procedures
- 3.14 First Aid
- 3.15 The reporting and investigation of accidents and near misses
- 3.16 Site Rules
- 3.17 Health and Safety File

4.0 Arrangements for Controlling Significant Site Risks

- 4.1 Services
- 4.2 Excavations
- 4.3 Traffic Management and Protection of the public
- 4.4 Working at Height
- 4.5 Control of Lifting Operations
- 4.6 Manual Handling
- 4.7 Work Equipment
- 4.8 Noise and Vibration
- 4.9 Control of Substances Hazardous to Health
- 4.10 Asbestos
- 4.11 Waste Management
- 4.12 Protection of Existing Environment
- 4.13 Other Site Risks
- 4.14 General Risk Assessment

5.0 Appendices:

- Appendix A: Fire Emergency Plan
- Appendix B: First Aid Arrangements
- Appendix C: Site Waste Management Plan
- Project Risk Assessments/Method Statements
- Project COSHH Assessments



1.0 Application

Safety Services Wales is fully committed to quality, safety and environmental best practice and operates a management system in accordance with ISO 9001, ISO 14001 and OHSAS 18001 standards.

The Company Works Instruction Manual contains policy statements, details of the company's organisational structure and Company Procedures that provide the generic arrangements to ensure compliance with quality, safety, environmental and other requirements, in a fully integrated manner.

This Construction Phase Plan (CPP) along with its associated documents, hazard/risk assessments, method statements, and other project documents set out the specific quality, health and safety, environmental and other requirements of the project. The CPP and associated documents are complementary to, and should be read in conjunction with the Company Works Instruction Manual and Health Safety and Environmental (SHE) Standards.

The CPP and associated documents fulfil the functions of the Construction Phase Health and Safety, Quality and Environmental Plans and are maintained and developed as necessary throughout the project.

The CPP covers all aspects of the project under Borrás Construction Limited control and includes all works carried out by subcontractors.



2.0 Description of the Project

2.1 Scope of Works

This project includes the construction of 6 new domestic dwellings with landscaped surroundings. The site services are already located on the site as a previous building was once situated on the site. The works will be carried out by a single contractor Woodbridge Construction who will carry out all construction services and will supply professionals from all trades to complete the first and second fix of all services.

Start date of the project is 14/06/2021 and the project is anticipated to run for 10 months as notified to the HSE on the F10 End of April 2022 completion date (not considering any significant delays such as national lockdowns).

Site will be landscaped and finished in accordance with company standards.

2.2 Location of the Project

The site is situated ;

Ty Maes, Marchog
Banwen]
Glynneath

2.3 Timescales

Start Date: 14/06/2021

Duration in Weeks: 47 weeks

2.4 Working Hours

Monday – Friday: 07:30 – 18:00

Saturday: 08:00 – 16:00

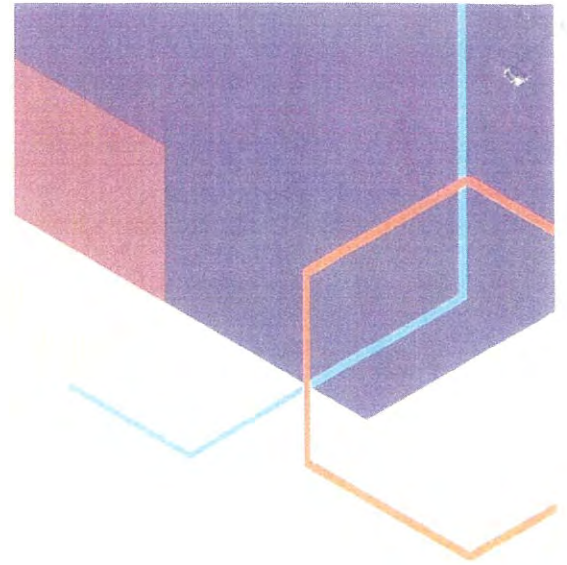


2.5 Project Directory

Name and Position	Contact details (tel, fax, email, etc)	Address
Client Details	UK Pi Group	Ivy Court Stonehill Common Worcester WR5 3QQ
Architects/lead designer details	Intrado Robbins	<i>Castle House</i> 63/69 Cardiff Road, Taffs Well, Cardiff, CF15 7RD
QS Details		
Structural Engineer	Intrado Robbins	<i>Castle House</i> 63/69 Cardiff Road, Taffs Well, Cardiff, CF15 7RD
Services Engineer		
Principal Designer	UK Pi Group	Ivy Court Stonehill Common Worcester WR5 3QQ
Dale McDonald HSQE Manager	Construction Services Wales	
Site Manager	Nigel Wilkes	



CONSTRUCTION SERVICES WALES



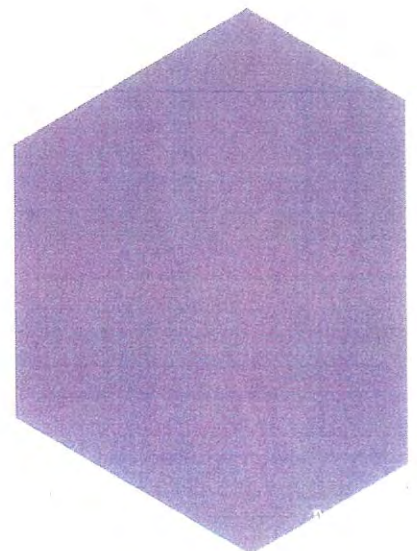
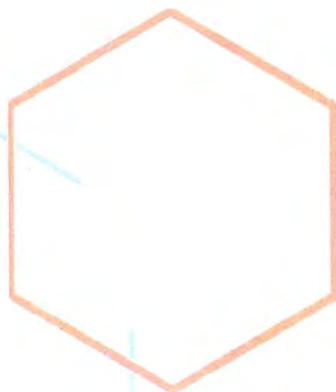
Pre-Construction Phase Plan

Woodbridge Construction

Ty Maes



This document contains the pre-construction information for the construction project "Lanbedr Court" (2 block hospital build to the rear of St Peters Hospital Newport) This document has been prepared by Safety Services Wales.





Contents

1 Description of the Project

1a Project description and programme details

1b Project directory – key participants

1c Workplace (Health, Safety & Welfare) Regulations 1992

1d Extent of existing plans records and plans

2 Clients Considerations and Management Requirements

2a Arrangements

2b Third party considerations

3 Environmental Restrictions and Existing On Site Risks

3a Safety hazards

3b Health hazards

4 Significant Design & Construction Hazards

4a Design assumptions and suggested work methods, sequences or other control measures.

4b Arrangements for co-ordination of ongoing design work and handling design changes

4c Information on significant risk identified during design

4d Materials requiring particular precautions

5 The Health & Safety File

5a Format

5b Number of copies

5c Contents

5d Timing

Appendix



1 CWA Designers Risk Assessment

1. Project Description

a) Project description

Briefly the works comprise of the completion of 6 detached houses (This includes all associated construction works)

The site is located in Glynneath Banwen Duffryn Celyn .

This site is currently owned by the client and is anticipated to last for 10 months.

i. Key dates (Including planned start and finish of the construction phase)

Start Date : June 2021

Duration: 10 months

ii. All roles required to be fulfilled under the CDM regulations have now been assigned and an F10 completed to reflect this.



b)	Details of the client, Principal designer, and the principal contractor, also including consultants and any other contractors to be appointed by the client. Sub-contractors who will have a design responsibility			
Role	Name & Address	Contact	Phone	Email
Client	UKPI Group Ivy Court Stonehill Common Worcester WR5 3QQ		07411121314	property@ukpi.group
Principal Designer	UKPI Group Ivy Court Stonehill Common Worcester WR5 3QQ		07411121314	property@ukpi.group
Principal Contractor	Woodbridge Construction		07713328524	Nigel@woodbridgeconstruction.wales
H&S (CDM) Advisor	Safety Services Wales 25 Junction Terrace Radyr Cardiff CF15 8ED	Dale McDonald	07956 980644	Dale@safetyserviceswales.co.uk



1. Arrangements for planning and managing the construction works

i Health and safety goals / Emergency procedures

Given the scope of the work the project should be completed without any reportable accidents or incidents under RIDDOR.

Health and Safety / CDM consultant will be carrying out audits and the site manager Nigel Wilkes will manage the day to day running of the site and the implementation of standards of safety.

