



NJM CONSTRUCTION LTD CONSTRUCTION PHASE PLAN

Site Name & Address	63 & 65 Main Road, Bryncoch Neath
Revision No.	04
Completed by:	Nick Morgan MD
Preparation Date:	March 2024
Construction Phase Start Date:	May 2024

NJM Construction Ltd

**11 Dyffryn View, Bryncoch
Neath, W Glam, SA10 7TU**



CONTENTS

1. Description of Project

- 1.1 Project description
- 1.2 Programme details
- 1.3 Key dates & Site operating hours
- 1.4 Details of key role holders
- 1.5 Existing records and plans

2. Management of the Work

- 2.1 Management structure and responsibilities
- 2.2 Health and safety goals
- 2.3 Arrangements for monitoring and review of health and safety performance
- 2.4 On-site liaison arrangements
- 2.5 Consultation with the workforce
- 2.6 Arrangements for the exchange of design information
- 2.7 Management of design changes
- 2.8 The selection and control of contractors
- 2.9 Arrangements for exchange of health & safety information between contractors
- 2.10 Site security
- 2.11 Site inductions
- 2.12 On-site training
- 2.13 Welfare and hygiene
- 2.14 Reporting and investigation of accidents, incidents and near misses (RIDDOR)
- 2.15 The production and approval of risk assessments, method statements and written systems of work
- 2.16 Site rules
- 2.17 Alcohol and drugs policy
- 2.18 Fire and emergency procedures

3. Arrangements for Controlling Significant Site Safety Risks

- 3.1 Delivery and removal of materials and work equipment
- 3.2 Waste management
- 3.3 Dealing with services
- 3.4 Accommodating adjacent land use
- 3.5 Preventing falls
- 3.6 The maintenance of plant and equipment
- 3.7 Traffic routes and segregation of vehicles and pedestrians
- 3.8 Storage of materials
- 3.9 Other significant safety risks

4. Arrangements for Controlling Significant Site Health Risks

- 4.1 Manual handling
- 4.2 Use of hazardous substances & arrangements for health monitoring
- 4.3 Reducing noise and vibration
- 4.4 Other significant health risks
- 4.5 Demolition
- 4.6 Dust Management

5. The Health & Safety File

- 5.1 Layout and format
- 5.2 Arrangements for the collection and gathering of information
- 5.3 Storage of information

6. Additional Site Documentation

Description of Project

- 1.1 The project consists of the demolition of an existing pair of semi detached dwellings and garages set within a built up residential area 61, 63 & 65 Main Road, Bryncoch. Following the demolition that includes half of the double garage at 61-63 Main Rd, a new domestic 4 bedroom detached dwelling will be constructed using traditional brick and blockwork with external hanging
- 1.2 Tile finishes and a slate roof. Other works include landscaping, services and pavements and access to the main highway.

1.2 Programme Details

- 1.2.1 Please refer to the programme for further details.

1.3 Key Dates & Operating times

- 1.3.1 The construction phase is programmed to last around 40 weeks, commencing April 2024.
- 1.3.2 Site operating hours are:
 - Mon-Fri - 08:00-18:00
 - Sat – 08:30-13:00
 - No work on Sundays or Bank Holidays unless exceptionally necessary and approved.

4. Key Role Holders

Title	Address Details	Contact Details	
Client Robert Stanton (Domestic Client)	2 Derwen Deg Bryncoch SA10 7TA	Name: Tel: E-mail Mobile:	Robert Stanton 
Principal Designer (PD)	Steffan Phillips BSc Hons	Name: Tel: Email: Mobile:	Steffan Phillips Lewis Partnership 01554 777998 sjp@lewispartnership.co.uk
		Name: Tel: Fax: E-mail	
Principal Contractor (PD) (Client Responsibilities)	NJM Construction Ltd	Name: Tel: E mail Mobile	Mr Nick Morgan Njmconstruction@hotmail.com 07775616566
Sub Contract Scaffolders	ASW Scaffolding Neath	Name: Tel: Email: Mobile	Carl 07976250920
Roofers	NJM Construction LTD	Name: Tel: E-mail: Mobile	
Demolition	LG Murphy LTD	Name: Tel: E-mail: Mobile	Geraint Williams 07968750232 Info.lgmurphy@btconnect.com
Carpenters	NJM Construction LTD	Name: Tel: E-mail: Mobile	
Plumbers		Name: Tel: E-mail:	

