



Demolition and Construction Method Statement

Of

C.J. CONSTRUCTION (WALES) LTD
Building & Civil Engineering Contractors

P.O BOX 71
THE BUILDERS YARD
SOMERSET LANE
TAIBACH
PORT TALBOT
SA13 1UA

TEL. 01639 898743

7 TEN ACRE WOOD
MARGAM
PORT TALBOT
SA132SU

FOR

Mr A Hall

**THIS DOCUMENT IS TO BE READ IN CONJUNCTION WITH THE CPHSP
APPENDICES**



Demolition and Construction Method Statement

Client

Mr Andrew Hall
7 Ten Acre Wood
Margam
Port Talbot

Contact – Andrew Hall

Principal Contractor

CJ Construction (Wales) Ltd
The Builders Yard
Somerset Lane
Taibach
Port Talbot, SA13 1UA

Contact – Alex Holland

Principal Designer

As Principal Contractor

Architect

Spring Associates
Unit 2 Chapel Barns
Merthyr Mawr
Bridgend
CF32 0LS

Contact – Chris Lewis
Project Architect

Engineer

Spring Associates
Unit 2 Chapel Barns
Merthyr Mawr
Bridgend
CF320LS

Contact –Max Collis
Project Engineer



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Enforcing Agency

Health & Safety Executive
Wales Region
Government Buildings
Ty Glas Road
Llanishen
Cardiff, CF14 5SH

Tel. 02920263000





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Site Location

7 Ten Acre Wood
Margam
Port Talbot

Grid – SS797862

E-279745, N-186265

Nature of Works

Proposed demolition of existing dwelling and construction of 1no residential unit.

With associated drainage and landscaping works.

Contract Duration

24 Months

Commencement: 1st July 2024
Completion: 1st July 2026



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1. MANAGEMENT

Mr. C. Jones	Managing Director
Mr. A. Holland	Commercial Director (SHEQ)
Mr. R. Jones	Contracts Director (CD)
Mr. L. Bamford	Site Manager (SM)
Mr. I. Thomas	Assistant Site Manager (ASM)

The above will be resident or regular attendees on site. The overall responsibility for Health and Safety and Company Policy rests with Mr. Christopher Jones.

The SM or nominee shall instruct his own workforce and subcontractors on the activities to be carried out. This may be undertaken verbally or in writing as necessary. Drawings, specification and any other relevant data required to carry out the works shall be made available before work commences.

SHEQ Manager Responsibilities

To undertake formal safety audits analysing all aspects of the project, including working practices, communication systems, compliance with safety standards, accident and dangerous occurrence statistics and health & safety resources with a view to continuously improving company safety standards.

To ensure all site personnel are provided with induction H&S training, Health & Safety awareness training as necessary and specific training as part of a programme.

To ensure all health & safety inspections and assessments are undertaken in accordance with all the relevant regulations and reports detailing the significant findings are brought to the attention of the person responsible for implementing the action.

Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

The main Health and Safety Goals within this project are to firstly eliminate and where this is not possible to control any hazards or potential to cause harm to any one on site. It is also the aim to: -

Improve the planning and management of projects on site.

Promote a healthy attitude to safety on site.

Encourage liaison and co-operation between parties on site.

Target efforts where they can do the most good in terms of Health and Safety on site.



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Regular liaison between parties on site

Liaising with operatives and sub-contractors

Consultation with the workforce

The main methods for communicating safety information on this project will be via safety meetings/briefings, structured tool box talks, risk assessments, method statements, posters, safety signs and permits to work where applicable. Also copies of the company safety policy and manual are issued to all employees.

Toolbox / site induction talks will be given to all operatives on site, at the beginning of their first day, visitors will also be given a safety talk. The talk will highlight the dangers present, emergency procedures and requirements for entry onto the site. These talks will be issued to every new arrival to site. Health and Safety issues will be addressed during contract meetings held regularly on site between the CD / SM / ASM and the workforce. The outcomes of which will be recorded in the site file.

2. STANDARD SETTINGS

Health and Safety standards will be set to reflect current legislation. References can be made to H.S.E publication L153 –Managing health and safety in construction, C.I.T.B GE 700 series pamphlets and clients own safety rules governing works by contractors. It is our intention to eliminate, reduce, isolate and control all risks within this project.