The target goal is to minimise residual hazards at completion and to carry out the construction work without any accidents and to ensure that all environmental considerations are taken into account. The Principal Contractor will be required to confirm at each progress meeting whether any reportable accidents have taken place and to provide a copy of their internal Health & Safety reports.

The principal contractor will be expected to liaise with the client to determine the level of protection afforded for emergency arrangements, specifics will be detailed within the Construction Phase Plan.

ii Communication and liaison between clients and others

Communication and team liaison will formerly take place at regular progress meetings held on site likely to be at least monthly preferably fortnightly.

The main route for communication will be through the Project Manager:

Nigel Wilkes :- Woodbridge Construction

Communication and liaison regarding any design changes or health & safety issues in relation to the design must be passed to the Principal

Communication with the client will be in writing or recorded at project meetings.

iii Security of the site

The site is currently encompassed with heras fencing. Access is restricted and managed by the site supervisor daily.



iv Welfare provision

The Principal Contractor will be responsible for providing their own welfare facilities.

Facilities provided must be compliant with schedule 2 of the CDM Regulations 2015.

An area is available for these facilities to be sited as shown on site drawings.

2. Environmental Restrictions and Existing Site based risks

Boundaries and Access

The Principal Contractor is to ensure that the site remains secure at all times. Temporary boundary and hazard hoarding is to be utilised where necessary throughout the construction period.

Adjacent land uses

The principal Contractor is to note the existing land usage adjacent to the site. The site is surrounded by agricultural land, a care home to the east and a main road adjacent.

Existing storage of hazardous substances

Paints, diesel, petrol and construction materials will be stored in a safe secure container away from any sources of ignition or live drain outlets.

Location of existing services

There are no overhead services at the site. The locations of existing services will be indicated on site drawings. The site drainage plan indicates the location of all drainage both surface water and foul.

The principal contractor will be required to undertake surveys to identify the location of any additional services, drainage and ensure they are added to existing drawings.

All services must be clearly identified before any work commences.



Ground Conditions

Land has been excavated and landscaped to provide clear safe and supportive access. Artic type vehicles are accessing the site and delivering materials to the site without issue. It is the responsibility of the Principal Contractor to ensure land is in good safe condition and underground services are adequately protected.

Contaminated ground

None identified

3. Significant Design and Construction Hazards

Principles of design

The design and the materials specified are to eliminate, reduce and control foreseeable risks during the construction and for future maintenance.

A competent Principal Contractor with extensive building experience is deemed to have the required knowledge to carry out the works in a safe manner.

Design Liaison

Design co-ordination and the management of design changes will be discussed and agreed at project meetings.



Significant and principal hazards

1. Positioning and use of cranes/ lifting equipment if required.
2. Close proximity of footpaths outside the site.
3. Handling of heavy building materials including precast concrete floor beams, roof trusses, windows, doors, roof lights, kitchen units, sanitary ware, plasterboard and blocks.
4. Existing live underground and above ground services.
5. Shallow excavations.
6. Hazardous building materials including lead, sealant, adhesives, fuels, glass and paints.
7. Construction debris being deposited on the adjacent public highways and footpaths resulting from the removal of the material or delivery of materials.
8. General public gaining unauthorised access to the site.
9. Nuisance of noise and dust to local residents and the general public.
10. Hot working.
11. Structural instability of the existing buildings and boundary walls during the works.
12. Handling and management of Waste
13. Working at height.
14. Close proximity of pedestrian and vehicular traffic to the site
15. Possible drug paraphernalia and general detritus being discarded on the site.

Hazards that would be obvious to a competent principal contractor have not been included.



SECTION 5 — THE HEALTH AND SAFETY FILE

Content:

It is a requirement of the Regulations that the principal contractor implements an effective management system by which the requisite information is provided for inclusion in the Health and Safety File which should be a stand-alone document and include as appropriate.

- A brief description of the work carried out
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services)
- key structural principles incorporated in the design of the structure (eg, bracing, sources of substantial stored energy-including pre-or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burned off)
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
- Health and safety information about equipment provided for cleaning or maintaining the structures
- The nature, location and markings of significant services, including fire fighting services
- Information and as-built drawings of the structure, its plant and equipment (eg, the means of safe access to and from service voids, fire doors and compartmentation)



Format

PDF electronic document.

As-built drawings may form an annexe to the File.

Content

Information for the File will be compiled by the Principal Contractor from information provided by designers and sub-contractors and provided to the Principal Designer for review and completion.

This construction phase plan has been drafted by:

Name: Dale McDonald (Safety Services Wales) On behalf of the client.

Signature:

Date : June 2021



2.6 Contract Information

The following information has been made available to ourselves either directly from the Principal Designer or supplied from other project parties.

2.7 Restrictions that may affect works

The following restrictions have been considered in the risk assessment:

- Any relevant pre-tender health and safety issues
- Ground conditions
- Contamination
- Existing hazardous substances
- Asbestos
- Adjacent vehicular and pedestrian traffic
- Access to site
- Surrounding features (e.g. roads, rivers, railways, adjacent properties, etc.).
- Client / neighbours activities
- Specific client rules and requirements
- Existing services
- Planning restrictions
- Restrictions on working hours by the client, Environment Agency or other
- Restricted construction traffic routes to site
- Parking restrictions
- Noise restrictions
- Vibration restrictions



3.0 Management Arrangements

3.1 Project Goals

It is our intention and ultimate goal to complete the project with no accidents, incidents or instances of ill health caused because of the works.

These goals will be achieved by promoting a positive safety culture during the project, together with the implementation of strict health, safety and environmental standards that will be monitored by the project management team.

3.2 Management Structure and Responsibilities

General company structure and responsibilities are detailed within the Health, Safety, Quality and Environmental Policies. Specific project responsibilities are detailed below:

Responsibility	Nominated Person
Site Safety Co-ordinator	Dale McDonald
Site Waste/Environmental/Biodiversity Champion	Dale McDonald
Fire Officer	Dale McDonald
First Aider	Site Manager
Design Co-ordinator	UK PI Group
Temporary Works Co-ordinator	Dale McDonald
Temporary Works Supervisor	Nigel Wilkes
Traffic Safety Officer	N/A
Demolition Supervisor	N/A
Lift Controller	Nigel Wilkes
Lift Supervisor	Gary Humphries

Responsibilities for key Construction Phase activities include:

Responsibility	Nominated Person
Prepare and issue Construction Phase Plan	Contracts Manager
Maintain Construction Phase Plan up to date	Contracts Manager
Provide required welfare facilities	Contracts Manager
Provide required first aid cover	Site Manager
Display and maintain site notices	Site Manager
Display H&S information and keep updated	Site Manager
Prepare Method Statements	Site Manager
Brief Method Statements to personnel	Site Manager
Identify training needs for site personnel	Site Manager
Carry out induction training	Site Manager
Carry out Site Safety/Environmental Inspections	HS&E Advisor
Carry out management system audits	HSQE Manager
Notify any accidents or incidents to HSQE	Site Manager
Notify any environmental incidents to HSQE	Site Manager
Identify hazards on site	All Staff and Contractors
Site records	Site Manager



3.3 Arrangements for Monitoring and Review

The project will be subject to regular inspection and monitoring against the requirements of this plan, other legal requirements, company standards and client specific requirements.

This will be achieved by:

- Monthly site safety and environmental inspections carried out by HS&E Advisors.
- Weekly site safety inspections by the site manager
- Routine site visits by senior management
- Health and safety audits carried out by the HSQE Manager
- Inspection as detailed in the project inspection and test plan

In addition the following checks will be carried out:

Area to be inspected	Frequency	Responsibility
Scaffold Checks	Weekly	Dale McDonald
Excavations	Weekly	Dale McDonald
Lifting Equipment	Weekly	N/A
Plant	Weekly	Dale McDonald
Temporary Works	Weekly	Dale McDonald
Quality	As per contract quality plan	Dale McDonald
Other		

Compliance with this document, pertinent site safety issues and any recordings made from site inspections will be discussed during the project review meetings. The Contracts Manager shall ensure all remedial action or recommendations discussed at these meetings are actioned.

3.4 Contractor Selection

Prequalification: No order will be placed with any Sub-Contractor or designer unless they have supplied the company with a fully completed Pre-qualification CDM Questionnaire and are apparent on our approved suppliers list.