		Mobile	
Electricians	Express Electrical	Name: Tel: E-mail: Mobile	Simon Owen 07971238942

Neighbours will be written to explaining a complaints procedure and who to contact.

1.5 **Existing Records & Plans**

1.5.1

Records	Date Received	Provided by
Pre Construction Information	Not Provided	
Asbestos Register/Information LEL7342-SRV LEL7341-SRV 31/01/24	January 2023	Leftfield Environmental Limited
Drawings		
LA Planning Application NPT	P2023/0801	
Existing Fire Risk Assessment <i>if applicable</i>	Appended	Martin W Jones
Structural pre demolition survey	August 2023	Atebconsult Swansea
Existing Service Information	N/A	
BAT Survey	August 2022	I&G Ecological Consulting

2.1 Management Structure and Responsibilities

2.1.1

Company	Activity	Name	Role	Phone
NJM Construction Limited	Principal Contractor	Nick Morgan	Company Director/Site Manager	07775616566
Martin Jones	Health and Safety	Martin Jones	Health and Safety advisor	07872452148

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

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

2.2 Health and Safety Goals

2.2.1 The project includes the demolition of an existing domestic property the ground clearance the construction of a new domestic dwelling including landscaping, roads and services. Our Health and Safety goals are to operate in a way as to minimise risk and to safeguard any visitors, employees, contractors, members of the public, local residents and any other person who may be affected by our acts or omissions. All work will be carried in in accordance with CDM Regulations 2015, the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 and the Environmental Protection Act 1990 and the Control of Asbestos Regulations 2012 (CAR 12).

2.2.2 We will also take all reasonable measures to minimise the effects our activities (and those of our contractors) will have on the environment. The necessary pre construction surveys are required prior to any physical construction work including an Asbestos R&D Survey, a structural survey and a survey to identify all services.

2.3 Monitoring and Review

- 2.3.1 On-site activities will be monitored on a full time basis by our Site Manager. The Site Manager will also record weekly safety checks. Our safety Consultant will carry out regular site safety inspections.
- 2.3.2 Any appointed Sub Contractors will provide adequate supervision and monitoring of their works and will, during site meetings, be requested to report on health and safety standards being achieved. Sub-contractor method statements will detail the contractor's arrangements for monitoring and review.
- 2.3.3 Regular health and safety review meetings will be held throughout the contract (during contract review meetings) and note will be taken. Particular attention will be paid to the changes that occur as the project progresses and the measures necessary to ensure that health and safety is properly managed.

2.4 On-Site Liaison

- 2.4.1 The site supervisor for each contractor will be nominated as the Liaison Officer for that contractor.
- 2.4.2 The Site Manager will act as the liaison between project organisations and personnel and management of premises adjoining the work site, including the neighbouring properties. **The demolition contractor must make contact with the neighbouring properties and agree a safe movement arrangement. When neighbours are moving in and out of their homes, work will cease.**

2.5 Consultation with the Workforce

- 2.5.1 The workforce will be encouraged to consult with site management at every opportunity (i.e. during inductions, briefings, toolbox talks and other site meetings).
- 2.5.2 An 'open door' policy is in place. All site operatives are able (and encouraged) to approach site management with their queries and observations.
- 2.5.3 If sub-contractors bring to site any personnel who may not consider English to be their first language, the Site Manager will consider whether special measures will be necessary to ensure they can be provided with suitable and sufficient information, instruction, training and supervision. They may seek advice from the site manager/Safety Officer as appropriate. We will provide Welsh signage and translation if required of Welsh Speakers.
- 2.5.4 The Site Manager will provide a suggestion box for use by site personnel.