3. INFORMATION FOR CONTRACTORS

The stability of the structure and working on or near fragile materials shall be assessed before undertaking the scheduled works. Risk Assessments, Method Statements and COSHH assessments shall be prepared as necessary for the works to be undertaken. All contractors and visitors shall receive an induction before commencing works on or visiting site where the hazards of the site and working processes shall be explained to them. Further information will be given via tool box talks or in writing as the project develops.

4. SELECTION PROCEDURES

The appointment of subcontractors and suppliers shall be made via the company's approved suppliers list in accordance with its Integrated Management System. New contractors are to be vetted to ensure adequate provisions are made with regard to Health and Safety. Subcontractors will provide risk assessments and method statements for approval by the CD / SM / ASM together with insurance details and trade qualifications as appropriate to the work being carried out. Periodic reviews of the subcontractors and suppliers shall be made at management meetings. A full list of subcontractors to be used on the project will be given to the Client when requested.



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5. COMMUNICATION AND CO- OPERATION

The CD / SM / ASM or nominee shall liaise on a daily basis with all contractors to ascertain potential hazards in carrying out the works. Daily liaison will be held with the design team where matters relating to design information, handling design changes and Health and Safety issues can be clearly addressed. These will be formally addressed in site progress meetings. The Principal Contractor (CD / SM / ASM) will be responsible for liaising with the Client and all other relevant parties affected (i.e. specialist or sub-contractors) about the collation and co-ordination of design/health & safety information.

6. ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

(a) Access and movements

(See appended Traffic Management Plan)

On Site

It is proposed that parking for vehicles associated within the site area, at least in part, to be utilised within the site boundary. In the event that parking is required to be found off site, **under no circumstances are vehicles to park in areas associated with neighbouring dwellings.**

Separate vehicular and pedestrian site entrances will be in place, and also routes retained on site so as to clearly identify the serious nature of the vehicle/pedestrian interface.

All on site vehicles must adhere to the on-site traffic and pedestrian routes.

Suitable signage will be installed around the work areas to inform all members of the public that there is a hazardous construction site in the vicinity.

In dry spells the road will be dampened with water to suppress the dust, if required.

Off Site

Vehicular access approaches to site via the A48 leading on to Ten Acre wood. We will ensure that all delivery drivers are aware of any restrictions prior to them arriving to site.

Speed limit on approaching the site on Ten Acre Wood must not exceed 20mph.

Haulage, plant & deliveries and all traffic required to access site will do so via the designated vehicular site access.

If necessary, and at the reasonable discretion of the highway authority, a road sweeping vehicle will be used to keep the surrounding roads clean and suppress any dust that may occur.



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(b) Exclusion of unauthorised persons

Both pedestrian and vehicular site entrances are to be closed at all times.

All visitors must access site via the pedestrian entrance which in turn will require them to visit the Site Managers office before accessing the site. **Any person entering the site must sign in.**

The site fencing will be erected using a mesh panel fencing system that provides a viewing access, along with site signage.

(c) The storage and distribution of materials

All materials shall be stored in designated areas. Concrete admixtures, adhesives, oils etc. shall be kept in re-sealable containers and clearly labelled. Where necessary items will be stored off site, brought in and fixed as the works proceed. Any large delivery loads or removals shall be specifically arranged and supervised.

(d) The provision and use of common mechanical plant

All mechanical and non- mechanical plant shall remain within the boundary of the site and be used only by trained personnel. When not in use plant shall be stored in suitable locations, locked or made unusable. All plant and equipment is maintained in accordance with the company's Integrated Management System and the results recorded. Hired in equipment will only be accepted with the relevant test certifications. See also the Provision and Use of Work Equipment Regulations 1998.

(e) Control and disposal of waste

CJ Construction (Wales) Ltd. holds certification to ISO 14001 and is committed to minimising its environmental impact. Wherever possible waste materials will be segregated for reuse or recycling. Waste shall be disposed of off-site to licensed tips using appropriate skips, tipper lorries or registered contractors as required. The burning of waste shall not be permitted. Waste food items shall not be left on site to encourage vermin. Good housekeeping shall be encouraged to keep the site safe and tidy at all times. Care shall be taken not to block or contaminate surface water drains and to keep roads clean at all times.