Pre-contract Interview: No order will be placed with any sub-contractor or designer unless they can demonstrate at a pre-contract interview that they can comply with all duties imposed by this document and will comply with the Health and Safety at Work Act 1974. Pre-Contract interviews are at the discretion of the Contracts Manager for the project

Self-employed persons working on this project shall agree to abide by the requirements of this document and Borrás Construction Limited's Health and Safety Policies and Procedures.

The minimum criteria which each subcontractor must satisfy are as follows:

- A health & safety policy detailing the organisation and arrangements for managing health & safety.
- A named company health & safety advisor.
- Health & safety training and competency details of supervisory staff and operatives.
- All subcontractors will be required to provide a safety method statement and risk assessment for their individual works packages, the documentation provided will be vetted and approved by the Contract or site manager.
- The Site Manager will monitor work methods in accordance with the safety method statements, provided by the respective subcontractors.
- Our own Health and Safety staff and visiting senior management team will carry out further monitoring of subcontractor activities during the site health, safety and environmental inspections.

3.5 Changes to and exchange of design information between parties

- Effective exchange of design information will be achieved by the following means:
- Design Co-ordination meetings.
- Document/Drawing Transmittal in accordance with ISO document control procedures.
- Conformation of Verbal Instructions (CVI's).
- Requests for information (RFI's)
- Information Required Schedules (IRS)



3.6 Exchange of health and safety information

Effective exchange of information between contractors will be achieved by the following means:

- Pre-Start meetings prior to contractors start on site.
- Site safety and environmental inductions for all contractors and visitors to site.
- Progress meetings will all interested parties monthly to include safety and environmental performance.
- Site safety and environmental meetings quarterly to include any site safety representation.
- Site Safety and Environmental tool box talks carried out monthly
- Open door policy on site the enable any issues to be raised with the site team in confidence.
- Site Co-ordination Meetings (as works progress).

The Following information is to be displayed on site:

- First Aid Arrangements
- Emergency Arrangements
- Traffic Management Arrangements
- Site Rules
- Health and Safety Law Poster
- F10 Notification to the HSE
- Our H&S, Quality and Environmental Policies
- Employers Liability Insurance
- Waste Carriers License

3.7 Consultation with the workforce

Effective consultation with the workforce will be achieved by the following means:

- Pre-Start meetings prior to contractors start on site.
- Site safety and environmental induction for all contractors and visitors to site.
- Progress meetings will be held on a fortnightly basis to start the works, whilst technical meetings are likely to be more regular on a weekly basis this also includes site visits.
- Site Safety and Environmental tool box talks carried out weekly or as required
- Open door policy on site the enable any issues to be raised with the site team in confidence.
- Site Co-ordination Meetings (as works progress).

Frequent co-ordination meetings will be conducted with our relevant trade foremen to ensure and record that all parties are fully aware of their roles and responsibilities within the construction programme.

Monthly health and safety meetings will be held on site to ensure the following;

- Raise awareness on site towards promoting a good Health and Safety culture
- Keep All persons informed of any changes to the Health and Safety legislations
- Address and monitor safety performance

3.8 On-site Training

Induction Training: All personnel who will be working on site shall receive induction training. The Borrás Site Manager will carry out induction training prior to operatives working on site. Induction training will include the following topics: - Responsibilities under H.A.S.W.A. 1974, the contents of this health and safety plan, Site Rules, Emergency/Accident Procedure, Procedures applicable to mitigate risks, nominated/trained personnel/supervisors, first Aid, COSHH, P.P.E, welfare facilities, fire fighting/prevention, security procedures and the company environmental policy.

Tool box talks will be held on a regular basis with sub contractors and will cover a relevant subject or topic that is applicable to the site and it's environment. All attendances to tool-box talks will be documented on a register and this register maintained in the site office.

All site managers are to be qualified to CSCS/CITB SMSTS Standards.

Each Sub-Contractor will be responsible for carrying out specific training for their operatives covering all items pertinent to their work (plant and machinery training, asbestos awareness, personal protective equipment etc).



As a minimum the following CITB or similar approved training certificates will be required Crane Operators

- Slings/Banksman
- Scaffolders
- Mobile Tower Erectors
- Plant Operators (excavators dumpers etc.)
- Operatives Setting/changing Abrasive Wheels
- MEWP Operators (scissor lifts/cherry pickers etc.)
- Asbestos Awareness (where carrying out work with the potential to disturb asbestos)
- Asbestos Removal (non-licenced)
- Asbestos Removal (licenced)

3.9 The production of risk assessments and systems of work

General Health, safety, environmental and quality hazards will be identified on the hazard identification form and relevant risk assessments completed by Borrás Construction Limited.

Sub-Contractors will provide Borrás Construction Limited with all necessary risk assessments and method statements for their work, taking into account any site-specific issues identified.

The risk assessments and subsequent method statements are to be issued to the Contracts Manager prior to works being undertaken in turn forwarding to the Site Manager for review.

The Site Manager is responsible for monitoring all works assessed and ensuring that method statements are complied with. The Site Manager also has the power to stop any works if he is unhappy with the way in which it is being carried out. Additional monitoring will be carried out via health and safety inspections and audits.

General site health safety and environmental hazards will be communicated through the provision of this Construction Phase Plan.

3.10 Method Statement Programme

Element for which Method Statement is required	To be produced by
Site Set Up/Traffic Management	Borrás
Ground works	contractor
Piling	contractor
Beam and Blockfloors	contractor
Brickwork	contractor
Scaffolding	contractor
Roof trusses	contractor
Roofing	contractor
Windows	contractor
Plastering and Screeding	contractor
Mechanical Works	contractor
Electrical Works	contractor
Carpentry	contractor
Suspended	contractor
Decorations	contractor
Floor coverings	contractor

3.11 Security Arrangements

The security needs are considered for the site/project at the planning stage and reviewed throughout the contract. Particular attention will be given to the prevention of access by children and to protect members of the public. All visitors are directed to the site office from where access into the construction area is controlled.

The access routes onto the site will have work activity zones and will be self-contained. Hoardings or barriers will be used to segregate our works area from third parties,

Signage will be placed in prominent positions to alert pedestrians of the works and the hazards on site whilst the works are being undertaken

Security arrangements will consider:



- site boundary
- compound
- offices
- plant / equipment on site
- building under construction
- children / public
- trespassers

3.12 Welfare

Welfare facilities from day one of the project are provided in accordance with Borras requirements to meet and, where possible, exceed the minimum standard specified by current legal requirements and approved codes of practice in compliance with schedule 2 of the CDM Regulations.

All welfare facilities will be maintained in a clean and orderly condition, any defects or damage is to be immediately reported to site management.

The facilities for this project are:

- First Aid Box
- Fresh drinking water
- Kettle for making hot drinks
- Microwave
- Canteen Area
- One room to be utilised as a site office
- Room for storage of PPE, drying and changing
- Space for storage of small materials
- Hand soap and paper towels
- Hot/Cold running water
- Toilet to be utilised for both male and female staff
- Heaters

Welfare facilities will be maintained and cleaned under site arrangement on a daily basis

3.13 Fire Prevention and emergency procedures

Suitable firefighting equipment, flammable storage facilities, means of raising alarm, waste disposal areas, fire assembly points, exit routes and emergency procedures in accordance with the Regulatory Reform Fire Safety Order will be clearly identified on a site Fire Action Notice displayed on site and explained during the site induction.

The Site Manager will be responsible for ensuring all fire equipment is maintained and checked, ensuring the fire plan is maintained and communicating with the emergency services in the event of an incident.

All combustible waste materials will be removed from and taken to specifically designated areas.

Fire safety arrangements including storage of and use of flammable materials will be in accordance with HSG 168 (Fire Safety in construction work).

A hot works permit will be issued where there is work requiring the use of naked flames, heat or sparks.

Smoking will be restricted to designated areas only.

3.14 First Aid

The companies appointed person responsible for dealing with coordination of all First Aid treatments and emergencies on this project will be documented in the first aid arrangements communicated at induction and displayed in the site office.

All accidents requiring first aid will be reported to the site manager and entered into the accident book. A fully stocked first aid kit will be located in the Site Office.



All first aid provisions are notified within the site induction and displayed on the site notice boards inclusive of directions to the local A&E.