2.6 Arrangements for the Exchange of Design Information

- 2.6.1 Design information will be exchanged during our meetings with any designers involved in the project.
- 2.6.2 As deemed necessary by the nature of any design changes, we will discuss and explain any design information to the Client, and our sub contractors. It must be noted that the Client is a domestic Client and his lack of construction knowledge must be taken into account. As such the Client is excused his responsibilities as required in Schedule 4(1) to (7) and 6 of CDM Regulations 2015. These responsibilities will be accepted by the Principal Contractor.
- 2.6.3 Records of issue will be retained.
- 2.6.4 Should a design change warrant a review of working methods, our and/or our sub contractor's risk assessments and method statements will be amended, with information be conveyed to the workforce via toolbox talk.
- 2.6.5 All sub contractors will be provided with a copy of the site specific hazards and the Designers Risk Register and any relevant survey reports if applicable.

2.7 Management of Design Changes

- 2.7.1 To be determined according to the precise nature of the changes.
- 2.7.2 Details of any further Designers appointed by the Principal Contractor (including sub contractors with design input, design of temporary works, etc.) will be recorded in Section 1.4.
- 2.7.3 As a general rule, we will inform the Client with details of our appointed Designers and of our management plans for designs which change as the project progresses.

2.8 Selection and Control of Sub-Contractors

- 2.8.1 A minimum amount of Sub-contractors will be appointed by ourselves. These will be selected after consideration of previous experience and/or answers provided to competence questionnaires. This following the guidance within PAS 91.

- 2.8.2 The criteria for assessing contractors, will generally follow the guidance of PAS 91. All contractors will be required to complete the necessary NJM Construction Ltd questionnaire.
- 2.8.3 Sub-contractors will provide us with risk assessments and, where necessary, method statements relating to their site operations. The Site Manager will check this documentation and ensure it is relevant and comprehensive, before allowing work by that contractor to commence.
- 2.8.4 Electrical Contractors must be qualified to 7671 Wiring Regulation standards 18th edition. Gas engineers must be Gas Safe qualified for the work being undertaken. Demolition Contractor must be NFDC approved. Scaffolders must be CISRS qualified. Demolition contractor will need to be NFDC approved and Scaffold contractor CISRS. The contractor undertaking the Asbestos R&D Survey must be licenced to do so with HSE.

2.9 Arrangements for Exchange of Health & Safety Information

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

2.10 Site Security

- 2.10.1 The site manager will ensure that the site and any external access areas are secure at all times. If a gate needs to be open it will be manned. The site will be left in a secure state at the end of each working day. The use of warning signage will be appropriately placed. This is particularly important as the site is adjacent to neighbouring properties that are occupied. Any hoardings will require a design. A Heras fence will be erected in accordance with its design. No maintenance is required of the Heras fence, however it will be inspected daily and a weekly record retained. The Heras fence will also be included in the site Temporary Works Register and controlled in accordance with BS5975 Code of Practice for the Management of Temporary Works 2019. Daily checks of all fences and gates MUST be carried out and recorded. When erecting fences, consideration must include high wind events. On the Eastern rear of the site, the wooden fence will remain as the site boundary. The rear of the gardens has a 2m wall that will serve as the barrier.

- 2.10.2 During working hours, regular monitoring of the site will take place to ensure that no unauthorised persons are present. Certain areas of the site may, if necessary, be secured using temporary non-climbable hoardings to supplement the existing boundaries and security measures. There is a school near by and so consideration must be given to inquisitive children who find construction sites interesting.
- 2.10.3 All equipment and materials will be safely stored when not in use. No valuable equipment will be stored on site over night or at weekends. Suitable storage facilities will be provided on site for paints and small amounts of materials. Note. NO FLAMMABLE materials are to be stored without authorisation. Equipment must be kept to the absolute minimum and as such we will operate a just in time delivery method. Waste will be removed from site on a regular basis and not allowed to build up.
- 2.10.4 The site is considered to be in a low crime area and so out of hours security is not currently considered necessary.
- 2.10.5 Access/egress to and from the site will be controlled by the site manager. Special consideration will be afforded at all times to the fire exits which must be maintained as accessible at ALL times.
- 2.10.6 Suitable warning signs will be placed to warn 3rd parties of our construction works and contact details will also be displayed. Emergency out of hours number will be included on the signage.
- 2.10.7 The primary concern must be must be the safety of members of the public and residents as the work is taking place in what is a residential area.