(f) Provision and use of temporary services

Arrangements shall be made for use of 110v electrical supplies from existing services or portable generators shall be used.

(g) Working at height and protection from falling materials

All open edges shall be protected by rigid barriers, scaffolding shall be erected by trained personnel and include handrails, knee rails, kick boards, material guards and correct width working platforms. Scaffold landing and working platforms will be designed by the scaffolding company to accept the loadings. Towers will be erected by suitably trained personnel. The scaffold will be inspected weekly or after adverse weather or alteration by the SM / ASM or nominee and the findings entered into the scaffold register.



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Where scaffold has not been completed or is unsafe to use warning signs will be put at each point of access and ladders removed. See The Work at Height Regulations 2005.

(h) The provision and use of common means of access and places of work

Pedestrian routes shall be of sound construction and clear of anything which may cause a person to slip, trip or fall. All areas are to be sufficiently lit to carry out movements and tasks safely.

(i) Manual handling

Mechanical aids will be used where possible. The potential for risk of injury from manual handling that cannot be avoided will be assessed efficiently. Correct lifting techniques are to be used and repetitive handling to be avoided.

(j) Existing services

Existing service information has been obtained during the pre-planning phase. This information shall be checked in detail and where required secondary checks undertaken via utility providers and on site.

ALL EXISTING SERVICES MUST BE DISCONNECTED PRIOR TO DEMOLITION. WRITTEN CONFORMATION OF THIS WILL BE SOUGHT FROM ALL UTILITY PROVIDERS IN ADVANCE.

(k) Environmental Matters

In terms of Ecology, a survey has been carried out to identify what wildlife is present on-site pre-construction. Bat and Bird boxes will be erected following the guidance and recommendations of the ECW.

The following refer more specifically to this project as a whole:

(i) - Acoustic

Hours of work are to be; Monday to Friday 8:00am to 6.00pm, and Saturday 8.00am to 1.00pm.

No demolition & construction operations shall take place on Sundays and Public Holidays.

Consideration during the planning stage of each operation must be taken to reduce use time and prevent noise pollution from plant, power tools, and radios.

Where noise cannot be avoided is to be reduced by controlling noise at source, erecting barriers, relocating work activities or using silencing equipment with timing the work to reduce disturbance.

Nearest noise sensitive premises are residential properties on Ten Acre Wood.



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Any complaints will be dealt with in the first instance, by the SM/ASM who will respond to the complaint, keep a record and, if necessary, escalate the query to the SHEQ Manager / CD who will carry out any subsequent investigations as necessary.

(ii) Air Quality

The mitigation measures highlighted below are based on those presented by the Institute of Air Quality Management ("IAQM") in their guidance on demolition and construction sites.

All necessary and practicable measures to control dust emissions through good housekeeping and site operational practices shall be carried out including:

- *Sheeting of vehicles:* all HGVs carrying loose material capable of spillage or which has the potential to give rise to dusty emissions from the vehicles during transit shall be sheeted.
- *Compound:* an area of hard standing of reasonable size shall be provided around site offices and over vehicle management areas, so that dust will be kept to a minimum by appropriate control methods. Drainage arrangements will be included where necessary. The area will be swept at least once every two days or more frequently as considered appropriate.
- *Water bowsers/sprays:* Water sprays shall be applied to all dusty operations as considered appropriate.
- *Prevention of wind-blown dust arising from stored materials:* stockpiled materials shall be profiled to reduce erosion where the nature of the material could lead to it being rain washed or windblown. Materials shall be kept sufficiently damp to prevent windblow. Materials that have the potential to give rise to dust emissions shall be stored as far away from the site boundaries as is reasonably practicable.
- *Dust collection during cutting and grinding works:* if this is not carried out in an enclosure, tools shall be used that are fitted with dust collection devices (excluding small tools which require a continuously wet working surface).
- *Fires:* these will be prohibited on site.
- *Engine idling time:* No construction plant or vehicle shall leave its engine running when not directly in use, except where the SM / ASM considers that there are operational or other reasons to justify an exception.