The site manager will be responsible to ensure that the first aid kit is maintained and replenished as required.

3.15 The reporting and investigation of accidents and near misses

All accidents and near misses will be reported to the Appointed Person for entry onto our standard accident report/near miss report forms. All accidents and near misses are to be investigated to identify the cause and possible corrective actions.

The HSQE Manager will ensure that all reports received are fully investigated and relevant information is entered onto our database. All information received is collated so as to ensure they are fully managed, reviewed, recorded for monitoring purposes.

The Appointed Person shall:

- Call the emergency services.
- Administer first aid/make persons safe until the emergency services arrive.
- Secure the area of the accident.
- Act as site liaison with the emergency services.
- Ensure that the relevant details of all accidents are recorded in the site accident book.
- Carry out an initial investigation into the accident.
- Notify the HSQE Manager immediately if he believes an accident may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The HSQE Manager will report to both Contracts Manager and the relevant Divisional Director as appropriate to ensure all parties are aware.
- For incidents such as oil, spill or toxic release may be reportable to the Environment Agency or Sewage Undertaker the above procedure will also apply.

No completed accident report forms are to be retained on site and should be sent to Head Office for the attention of the HSQE Manager.

A map showing the location of the nearest A & E Hospital and address will be displayed in a prominent point on site.

The responsible person on that site will ensure the routes for emergency services are checked frequently to ensure that routes are not blocked.



3.16 Site Rules

The following site rules are to be communicated to all site personnel during induction and displayed in the site offices.

General:

- Read and understand the site Construction Phase Plan relevant for the task to be undertaken.
- Please read and understand risk assessments and method statements and work in accordance with their provisions at all times.
- Do not interfere with anything provided in the interests of Health and Safety.
- Observe all site signage and notices there are there for your safety and information.
- Please report any unsafe acts or conditions to the site manager – remember a tidy site is a safe site.
- Avoid any disputes and comments with tenants/occupiers of premises, advise site management immediately.
- Permits to Work may be required i.e. hot works, please check and obtain these prior to commencing.
- The Company have a zero tolerance policy towards drugs and alcohol. Anyone found to be under the influence of drugs or alcohol will be immediately removed from site.
- Working hours on this site are: 7:30am – 5:00pm, please do not carry out any noisy operations until after 8:00am.

Access/Egress:

- The site traffic management plan is displayed in the site office – please familiarise yourself with its requirements.
- Site Access/Egress including pedestrian walkways will be as per the plan displayed in the site office. Please ensure these routes are maintained at all times.
- Please do not leave the site boundary unless authorised to do so.
- Please sign in and out every day.
- Under no circumstances do we enter any premises where a minor has been placed in charge, please report back to your Site Manager immediately.

Site Facilities:

- Welfare facilities on this site include a canteen, drying room and toilets.
- The welfare facilities are provided for you; please keep them clean and tidy.
- Site parking is limited to the designated areas only.
- This site is strictly no smoking except in the designated smoking shelter provided for you.
- Please report any issues with the site facilities to the site manager.

Delivery of Materials:

- Delivery times are to be agreed with the site management. No deliveries outside of the agreed time will be accepted.
- All deliveries vehicles will be offloaded in the designated loading bays.
- All delivery vehicles are to be under the control of a qualified banksman when reversing.
- *Store your equipment and materials in the designated storage areas only.*

PPE/Work Equipment:

- Minimum PPE for this site is: hard hat, high visibility jackets and safety boots. PPE such as gloves, goggle or respiratory protective equipment should be worn as indicated on task specific COSHH assessments and method statements.
- Do not alter or adjust any with any site equipment unless authorised to do so this includes site scaffolds, mobile towers and electrical systems.
- Site Plant and Equipment cannot be used without proper training, induction and permission of the Site Management.
- All contractor tools must be 110v with a valid portable appliance test certificate available for inspection on request.
- The use of radios is not permitted unless authorised.

Fire/Emergencies:

- The fire and first aid plans are located in the site office – please familiarise yourself with their requirements.
- Please report all incidents and near misses/learning events to the site manager



- Do not obstruct fire escape routes and doors.

Site Specific Hazards:

- Asbestos
- Confined Spaces
- Excavations
- Lifting Operations
- Lone Working

Environmental Management:

- Keep the site tidy and remove your rubbish to the required skips regularly. Please bear in mind that we may have various containers for different types for recycling and in line with our Environmental Policy and site waste management plan – if in doubt check.
- Please read and understand our Environmental Policy as displayed.
- Noise, vibration, dust and fumes are to be kept to an absolute minimum as works progress.



3.17 Health and Safety File

Borras Construction Limited must agree the information required for inclusion in the Health and Safety File with the Principal designer at the earliest opportunity. Where no information on the structure of the Health and Safety File exists, the standard Borras Construction Limited Health and Safety File Structure will be adopted.

Information will be collated by the project team throughout the contract period.

Individual contractors will be notified by project team of the specific type of information required for inclusion in the Health and Safety File.



4.0 Arrangements for Controlling Significant Site Risks

4.1 Services

Buried Services will assume to be present unless confirmed otherwise.

Overhead services will be identified and marked/signed where appropriate (using goalposts if risk of overhead services coming into contact with any plant or equipment).

A full CAT scan of all the compounds, working areas and access routes will be undertaken to confirm the location of buried services prior to any excavation work being undertaken in those areas. All excavation works or other ground penetration activities will be subject to a permit to break ground system issued by site management.

Trail holes will be dug by hand with care using electrically insulated spades or shovels to confirm the position of known or suspected services.

Once services have been uncovered they will correctly identified and protected.

There will be no mechanical excavation within 500mm of any buried or exposed services.

Accidental isolation of essential services may be a matter of life or death. Attention is therefore drawn to the need to ensure that no services are isolated before it is determined that such an isolation will not affect areas outside the site boundary. Should it be discovered that the isolation of a service may affect the Clients undertaking in any way, authorisation shall be obtained from the Contract Manager. No work shall proceed until the Contract Manager has agreed remedial actions have been agreed.

4.2 Excavations

Where contractors are carrying out excavation works they will provide risk assessments and method statements in line with the requirements of this plan.

All excavation works or other ground penetration activities will be subject to a permit to dig system issued by site management.

Due to the soil conditions, excavations will be battered/supported.

Appropriate access/egress will be provided and the excavation is to be physically segregated.

Inspections of excavations will be carried out by a competent person before work commences, at the start and end of every shift and after any event likely to affect the stability/strength of the excavation in accordance with CDM Regulation 22 and recorded as per schedule 3.

4.3 Traffic Management and Protection of the public

Before any construction activities can commence a specific site traffic management plan/strategy (on site traffic, plus rail/road movements for transporting materials and muck; liaison etc.) is required for each area. This plan should include control measures to reduce the risks associated with the movement of construction vehicles.

The document will set out clear guidance as to the minimum requirements for control of all vehicles and their movements on the project. The document has been produced based on the requirements of the HSE Publication – 'The Safe use of Vehicles on Construction Sites' (HSG 144). The layout of the site shall be prepared as to ensure, so far as is reasonably practicable, the safe separation of or minimisation of contact between vehicles and pedestrians. Reversing vehicles, e.g. tipper lorries, etc., must be guided by a banks man. Designated car parking arrangements shall be specified on site.

4.4 Working at Height

All working at height will be properly planned taking to reduce the risks associated to a level as low as reasonably practicable.

Where contractors are working at height they will provide risk assessments and method statements in line with the requirements of this plan.



Where working at height is deemed necessary the presumption will be to use working platforms with handrails/edge protection. This includes working equipment such as podium steps and other such systems instead of ladders or step-ladders.

All scaffold is to be erected by competent personnel in accordance with NASC Guidance TG20 and SG4 as a minimum. All temporary towers are to be erected by suitably trained operatives (e.g. PASMA).

The site manager shall ensure that all working platforms are inspected before first use, at intervals not exceeding 7 days, following any alteration or incident and the results recorded.

All fragile roof coverings will be identified with suitable warnings and barriers. Unless written confirmation is received, to the contrary all roof coverings will be assumed fragile.

Mobile elevated working platforms (MEWP's) will only be operated by competent personnel in accordance with manufacturers recommendations. The site manager shall ensure that the equipment has been thoroughly examined at intervals not exceeding 6 months and that the equipment is inspected at intervals not exceeding 7 days.