2.11 Site Inductions

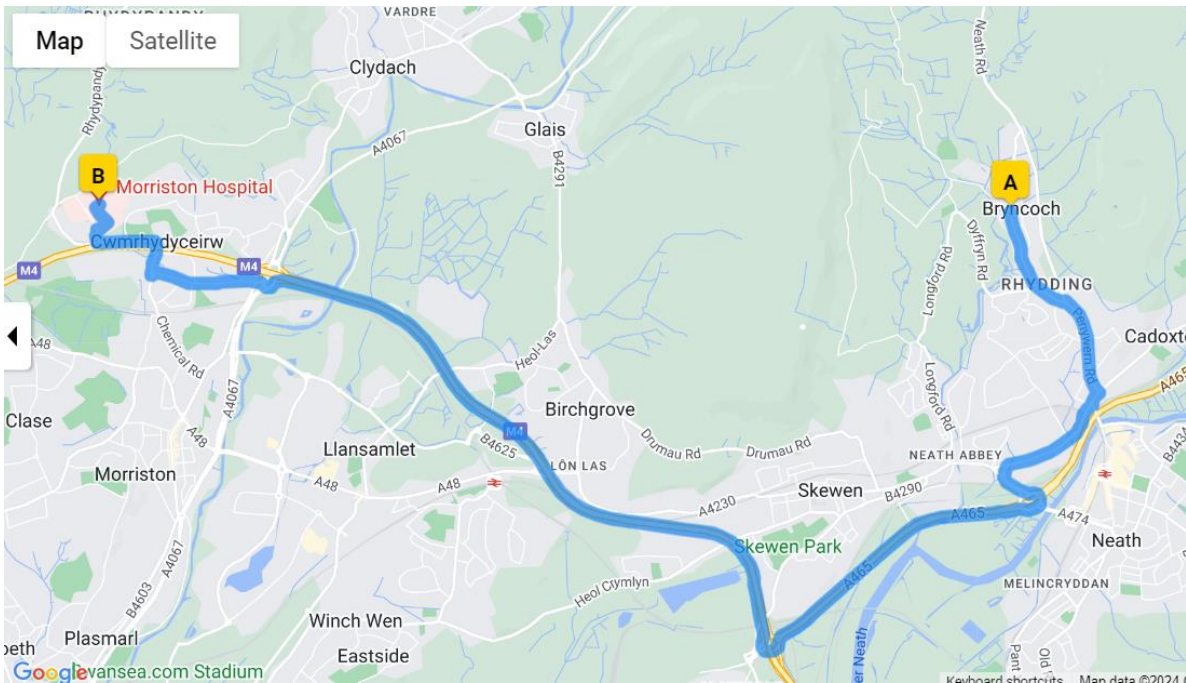
- 2.11.1 All site personnel will receive site inductions on the morning of their first day on site and before being permitted to commence work on site.
- 2.11.2 The content of the site inductions will be as detailed on the induction schedule, but specific to this particular site.
- 2.11.3 Site visitors (delivery personnel etc.) will receive inductions covering those topics relevant to their activities.
- 2.11.4 All site personnel and visitors will sign in and out at the Site Office.
- 2.11.5 It is not envisaged that foreign workers will be employed but if necessary, measures will be taken to ensure that foreign workers receive suitable inductions. This includes the provision of information in Welsh if requested.