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- The Contractor shall keep a log book available for inspection by the local authorities, in order to record the following matters:
 - Any complaint relating to emissions alleged to be due to construction activity received from a local resident or business, including date and nature of the complaint and any measures taken as a result of that complaint;
 - The date and location of cleaning of paved areas and off-site roads; and
 - The date and vehicle registration number of any construction vehicle that is observed carrying material that has the potential to release dust during transit and is not covered. Details of measures taken to prevent further occurrence shall be included

If necessary, and at the reasonable discretion of the highway authority, a road sweeping vehicle will be used to keep the surrounding roads clean and suppress any dust that may occur. This also includes as a result of any complaints or dust identified during daily inspections.

(iii) Vibration

Where possible absorbing features are to be used on vibrating tools and job rotation shall be implemented to prevent exposure to vibration. See The Control of Vibration at Work Regulations 2005.

(iv) Ground Contamination

A desktop survey will be undertaken by Integral Geotechnique, to identify contaminants that are possibly present in the ground. These are to be confirmed following the proposed intrusive site investigation. This document shall be updated to include the findings of the additional site investigation.

(V) Wheel wash

Vehicles leaving site will be subject to wheels being washed of all muck and loose debris before they enter the carriageway.



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(VI) Surface Water

All drainage is looking to be connected prior to main building works commencing. The integrated SUDS feature should combat any issues associated with surface water.

(VII) UV Exposure

Sun protection cream is to be provided on site. Application will be encouraged during periods of high UV rating, and a toolbox talk will be given on the importance of sun protection whilst working.

NOTE: The CJC representative responsible for all Environmental matters is:

**Alex Holland
Commercial Director / SHEQ Manager**

A site notice detailing the above will be erected and retained for the whole of the construction phase so as to allow any concerns to be raised with immediate effect.

(m) Substances Harmful to Health

Any substances used which may be hazardous to health must be stored according to Safety data Sheet information and a COSHH assessment carried out prior to use on site.

(n) Lifting operations

Risk assessments and method statements are to be undertaken prior to all lifting works. Care is to be taken during the selection and use of lifting equipment and accessories. All lifts are to be properly supervised and planned by a competent person. See also the Lifting Operations and Lifting Equipment Regulations 1998. Lifting operations shall not be carried in adverse weather conditions or poor light.

(o) Asbestos

NOTE: Any present asbestos is to be removed by subcontractor appointed by CJC. All CJC personnel are trained in Asbestos Awareness.

Should any potential Asbestos containing materials be identified on site, over and above those previously identified, the protocol is simple and decisive:

- All work is to stop with immediate effect.
- The area in question is to be isolated and all site personnel are to be made aware.
- The material in question is to be tested accordingly.
- If found to contain asbestos, the material is to be removed from site by a licenced contractor.



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(p) Excavations

Prior to any earthworks and excavations suitable RAMS are to be provided. This documentation will include a review of the existing Utilities Report along with any further surveys that are deemed sufficient (See 6. (j)).

Known services are to be marked and operatives made aware.

When excavating with a machine, a banksman will be present at all times. In the case of live services being found, the service provider is to be contacted if deemed necessary. Future related works will commence with hand dug excavations if required.

See HSE Avoiding danger from underground services HSG 47.

(g) Temporary works

CJC are responsible for all temporary works on site and must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. In accordance with BS 5975 :2008 Code of practice for temporary works & HSG 150 Health & Safety In Construction.

(r) Hot works

Hot works should only be undertaken where a safer method of working is not available. Wherever possible items subjected to hot works should be removed to a designated area for that purpose. All hot work is to cease 1 hour before the end of the shift. Maintain a continuous fire watch including that to the end of the shift.

(s) Confined spaces

No works shall be carried out in confined spaces until a full risk assessment is carried out and method statement prepared defining escape and rescue procedures. Works will only be carried out by trained personnel.