Emergency rescue plans are developed where fall arrest systems are used (lanyards, netting etc).

4.5 Control of Lifting Operations:

All lifting operations are approved by an appointed person and detailed in the lifting plan

The lifting plan shall include as a minimum: The description of the work, details of the load, details of the crane, ground conditions, proximity hazards, personnel involved, method statement and a briefing register.

4.6 Manual Handling:

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

Removing the need for the operation to be carried out, automating or mechanising the operation, where manual handling operations cannot be avoided, they shall be assessed by the Site or Contract Manager.

No person working for, or on behalf of a Sub-Contractor shall carry out manual handling operations that involve a risk of being injured, unless: they are competent and able to carry out the work, they have received manual handling training from a person competent to give such training, the works have been subject to a manual handling assessment and a safe system of work is documented and implemented that reduces the risk of injury to a minimum and they have received information on the load to be carried.

4.7 Work Equipment

Work equipment is hired or supplied by our sub contract labour and comes to site with the relevant certificates of inspection and servicing. This documentation is to be maintained on site within the Site files.

All plant and equipment used of site shall be maintained as required by the Provision and Use of Work Equipment Regulations (PUWER) and Lifting Operation and Lifting Equipment Regulations (LOLER).

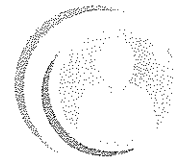
All mechanical lifting devices must have the relevant test & inspection certification. All electrical plant, tools and equipment must be well maintained and tested and will be monitored by frequent checks by our Site Manager and visiting management staff.

Access equipment such as ladders and mobile aluminium scaffolding towers must be in good condition and have been inspected for defects prior to its arrival to site. Tools, plant and equipment will be subject to spot checks for condition, maintenance certification by the Site Manager and / or during site safety inspections by our Health & Safety staff.

Plant and equipment used on site will have the appropriate safety / maintenance inspections carried out and recorded. It must also be suitable for the task and defective equipment is taken out of use on discovery and replaced.

The Site Manager will carry out visual inspections of site equipment on site and report any defects/fit for use or uncertainties to the relevant parties for rectification.

Any equipment that is reported as defective will be taken out of use until satisfactory remedial action has taken place and the defect is rectified by suitably competent persons.



Any regular occurrences of defects or equipment that is not fit for purpose must be taken out of use and reported to the Contracts Manager for further advice.

4.8 Noise and Vibration

Borras Construction Limited is committed to reducing the risk of noise-induced hearing loss and hand-arm vibration syndrome (HAVS). Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a particular tool/activity, the items listed below will be considered and implemented as necessary:

- Tool selection
- Vibration Control
- Maintain Blood Circulation
- Selection of Operatives
- Training and Awareness
- Health Surveillance

The HS&E Advisor will assist the project management team in this regard and any details regarding the assessment and control of noise shall be included in the site filing system.

Potential sources of noise on this project include:

- Heavy Plant
- Demolition
- Disc Cutters
- Crusher
- Nail Guns

Measures in place to control noise and vibration include; working within the allowable nuisance thresholds during the prescribed times, use low vibration plant and keep use within the permitted durations, provide and enforce the use of new, good quality PPE, which exceeds the requirements, turn off plant when not in use.

4.9 Control of Substances Hazardous to Health

Where possible hazardous substances will be substituted for the non-hazardous or less hazardous.

The Site Manager will obtain all work based COSHH assessments and ensure compliance with the stated controls is maintained with regards to safe use and disposal.

All COSHH materials shall be disposed of as advised by the relevant data sheets and where possible segregated from general skips.

Work methods will be planned to minimise dust generation. This may involve work methods that will not produce dust, the use of local extraction units, or wetting down of work areas to minimise the production of dust. Wetting down shall only be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, any operatives working within dusty areas shall be issued with Personal Protective Equipment determined by the COSHH assessment for the process.

4.10 Asbestos

Prior to any work, maintenance or demolition on existing buildings, the Contracts Manager will check that a risk assessment and survey has been carried out to identify any Asbestos Containing Materials (ACM's). Key details of the asbestos survey reports or asbestos management plan will be communicated to all personnel highlight where any asbestos is located, areas that were not included in the survey and that it has been clearly labelled/removed as necessary prior to works commencing.

All workers who may disturb asbestos during the course of their works must have received asbestos awareness training.

If asbestos is accidentally disturbed during the course of the works the following actions should be taken:

- Cease Works Immediately
- Do not disturb the material further;
- Evacuate the immediate work area;
- Inform others locally not to disturb the material;



- Inform both the Trade Contractor's senior person on site and the Project/Contracts Manager, who will call for advice and assistance
- Do not return to that task until it has confirmed that it is safe to do so by the project/contacts manager;

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

4.11 Waste Management

Facilities for managing waste comprise of using different, clearly signed waste skips to encourage waste segregation, usually wood products, metal, office waste and packaging, hard-core (bricks, concrete products etc.) and hazardous wastes.

All waste materials will be disposed of by means of a licensed waste carrier.

Waste is not to be burned on site under any circumstances

Waste is not to be stored inside the building under any circumstances, materials are only to be stored in designated storage areas.

4.12 Protection of Existing Environment

The works have been planned to minimise any impact on the existing environment.

Works are programmed to minimise disruption to breeding populations of Bats/Badgers/Birds/Newts/Snakes/Dormice etc. Where populations are discovered work is to stop and advice sought.

Trees to be retained are to be fenced off and protected in accordance with BS5738:2005: Trees in relation to construction.

Oil will be stored in protective bunds away from any potentially sensitive areas (such as water courses or drains).

Refuelling will be carried out away from any potentially sensitive areas (such as watercourses or drains).

Emergency response kits will be made readily available.

Concrete wash out facilities are to be installed away from any sensitive areas (such as watercourses or drains).

De-watering into watercourses and drains is expressly prohibited unless approved by the relevant water authority.

Water abstraction for construction purposes is expressly prohibited unless approved by the relevant water authority.

There are no archaeological features identified on this site. If any unexpected finds are encountered then work is to stop immediately and advice sought.

4.13 Other Site Risks

4.14 General Risk Assessment

Activity	Likely to Encounter?	Likely to be Hazardous	Who is at Risk? (employee, sub-contractor or public)	Level of Risk	Risk Assessment Required?	Method Statement Required.
	✓ or ✗	✓ or ✗	E/SC/P	(H/M/L)	✓ or ✗	✓ or ✗
Lifting operations						
Mobile cranes						
Lifting gear						
Hoists						
Forklifts						
Other lifting appliances						



Services						
Electricity - underground						
Electricity – overhead						
Electricity - temporary supply						
Electricity - permanent supply						
Gas - underground						
Gas – permanent installation						
Water - underground						
Water - permanent installation						
Water - temporary supply						
Medical Gas						
Data / Telecom						
Proximity to rail line/airport						
Construction Stages						
Site clearance						
Demolition/strip out						
Asbestos						
Lead						
Hazardous Substances						
Piling						
Excavation over 2000mm						
Excavations under 2000mm						
Drainage						
In situ concrete						
Precast units						
Steel Frame						
Timber frame						
Conventional Frame						
Roof work - sloping						
Roof work - fragile						
Roof work - flat						
Cladding						
Mechanical Services						
Plumbing Services						
Electrical Services						
Air conditioning Services						
Window installation						
Work over water						
Occupied Buildings						



Internal works						
Carpentry						
Plastering						
Decoration						
Flooring						
Completed By:			Date:			



Safety Services Wales

Construction Site Risk Assessment

HAZARD = source of potential harm or damage or a situation with potential for harm or damage;

RISK = is a combination of the likelihood and severity of a specified event (accident or incident).

The Management of Health and Safety at Work Regulations places an absolute duty on the employer to carry out an assessment of the risks to the health and safety of their employees and others who could be affected.

This form should be used to undertake a more detailed risk assessment when the initial Assessment Index has established a working risk rating above 5.

Completion of this form will highlight the level of risk associated with tasks and find solutions to reduce the risk. To calculate the level of risk take into account the likelihood of an incident occurring and multiply it by the severity of injury that could occur. (See the Risk Level Estimator for more detail)

The person completing this risk assessment should have completed the appropriate risk assessment training and involve all staff who may be affected by the risk.