2.12 On-Site Training

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

2.13 Welfare & Hygiene

- 2.13.1 Welfare facilities are being provided by the PC and will be provided from day one of the construction phase, consisting of toilet, washing (with hot water) and drying facilities and space for taking meals. All facilities will comply with the requirements of Schedule 2 of CDM 2015.. A cabin and office will be sighted at the front of the property as shown on the plan.
- 2.13.2 Operatives will be instructed to use the facilities in an appropriate manner and to assist in keeping them clean and tidy.
- 2.13.3 A First Aid kit will be provided and an appointed person for treating minor injuries.
- 2.13.4 The Appointed Person for the site is: Nick Morgan
- 2.13.5 The site first aid post is located in the work area appropriately signed.
- 2.13.6 The Nearest A&E facility is The Morriston General Hospital, Heol Maes Eglwys Swansea SA66NL Tel 01792 702222. The distance is 9.2 miles A route map is shown below.



2.13.7 Welfare, hygiene and first aid arrangements will be communicated to all personnel during site inductions.

2.14 **Accident and RIDDOR Procedures**

2.14.1 All contractors will make themselves aware of the reporting procedures for accidents and dangerous occurrences as detailed in accordance with RIDDOR 2013. These measures will also be informed during the induction.

2.14.2 All accidents and incidents WILL be reported to the Site Manager at the earliest opportunity.

2.14.3 Although a period of within 10 days is specified for the sending of Forms 2508(Rev) to the HSE, the Site Manager will require sight of any report as soon as sufficient details of the accident / DO are available. Any accident or injury where a person remains off normal work for a period of 7 days the HSE must be informed within 15 days. Serious incidents will be informed to HSE immediately by phone 0345 300 9923.

2.14.4 Details will be forwarded to the Client at the earliest opportunity.

2.14.5 All accidents and near misses will be investigated, For more complex accidents or any potential RIDDOR event our safety consultant will assist,

2.15 **Production & Approval of Safety Documentation**

- 2.15.1 All sub contractors will be provided with a copy of the site specific hazards before compiling risk assessments and method statements. The demolition contractor must have a copy of the R&D Survey and the structural survey in good time so that proper planning can take place.
- 2.15.2 Risk assessments will be carried out by for all activities. These will be provided to the Site Manager before work starts on site. Once they have been checked, then work may proceed, subject to all identified control measures being in place.
- 2.15.3 Where the risk assessment identifies the need for a written method statement to be prepared, this will be handed to the Site Manager in good time to allow it to be reviewed before site operations commence.
- 2.15.4 All personnel identified as exposed to the identified risks will receive information and training, to allow them to carry out their work safely. Records of this must be kept by the employer (e.g. method statement and risk assessment sign-off sections)
- 2.15.5 Where reference is made to existing procedures, arrangements and systems of work, they will be available on site for reference.
- 2.15.6 All contractors are responsible to ensure that their operatives are fully briefed on the content of the RAMS relevant to the work being undertaken and they must ensure it is fully understood. This must be done after or before the site induction. In addition, a site walk is to be carried out with all workers so that they are fully aware of the site layout and emergency arrangements.
- 2.15.6 The Demolition Plan must be suitably developed to demolish to structure without any possibility of uncontrolled collapse or any cause for concern. If required, the input of a structural engineer to assist with the methodology will be required.

2.16 Site Rules

- 2.16.1 Generic site rules are displayed on the “Site Rules” poster in a suitable area on site where they can be seen by all employees and contractors and a copy in the site office. These will be adhered to at all times, being enforced by our Site Manager.
- 2.16.2 Site-specific rules will be developed and where necessary, displayed.

- 2.16.3 All personnel will also be informed of the site rules during their site induction training and subsequent toolbox talks. All operatives and visitors must be inducted.

2.17 Alcohol & Drugs Policy

- 2.17.1 It is a condition of employment by the Company and in respect of any person attending at our sites that they must not:-
- i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
 - ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
 - iii). Be in possession of alcohol or non-prescribed drugs during working hours.
 - iv). Consume alcohol or non-prescribed drugs during working hours or at lunch times.
- 2.17.2 To comply with the above, all site personnel will be instructed to avoid:-
- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
 - ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
 - iii). Consuming alcohol or non-prescribed drugs during working hours.
 - iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.