(t) Lighting

Every part of the site that is in use should, as far as possible, be arranged so that natural light is available for people to see to undertake working procedures and navigate the site safely. Where natural light is inadequate or not available, artificial lighting will be provided.



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(u) Demolitions

NOTE: A demolition contractor will be appointed for this project. All relevant documentation including demolition plan, risk assessments and method statements will be agreed and confirmed prior to commencement. All RAMS must be fit for purpose, clearly communicated, and understood by the persons using them. If at any time the structures appear to or becomes unsafe all workers should be withdrawn until actions have been taken to remove any danger. The proposed plan for demolition will be in line with the following key action points:

1. Possible Asbestos removal.
2. Soft strip internally.
3. Demolish existing structures, grub up foundations and manholes.
4. Crush and leave in a designated position on site.

8. EMERGENCY PROCEDURES

First Aider cover for the site is provided by the SM who shall assess the extent of any injury and if necessary, will summon an ambulance or arrange for transportation of the injured person to hospital.

Minor Injuries

Neath Port Talbot Hospital

Baglan Way, Port Talbot SA12 7BX

4.8 Miles

Accident & Emergency

Princess of Wales Hospital (Bridgend Hospital)

Coity Rd, Bridgend, CF31

11 Miles

A route map is sited at the site office.

Adequate fire precaution measures will be taken on site and in storage areas by the provision of fire extinguishers. A fire evacuation plan will be formulated and amended as the project proceeds identifying routes and muster points. This will be displayed in the site accommodation. Warning signs will be erected and maintained throughout the contract.



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Useful emergency contacts and telephone numbers

British Telecom

National Notice Handling Centre
PP 404B, Telecom House,
Trinity Street,
Hanley,
Stoke-on-Trent,
ST1 5ND
Free phone 0800 800 865

Transco

Wales & the West Network
Isca House
Haven Road
Exeter EX2 8DS
Telephone 01392 427143
24 hour gas escape number 0800 111 999

DwrCymruWelsh Water

ALS Bureau
Duffryn Bach Terrace
Church Village
Pontypridd
CF38 1BN
Tel No: 01443 219054 / 74
Fax No: 01443 211914

National Grid

South and West Wales (Electric)
Emergency Tel No. 0800 0963080

Sewerage / Drainage Search Contract

Hyder Consulting - 01443 331000 (South Wales)
Environmental Agency
Ty Cambria
29 Newport Road
Cardiff
CF24 0TP
Pollution hotline 0800 807060

For Fire and Ambulance dial **999**.
Non emergencies – **101**.



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9. REPORTING OF RIDDOR INFORMATION (RIDDOR 2013)

Accidents shall be initially recorded on in-house forms. Reportable injuries shall be made through head office on form F2508 for forwarding to the Health and Safety Executive. Investigations shall be carried out by Mr. C. Jones, Mr. A. Holland and Mr. R. Jones. All accidents or near misses will be reported to the progress meetings.

10. WELFARE

Adequate facilities will be provided for all site personnel and visitors in compliance with the CDM Regulations, throughout the duration of the project.

Initially, it is proposed that a temporary site set-up be utilised during the demolition and ground testing phase.

Following which, permanent site welfare facilities will be connected to the temporary services to ensure the facilities continue to meet with the requirements. See attached site plan for Initial Site Set-up.

All statutory Health and Safety notices will be kept on site together with copies of our insurance certificates and first aid kit in the site office. A mobile phone will be available on site for the duration of the contract. A designated smoking area will be set up on site.

11. INFORMATION AND TRAINING FOR PEOPLE ON SITE

All contractors' management staff and operatives will receive an induction from the SM /ASM before commencing work on the site explaining the dangers of the site and the CDM requirements. Further training and instruction for the use of new materials, plant, equipment and processes shall be carried out as the project proceeds. This may be carried out by the CD / SM / ASM, experienced tradesman and supplier as necessary. The record of the training will be entered in the site diary and individual training records. A detailed list of trained and qualified personnel shall be made available to the SM /ASM or nominee.

12. CONSULTATION WITH PEOPLE ON SITE

The company will consult daily with its own, self-employed and subcontract workers will be encouraged to approach the SM /ASM regarding any health, safety or welfare matter. All workers on site will be requested to report "near misses" to the site management.