The completed form must be kept within the working environment and available to all persons involved. In some circumstances whereby a risk assessment has been completed specific for an individual e.g. employee, patient etc. then the completed risk assessment should be kept on their personal file.

This risk assessment should be reviewed periodically depending on the level of risk or whenever there is a change in the process, equipment or following an incident.

For further help in the completion of this form please contact the Health and Safety Team.

Risk Level Estimator

LIKELIHOOD of Adverse Event Occurring X SEVERITY of Outcome = RISK RATING

Likelihood (PLR) \ Severity (PSR)		Almost Certain 5	Likely 4	Possible 3	Unlikely 2	Rare 1
Catastrophic	5	25	20	15	10	5
Major	4	20	16	12	8	4
Moderate	3	15	12	9	6	3
Minor	2	10	8	6	4	2
Insignificant	1	5	4	3	2	1

1 LIKELIHOOD

Taking account of the controls in place and their adequacy, how likely is it that such an incident could occur? Score according to the following scale:

Score	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions
4	Likely	Will probably occur but is not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Can't believe that this will ever happen

2 CONSEQUENCE

Taking account of the controls in place and their adequacy, how severe would the consequence be of such an incident? Apply a score according to the following scale:

Level	Descriptor	Actual or potential impact on individual	Actual or potential impact on organisation	Number of persons affected	The potential for complaint/litigation
5	Catastrophic	DEATH Toxic offsite release	National adverse publicity	Disaster, evacuation etc	Litigation expected/certain
4	Major	PERMANENT INJURY Loss of body part(s). RIDDOR reportable injury	Service closure RIDDOR reportable Long term sickness	Moderate number	Litigation expected/certain
3	Moderate	SEMI-PERMANENT INJURY/DAMAGE E.g. injury taking up to 1 year to resolve	Needs careful PR RIDDOR reportable MDA Reportable Short term sickness	Small numbers E.g. 3-10	Litigation possible but not certain High potential for complaint
2	Minor	SHORT TERM INJURY/DAMAGE E.g. injury that has been resolved in 1 month	Minimal risk to organisation	One	Complaint possible Litigation unlikely
1	Insignificant	NO INJURY OR ADVERSE OUTCOME	No risk at all to the organisation	0-1	Unlikely to cause complaint Remote risk of litigation.

RISK RATING	RISK LEVEL	ACTION AND TIMESCALE
1 - 5	LOW	No action is required. Index should be kept which demonstrates an awareness of a potential hazard and assessment of risk. No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
6 - 10	MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where there is a moderate risk further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. The appropriate risk assessment form MUST be completed for all work related activities falling into this category.
11 - 25	UNACCEPTABLE	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. A very detailed risk assessment will be required and a safe system of work implemented and regularly monitored.

MANAGEMENT OF HEALTH AND SAFETY Construction Site Risk Assessment

Premise (Site)	Ty Maes	Department	Construction	Existing risk rating	20
----------------	---------	------------	--------------	----------------------	----

Description of Work Activity

(Use this section to fully describe the activity you are assessing – Do not be too broad in your description, try to be as specific as possible)

General construction hazards related to site

Specific hazards relating to nearby buildings

Hazard(s) involved when task is performed

(List hazards on separate lines only list hazards related to the activity being assessed)

Movement of vehicles

Trespassing on-site.

Power tools / hand tools

Electrocution

Falls from height / Dropped equipment or tools.

Fire / Hot Work

Manual handling

Horseplay

Plant and Machinery

Underground / Overground services.

Working in Trenches

Environmental concerns (Noise/Dust)

Slips, trips and falls

Number of people exposed to the hazard during the work activity	Staff – Up to 20	Others - none
---	------------------	---------------

Frequency of Exposure to Hazard (Tick which frequency is the best reflection)

Infrequently	Annually	Monthly	Weekly	Daily	☒	Hourly	☒	Constantly
--------------	----------	---------	--------	-------	-------------------------------------	--------	-------------------------------------	------------

Control measures already taken to reduce risk:

(Use this section to identify the control measures that are in place. Try to list at least 1 for every identified hazard).

Movement of Vehicles

1. Site only has 1 means of access and egress which is off the main road and is easily visible
2. Entrance is well marked up and easy to see for all areas of the site
3. Site speed limit is 5 mph and is in place for vehicles
4. Any large vehicles reversing will be accompanied by a banksman whilst on site.
5. Underground services have been reinforced to be weight bearing.
6. Site vehicles will be fitted with flashing beacons and reversing alarms.
7. All staff have received site inducted and delivery of materials area is restricted to specific areas.
8. HI-Vis PPE to be worn by all site personnel at all times.

Trespassing on-site.

1. Site is secured with Heras fencing panels to delineate the boundary and secure the site
2. Signage is posted to warn trespassers the site is hazardous and trespassing is not permitted
3. Anti-climb fencing panels are in place around the site.

Power tools / hand tools

1. All site power tools will be 110v or battery powered where possible.
2. Power tool will be within a recent PAT test or will be less than 12 months old
3. Only qualified tradesman will be permitted to use power tools on site unsupervised
4. Power tools will not be left unsupervised at any time.
5. Hand tools will be in good condition and appropriate for use for the task at hand
6. Only qualified tradesman will be permitted to use hand tools unsupervised.
7. Hand tools will not be left unsupervised at any time.

Electrocution

1. Overhead services do not cross the site boundary
2. Only qualified electricians will be dealing with live electrics
3. Electricians will demarcate the area around them when working with live electrics
4. Other tradesman will not be working in areas where electrics are live until final fix
5. Live electrics will be earthed and insulated accordingly throughout the site.
6. Generators and temporary supplies are provided during the construction phase.

Falls from height

1. Operatives will not work at height unless necessary,
2. Every working at height job will be individually assessed
3. Scaffolding will be provided around the perimeter of buildings at all times
4. Internally, ladders, hop ups and trellis will be used to access low level heights.
5. Working at height will not take place near any electrical cables and under low light conditions

Dropped equipment / tools

1. Operatives will all have tool belts and will not lean over edges to work
2. Scaffolding is all fitted with Toe boards
3. Staff working under scaffolding will all wear hard hats at all times.

Fire / Hot Work

1. Fires are not permitted on site for burning waste- Permits are required from local authority
2. Any hot work carried out onsite will be pre authorised by the site supervisor and will be closely monitored. Buildings are timber framed any will ignite easily.

Manual handling

1. All staff have received manual handling training from the Health and Safety Manager
2. Equipment and tools are kept under 25kg if not a dual lift is required.
3. Staff have been informed to wear waist belts if they require
4. Lifting aids are available on site if required.

Horseplay

1. Staff have all been inducted to the site rules
2. Staff is constantly supervised to ensure compliance
3. Only professional tradesman are used on this site

Plant and Machinery

1. All staff who use plant are accredited and licensed to do so
2. Site is supervised to ensure no person use plant who are not authorised
3. Plant is all in serviceable condition and is regularly inspected and tested
4. Safe areas are demarked around rotating moving plant crush areas.

Underground / Overground services.

1. Services have all been mapped and are identified.
2. Groundworks on site are completed so no further excavations are required
3. No overhead services are in place

Working in Trenches

1. No trenches are required on this site, Ground works are completed

Environmental concerns (Noise/Dust)

1. Noisy works are kept to a minimum to ensure noise is not an issue
2. Working hours are kept to standard hours and minimal on weekends
3. Dust suppression is not required at this time of year. Ground is hard-core not mud.

Slips, trips and falls / Ground level

1. Ground is large bore hard core and does present an uneven surface, all site operatives are informed of this and safety boots are a mandatory requirement.
2. General trip hazards are covered within site inductions for all staff.

Actual Working Risk Rating - Working Risk Rating

Probable Likelihood Rating (PLR)	2	X	Potential Severity Rating (PSR)	3	=	Working Risk Rating (WRR)	6
This score should reflect the existing control measures that are in place, the score should reduce considering the control measures							

Additional control measures required:

(Use this section to identify any potential improvements that you can identify to reduce the risk rating below 5)

Please score below what you think the score would come down to if the above additional control measures were implemented

Residual Risk Rating

Probable Likelihood Rating (PLR)		X	Potential Severity Rating (PSR)		=	Working Risk Rating (WRR)	
You can't get the Residual Risk Rating below five ensure this risk is escalated to a risk register.							