2.18 Fire & Emergency Procedures

- 2.18.1 The appointed person for fire safety is: Nick Morgan
- 2.18.2 The Emergency Procedures Poster that includes key contact telephone numbers will be displayed throughout site at an appropriate location [s] where it is deemed necessary based on the site hazard survey and risk assessment.
- 2.18.3 Fire Action Notices are displayed within the site and we will carry out a fire risk assessment. Notices will set out the procedure to be followed in the

event of a fire on site or in the immediate area of the site. As part of the site induction all personnel will be informed of the means of raising the alarm if a fire occurs. Operatives will be shown how to operate fire extinguishers.

- 2.18.4 Temporary fire escape routes and exit signs will be erected (to be altered as the site layout changes). A fire point is allocated outside of the welfare and at the truck loading out area, see plan at Appendix D.

2.18.5 Action in event of a fire:

Anyone discovering a Fire will raise the alarm by shouting Fire Fire and sounding the air horn if they are near one. Only attempt to tackle the fire if trained to do so and its clearly obvious that it's a simple fire or you are assisting someone to escape.

All should turn off machinery and leave site using the most appropriate Fire Exit

Move to the emergency muster point

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

- Ensure that all personnel have evacuated the site and made their way to the designated Assemble Point and carry out a roll-call.
- Establish the precise location and extent of the fire
- If necessary, call the Fire and Rescue Service, giving the following information as appropriate:
 - Full address of site
 - Extent of fire
 - if any persons are not accounted for
 - Presence and location of hazardous, flammable or explosive substances
- The person who telephones the emergency services will remain on the line until the operator specifically instructs that all necessary information has been received and understood
- Ensure that a responsible person is designated to meet the Fire and Rescue Service on their arrival in order to direct them to the emergency and provide any other requested information, such as the

location of service isolation points and last known location of any missing persons

- Contact the Client

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

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

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

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

2.18.9 Hot works will be carried out under controlled conditions; a hot work permit will be required. The site manager will issue the permit and this must be closed off 60 minutes before the end of the working day. A full watch is required for 30 mins after cessation of the hot work followed by a further 30 min regular watch. Hot Work Permits will only be issued once the contractor shows he has two suitable fire extinguishers. The permit issuer must physically go and check the area before closing the permit.

2.8.10 The site manager will prepare a fire risk assessment of the construction work the and our work and storage areas. The primary purpose of the fire risk assessment is to address fire safety management, means of escape, means of warning of fire, fire fighting equipment, for the construction site work. The findings from the risk assessment will be the basis for the development of the construction phase fire safety plan. Primary and secondary means of escape from rooftop scaffold must be provided.

We will implement fire safety policies, procedures and records to demonstrate compliance with our duties under the Construction (Design and Management) Regulations 2015 and the Regulatory Reform Fire Safety Order 2005.

2.8.11 All Fire Exits must be kept in use at all times as it serves other users who are outside of the scope of the project.

3. Controlling Significant Site Safety Risks

3.1 Delivery and Removal of Materials and Work Equipment

- 3.1.1 All deliveries will be planned in advance to avoid vehicles waiting. A just in time delivery system will be enforced. Access will be via the existing road network. We will take all reasonable measures to minimise disruption to the local occupiers. It is noted that the roads are busy and parking of vehicles may cause a problem.
- 3.1.2 Deliveries of materials for use on site will be controlled on a just in time system. Where possible we will deliver by van only. There shall be no deliveries in excess of 3.5 tonnes to access or leave the site via any route during the hours of 8:00 to 9:30 and 14:30 to 16:00 during school term times. All delivery or removal wagons will be reversed onto site into the loading bay by a banksman. Wagons will exit site forward controlled by the banksman.
- 3.1.3 Banksmen will be employed at all times where loading or unloading of vehicles takes place. Banksman will be given specific instructions.
- 3.1.4 Access will be maintained for emergency services at all times, both into the site and to the adjacent area.
- 3.1.5 Waste will be collected and placed into suitable receptacles on a daily basis the waste will be removed at regular intervals.
- 3.1.6 Vehicles will not be permitted to stack on the road.
- 3.1.7 A wheel wash facility will be in place to remove any dust on vehicles prior to rejoining the road network.
- 3.1.8 All vehicles must be sheeted before leaving site. They will leave site via the wheel wash area forward facing.
- 3.1.9 The banksman will ensure that as the vehicles depart site, there is no one on the pavement.