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13. SITE RULES

- All visits must be pre-arranged with the SM / ASM and all visitors must then report to the site office and sign in before entering the site.
- All site workers shall sign in daily.
- Safety boots and fluorescent vests/jackets must be worn at all times, on all sites. Any other PPE requirements will be instructed by the SM / ASM.
- All works shall be confined to the site or site compound. Site workers will be informed of any 'no go' or restricted areas.
- There is a 'no bare chest' policy and all site operatives will refrain from bad language or lewd behaviour.
- Any complaints are to be dealt with in a polite and considerate manner. Complainers are to be directed to the SM / ASM in the first instance.
- Working hours will be between 0800 and 1800 hours Monday to Friday, and Saturday 0800 to 1300 hours.
No demolition & construction operations shall take place on Sundays and Public Holidays
All mobile phones on site are to be used to make and receive work related calls only.
- Report all accidents and any work situation that might present danger.
- Asbestos / Controlled Substances – Be extremely vigilant at all times. If you have any concerns regarding any material contact a SM / ASM immediately and do not proceed until a decision has been made confirming the legality of the Material in question. Under no circumstances must any fibre board / insulation board / plasterboard be disposed of with general waste.
- Make full use of any control measures provided to prevent or limit exposure to substances hazardous to health and wear the personal protective equipment provided.
- Do not remove safety guards or render inoperative any safety device fitted to any plant or equipment.
- All reasonable precautions must be taken to prevent nuisance from dust, smoke, noise, and rubbish and waste materials.
- The burning of rubbish or vegetation on site will not be permitted.
- All general building waste materials are to be disposed of in skips provided.
- All skips must be positioned in a secure area. Under no circumstances must any non-CJC employees be able to dispose of any waste in our skips. If necessary, measures must be put into place to secure skips outside of working hours and/or when there are no CJC employees on site.
- Water courses are to be kept clear and free of pollution.



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- All public and private roads, footpaths and rights of way in and around the site are to be kept clean from mud and debris.
- Public footpath splitting the site is to be monitored throughout, rubbish is to be picked, and path kept clear.
- Site vehicles are to be parked in the designated parking areas and in any event must not cause obstruction to residents, pedestrians and other road users and shall conform to any road restrictions. Co ordination with residents will be managed with Mr A Hall during advanced ground investigation works.
- All site access routes are to be kept clear of obstructions.
- Designated toilets must be used; anyone found urinating on site will be liable for dismissal.
- The use of 110v electrical equipment must be used as far as is reasonably practical.
- The consumption of alcohol or the use of illegal substances will not be tolerated on site.
- Site operatives taking prescribed drugs are to inform the SM / ASM of any potential side effects.
- Meal break – 30mins Max. Can be taken as two shorter breaks if preferred.

ALCOHOL

- In this type of high risk industry alcohol and work are not compatible
- Alcohol is a drug that depresses parts of the brain function. When working you require all of your brain function to prevent injury
- If you are found to be intoxicated with drink you will not be allowed to work and the Company reserves the right to terminate employment

DRUGS

- You are at greater risk of accidents on site when under the influence of drugs
- If you suspect a colleague of using drugs tell your SM / ASM. Their habit may compromise your own safety and that of others
- If you are believed to be under the influence of drugs you will be required to leave site
- The Company reserve the right to request that employees be screened for illicit substances and will terminate the contract of any employee who tests positive for drugs
- If you are given prescribed drugs inform your SM / ASM particularly if there are side effects which may make the operation of plant or equipment or working at height dangerous



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14. HEALTH & SAFETY FILE

All information shall be passed on to the Principal Designer in written correspondence.

15. ARRANGEMENTS FOR MONITORING

The SM / ASM or nominee shall on a daily basis inspect the site for compliance with Health and Safety rules, legal requirements, safety performance, standards and specification. Results shall be recorded by the use of checklists or by entering details in the daily site report. It is intended that there are no lost time accidents or near misses. They shall investigate any complaints made against any worker on site.

Signed

(Alex Holland)

Position: Commercial Director / SHEQ Manager

Date: 21/02/2024