Name	Signature	Position
Dale McDonald	<i>Dale McDonald</i>	Health and Safety Consultant

Assessment Date	10/06/2021	Review Period	Monthly	Dates of Review					
-----------------	------------	---------------	---------	-----------------	--	--	--	--	--

Progress Report	WRR	Date & Sign
(Use this section to make notes of any progress made against the additional control measures)		

[illegible]

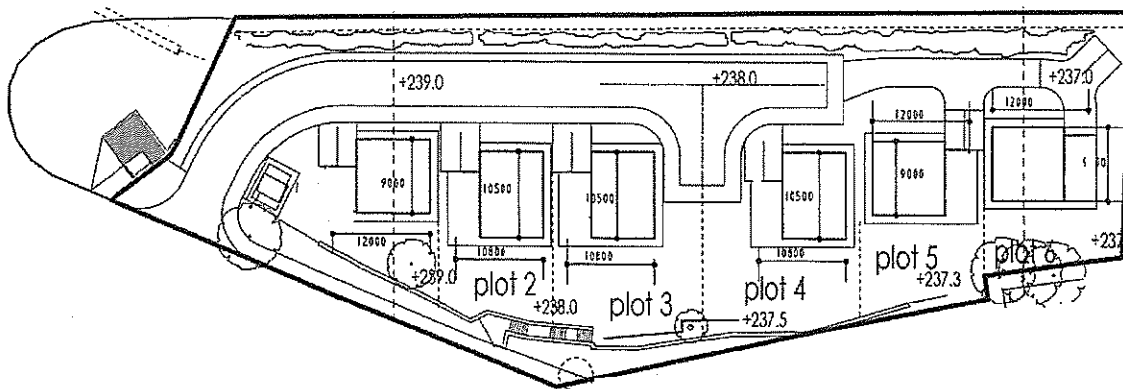
Designer's risks for consideration, Comprehensive operational risk assessments are included in the health and safety file.

Item	Hazard/ Activity	Process	Control measures	Likelihood score	Severity Score	Working risk rating
01	Site access / layout.	Construction	Site is accessed through existing private car park. Construction area of site enclosed and protected with fencing.. Existing post and rail fences have temporary H&S compliant heras fences installed inside. segregating public from site. Pedestrian and vehicular routes through the site to be closed off. A compound for site office and materials is constructed within the construction site enclosure	2	3	6
02	Excavations	Construction	Excavations only for services	1	4	4
03	Falls From Height	Construction	Contractor to use edge protection. Contractor to use fall protection where required and avoid trades working over other trades. Roof void plant avoided. Service penetrations through the roof have been avoided where practical.	2	5	10
04	Falls From Height	Maintenance	Pitched low maintenance tiled roof. Majority of painted fascia's and soffits are single storey above ground level. Second storey and bargeboards etc to be accessed via removable access tower or scaffolding over plant room extension/steps. Low maintenance rainwater goods.	2	5	10
5	Manual Handling	Construction	Blocks to be less than 20kg Where units are in excess of 20kg (eg joists) double handling / mechanical lifting is to be adopted by the contractor. Large heavy components have been avoided where possible. Contractor to programme early to avoid repetitive handling of any heavy items.	2	4	8



06	Workplace (Health, Safety and Welfare) Regulations 1992	Building Use	The design of the houses complies with the Workplace (H&W) Regs.	2	2	4
07	Asbestos	Construction	New Build Development where no new materials containing Asbestos have been specified.	1	1	1
08	Hazardous Materials	Construction	Contractor to consider harmful chemicals contained within commonly specified materials such as concrete works, adhesives, paints, preservatives etc. Water based paints are to be proposed as alternatives to solvent based paints where appropriate. Factory Finished items specified where possible. COSHH assessments to be undertaken by contractor. Appropriate protection and clothing. Safe Storage.	2	3	6
09	Noise and Dust	Construction	Contractor is to be aware of the existing buildings that will still be functioning as a hospital and be sensitive to noise. Consider working hours etc. Contractor to ensure correct and appropriate safety equipment is provided to operatives and visitors.	2	2	4
10	Working in confined spaces	Construction	The design avoids creation of confined spaces where practical.	1	1	1
11	Existing Services	Construction	The Contractor has identified all existing services, and recorded for future reference. Contractor to consider the diversion of the cables or take appropriate measures to ensure safe working	2	5	10
12	Existing Services	Maintenance	Contractor to record position of existing and new services, and provide a record drawing illustrating the position and type of service, for inclusion in the H&S file.	1	5	5
13	Future Works / Eventual Demolition	Building Use	Comprehensive record information to be provided by the design team and contractor, for inclusion in the H&S file.	2	3	6
14	Escape Strategy	Construction	All existing escape routes for the hospital are to be maintained outside the construction site enclosure. MC to provide construction site fire escape strategy at outset and review during Construction.	2	5	10

			Provide appropriate fire fighting equipment. Stairs to be constructed at an early stage. No fires on site and safe and appropriate storage/use of flammable products.			
--	--	--	---	--	--	--



Fire Risk Assessment

TY Maes

Assessment Date: 14th October 2021
Suggested Review Date: Monthly

This report must be retained on the premises for inspection by statutory authorities.
The Manager is responsible for actions contained in this report and must brief all staff on the report and its Significant Findings.
Please ensure safe storage of the report on the premises. Keep it in one file along with other fire risk management information e.g. Fire Alarm, Emergency Lighting Test, Staff Training records etc.

Manager's Action Plan

The Manager may use the Action Plan to record how and when the Significant Findings have been addressed. However, the Manager must still read and sign off all Significant Findings



Section 1: General Fire Precautions Compliancy Table

The table below gives an assessment of whether the general fire precautions of this premises are in line with legislative requirements. The bench mark standards used are the fire safety guides produced for this legislation. It should be noted the rating of 'A' does not confirm the measure complies fully with the relevant British Standard but does suggest the issue complies with the functional requirements of the law.

Key	
Complies with functional requirements of the law	A
Requires minor attention to comply	B
Requires major improvements to comply	C

Fire precautions	Rating
Ignition and Fuel Sources Currently no hot work is being carried out on the site, so ignition sources are low risk. Fuel is now being stored in a dedicated container to ensure it is being kept separate from construction activities. Fuel is present in generators but electrical connection is due to be completed onsite by the 19 th October by western Power. Smoking is not permitted on site unless the smoking shelter is being used.	B
Most likely Fire Development The most likely fire development on site is from hot work carried out on site or an electrical fault. Carelessly discarded smoking materials is also a factor	B
Means of Escape (MOE) There are several means of escape identified on this site, both from buildings and from the site in general.	A
Fire Alarm & Detection No automatic Fire detection exists on site but there are 2 manual activation points on the site with built in alarms.	B
Emergency Lighting Emergency lighting is not in place on the site, main site will be illuminated by electrically powered lights with generator back up if needed. Houses are illuminated by festoon lighting.	B
Fire Safety Signage Emergency signage will be placed on the site showing the location of the fire extinguishers, direction of escape route and location of fire assembly point.	A
Fire Fighting Equipment Sufficient portable firefighting equipment has been made available on the site.	A
Arson Low risk of Arson on this site.	B
Documentation and Training Records kept for testing and maintenance are well maintained in the main office.	B



Persons identified at risk from fire

Fire Safety Legislation requires the assessor to identify any person who is 'especially' at risk from fire. Safety Services Wales have taken this requirement a stage further and in addition will state a subjective view as to the level of risk those persons are exposed to.

Where relevant persons are identified as being at Medium or High risk from fire, as stated in the table below a finding to eliminate or reduce the risk to an acceptable level will be provided in the Significant Findings Section of this document.

At risk group	Description	Rating
Visitors	Inspectors / regulators will be accompanied at all times.	Low
Contractors	Only skilled competent contractors will be permitted on-site.	Low
Lone Workers	Lone working will not occur on this Site.	Low
Young person	Not permitted onsite	N/A



Section 2: Site Details

Site		
Ty Maes	Property ID	WBC 001
Banwen	Tel No	
Glynne neath		
	Responsible Manager	Nigel Wilks

Site Overview

Under the specifications of HSG 168 Fire Safety in Construction Assessors have a duty of care to identify what risk category a facility falls under. This category will then drive the requirements to what standards the facility must meet to achieve the minimum standards of Fire Safety management.