3.2 Waste Management

Following the asbestos removal, it is not anticipated that there will be any hazardous waste. If this is not the case, it will be removed accordingly.

- 3.2.1 Waste will not be allowed to build up on site.

- 3.2.2 During induction, personnel will be reminded of the need to dispose of waste safely and in an environmentally aware manner.
- 3.2.3 The Site Manager will ensure regular collections of waste.
- 3.2.4 All waste must be segregated; Wood, Steel, Rubble, General.
- 3.2.5 All waste must be removed by a licenced waste carrier. The licence must be checked before any contracts are accepted or exchanged. All waste will require a transfer note. Hazardous waste will require consignment notes that have been correctly completed showing the vehicle and driver details, the location where the waste is being taken, the waste code and amount being removed.
- 3.2.6 Burning of waste is totally forbidden.

3.3 General Arrangements for Dealing With Services

- 3.3.1 The Site Manager will ensure that at the commencement of the construction phase, all information has been gathered about existing services (see 1.5 above). **Prior to any Demolition, a certificate must be produced confirming all services on site are DEAD. A Scan using a Cable avoidance tool and a Genny 4 will need to be carried before any ground is penetrated. Any gas pipes for removal must also be certified as having been purged with air or water.**
- 3.3.2 Any services that may impinge on our work will be made safe by a competent person. Prior to engaging for work to be carried out to isolate services we will:
 - i). Obtain information from the Client.
 - ii). Consult any available drawings to obtain information as to the approximate location of services and the feasibility of disconnecting them.
 - iii). Mark service locations.
 - iv). Isolate where practicable prior to making them DEAD.

All services must be considered to be live unless written confirmation to the contrary is available.

3.4 Accommodating Adjacent Land Use

- 3.4.1 The site of proposed construction works is surrounded by occupied residential properties. Particular consideration will be given to the presence of other users and members of the public within the surrounding areas. There is also a school nearby. We will aim to keep residents happy and exchange information with them in advance via letter box drops and house visits. A school visit is also considered.
- 3.4.2 Where necessary, the Site Manager may require prohibiting pedestrian access to certain areas surrounding the site during hazardous operations. A safe means of access will be maintained and suitable measures implemented to prevent falls of materials from height. All works shall be undertaken in accordance with all statutory requirements, accepted safe systems of works, with specific reference to the HSE guidance publication HSG 151 'Protecting the Public – Your Next Move'.
- 3.4.3 The house to the right of site from the Main rd is not occupied. The house to the left is. This side of the fence will be sheeted. This will reduce the potential for dust and noise nuisance.
- 3.4.4 Water run off will be minimised because the site has been stoned and water will naturally filter into the ground as it always does. However, in order to protect any water run off affecting neighbouring properties a sandbag bund will be created to prevent any water running into those properties.
- 3.4.5 During the construction, all current drains and water outlets will be protected from material entering. This will be done by covering with membrane or gully bags. During the new construction, the footprint of the new build will be the same as that to the existing property and so there will be no increase in rainwater volume that will continue to filter into the soil as it currently does. During Construction work we will ensure that measures are in place to prevent any accidental spillage and in the unlikely event of the same, measures in place to deal with it, Bunds, spill kits etc

This project is a single dwelling, not a major construction project and this aspect needs to be considered relevant.