Site Hazards

The hazards on a small construction site relating to fire are identified as follows:

1. Hot Work from trades

The only trade who would usually employ hot works as part of their trade would be the plumbers, hot works in timber framed houses are used less and less in recent years as pressure fitted and sweated joints are the more standard use on site. Woodbridge construction has agreed with the site plumbers that these methods will be used on the site and hot works will not be used.

2. Electrical Faults

This sites electrical supply is currently being provided by means of generators, this method is relatively safe as all generators on site are fitted with surge and overload protection. The fixed electrical supply is being installed soon and this supply will only be handled by trained professionals.

3. Carelessly discarded smoking materials

There is a dedicated smoking facility on site and all staff have been instructed to only smoke in this place, any staff found smoking/vaping outside this area will be removed from site.

4. Site Fires

All staff have been informed that site fires are not permitted on site under any circumstances, the site manager will ensure that fires are never started and waste will be managed in an appropriate manner.

5. Arson

There is currently no security on site, but the site is secured by means of heras fencing, the main entrance is constructed of a solid wood set of gates making unauthorised access difficult. Staff have all been informed to ensure waste is stored away from buildings and timber/flammables are stored securely and away from buildings.



Users

All personnel working on this site have been provided with a basic knowledge of fire safety and prevention on construction sites at the point of induction.

There is a site manager on site at all times who has attended the SMSTS course and will ensure fire safety regulations are followed on site at all times.

The vast majority of personnel on site are qualified tradesmen and are aware of how to conduct themselves on a construction site in a safe manner. All site personnel activities are monitored by the site manager and activities presenting a risk to fire safety will be stopped immediately.

Any visitors to the site who are not everyday site workers will be supervised at all times and the person hosting them will take responsibility for their safety in the event of a fire.

Any personnel who may be expected to carry out any work activities on site will have to go through the mandatory site induction process before being admitted to site.

Any non-authorised visitors to the site will be denied entry at all times.

Management Procedures

Management and all site users are aware the evacuation of this site will be **simultaneous evacuation**.

The Fire Emergency Plan has been prepared in consultation with the site manager.

Fire Alarm and Detection

This construction site is a small site with only 2 or 3 houses being worked on at any one time, all site workers are aware of the evacuation procedures for the site and where the site fire assembly point is located.

There are currently no means of automatic detection in the houses but the houses are small and open plan in their design allowing for early detection by anyone working on the site.

All site workers are informed to remain aware of their surroundings and make an early alarm to the site if a fire is detected anywhere on site.

There are currently 2 manual wind-up alarms on site and all site workers have been informed of their location and how to operate.

All staff have been informed that if a fire is detected anywhere on site they are to consider if the training they have received allows for them to tackle the fire with a portable extinguisher. If the fire presents as unmanageable workers are to leave the building immediately without trying to deal with the fire.



Extension leads and Multi Plug Adapters

The houses on site are currently being illuminated by means of festoon lighting, this is currently powered by protected generators but will soon be powered by the fixed electrical system.

All cables will be unwound and routed carefully to ensure they do not present a trip hazard.

Portable Heaters

Portable heaters are often used by plasterers to help dry out the fresh plaster in the houses, any heaters on site will be powered by generators only and will not be left unsupervised at any time.

Storage

Following an inspection by the HSE it was noted that a significant quantity of materials were being stored inside the houses. This is not acceptable as it overloads the fire loading of the properties.

All materials have now been removed from the houses and stored in steel shipping containers.

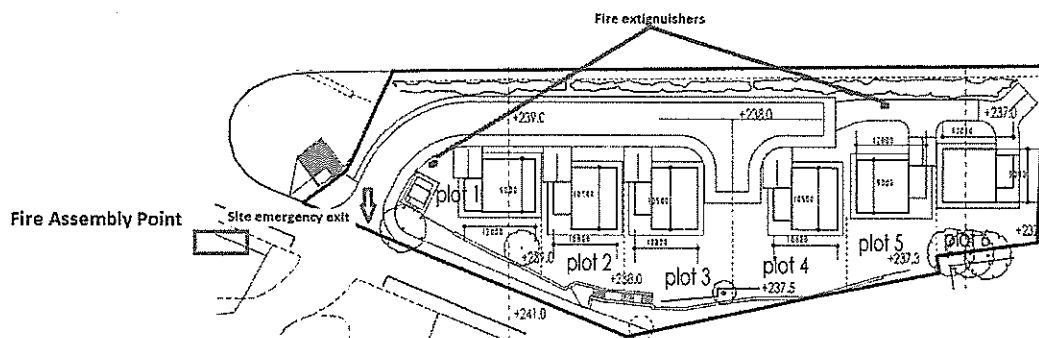


Means of Escape

Escape from the buildings on site is Simultaneous Evacuation, all site workers have been informed of this and will evacuate from the houses immediately when hearing the site fire alarms.

All buildings on site are simple 4 and 5 bed dwellings and are of low complexity and therefore easy to evacuate from. All houses have 2 means of egress and both means will be unlocked at all times when workers are performing activities inside the houses.

The drawing below shows the location of the means of escape from the site and site assembly point. It also shows the location of the site fire extinguishers.



Emergency Lighting

The buildings on site are all domestic properties and do not require emergency lighting.

Fire Safety Signage

The buildings on site are all domestic properties and do not require emergency signage. Signage is positioned on site directing staff to the emergency fire assembly point.

Means of Fire Fighting

Following an assessment of the types of activities being carried out on site the types of extinguishers require on site are as follows:

1. X 2 FFF Film forming foam
2. X 2 CO2

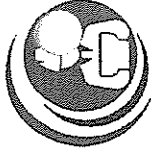
1 of each type of extinguishers will be positioned on site at each end of the site. a small foam extinguisher will also be placed inside the welfare facility.



Significant Findings of Fire Risk Assessment – Ty Maes

Item	Location	Significant Hazard	Existing Control Measure	Additional Control Measure	Priority	Actioned
<u>FIRE ALARM AND DETECTION SYSTEM</u>						
1	Throughout the site	There is no automatic detection site and manual bell sounders have been fitted to the top and bottom of the site.	All staff are inducted to the site and are aware of the current measures for managing fire evacuation.	Ensure staff take extra care when hot working and all staff are aware of how to operate evacuation alarm.	Medium	
<u>FIRE DOORS</u>						
2		Doors currently not in place on this site				
<u>COMPARTMENTATION</u>						
3		Open plan area – No issues identified.				
<u>EMERGENCY LIGHTING</u>						
4		Sites will be automatically lit by external lighting				
<u>STORAGE OF COMBUSTIBLES</u>						
5	Houses	It was evident during the assessment that large quantities of combustible materials were being stored in the houses, this needs to be removed and stored in a suitable container.		Arrange for the materials to be stored in the correct container and ensure the site manager is aware that this must not happen again.	Medium	

Site Name: Ty Maes
Insp Date: October 2021



<u>MEANS OF ESCAPE</u>		
6	Houses / Site	All houses on site have 2 means of access/egress, when staff are working inside a house both doors will be unlocked and useable. The main site only has 1 means of access/egress at the top of the site, this is where the fire assembly point is located so all personnel on site will gravitate naturally in this direction. Emergency signage also directs people in this direction.
<u>ELECTRICAL SAFETY</u>		
7	Attic Level	No issue on this level

Name of Assessor Dale McDonald

Date of Assessment October 2021

Signature 



RAMS

NEATH

Risk assessment and method statement

Neath

Reference: Brickwork

Author:

Job role:

Date created:

Date Modified:

1.0 Method Statement

1.1 - Personnel involved in this project

1.3 - Legislation

1.5 - Tools and equipment

1.7 - Emergency procedures

1.9 - Welfare provision

1.11 - PPE requirements

1.13 - Amendments and Authorization

1.2 - Training & Competence

1.4 - Access arrangements

1.6 - Waste Management

1.8 - First aid provision

1.10 - Manual handling

1.12 - Specific PPE requirements

2.0 Sequence of Works

2.1 Brick/Block Work

2.1.1 - Sign in and induction

2.1.2 - Delivery and storage of materials

2.1.3 - Mixing of materials

2.1.4 - Masonry block work and brickwork