3.5 Preventing Falls

- 3.5.1 Work at height is unavoidable. The Site Manager will supervise all this work and will determine, in consultation with contractors, which methods of access and protection from falls are to be used for each operation. The following equipment will be provided as necessary:-
- (a) Scaffolding access systems with ladders
 - (b) Any other system thought necessary following risk assessment and authorisation by the site manager.
- 3.5.2 There ought to be no reason to use pole ladders other than for access. If however ladders are used they will be correctly secured or footed when in use and extend at least 1.05m past their landing point.
- 3.5.3 Ladders will be set at an angle of 75 degrees (1 in 4).
- 3.5.4 Ladders will only be used for access or as a workplace after the Site Manager has assessed the matter and determined that no suitable alternative is available. If ladders are permitted, they must be Professional grade EN131 and their use is necessary, it will only be permitted if three points of contact can be maintained (i.e. at least one hand will be holding the ladder at all times). Ladders to the first lift of all scaffolding will be removed each day when work ceases. This will be controlled in writing.
- 3.5.5 Stepladders will be used only as intended (i.e. not as pole ladders) and be Professional Grade EN131. (domestic) ladders will not be brought to site.
- 3.5.6 All scaffolding will consist of tube & fitting scaffolding will be erected and maintained by our recognised scaffolding sub contractors and will conform to BS EN 12811-1 and the Work at Height Regulations 2005. Where there is a risk of fall of materials to public areas below, i.e. public footpaths, scaffolding will be erected to include fan hoarding, safety netting or other suitable means of preventing falls of materials from height. All ladder access will be removed from the work areas at the close of site, each day.
- 3.5.7 The site manager will ensure that all statutory inspections of the independent scaffolding are conducted as required by the Regulations, in accordance with the contractual arrangements between them. These inspections will be recorded and hand over certification will be retained and kept on site for a rolling period of 3 months.
- 3.5.8 Additionally, the scaffolding will be inspected by the Site Manager on a daily basis to ensure that the structures are safe for use. Any concerns will be notified to the scaffolders' and addressed prior to anyone being permitted onto the scaffolding.

- 3.5.9 Suitable edge protection (permanent or temporary) will be provided at all levels to prevent risk of falls from height.

3.6 Use and Maintenance of Equipment

- 3.6.1 No person will be permitted to operate any machinery unless trained and authorised to do so. Where appropriate, the Site Manager will require proof of training.
- 3.6.2 We use modern low vibration machinery that is maintained to the highest standards. Machinery will be carefully selected so as to be safe and suitable for its intended purpose. The Site Manager will request copies of current thorough inspection certificates for hired-in plant from either Contractors or hire companies.
- 3.6.3 All our equipment is subject to company and statutory maintenance, inspection and test requirements.
- 3.6.4 Keys to machinery must never be left in machines that are not in use. Machines will be locked and window guards fitted when not in use.
- 3.6.5 Electrical equipment must be PAT tested and only 110v is permitted for use on site.

3.7 Traffic Management & Segregation of Vehicles and Pedestrians

- 3.7.1 Access to the site is via the normal road network. Consideration will be given to the surrounding public pedestrian and vehicle traffic movements. Any necessary obstruction will be discussed with the local authority.
- 3.7.2 Deliveries and loading of vehicles will be controlled by the site manager and Vehicle Banksman. Just in time delivery is planned. Rigid vehicles and vans are to be encouraged rather than articulated HGV's. Vehicles delivering or removing from site will be safely reversed into the loading bay by the banksman and exit site under the same control. Use of the in and out system will be enforced. There shall be no deliveries in excess of 3.5 tonnes to access or leave the site via any route during the hours of 8:00 to 9:30 and 14:30 to 16:00 during school term times.
- 3.7.3 Temporary barriers and/or a watchman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site (for example, during loading and unloading).

- 3.7.4 Deliveries of materials for use on site will be controlled according to the nature of materials to be delivered and the type of delivery vehicle, avoiding deliveries at busy times.
- 3.7.8 Access will be maintained for emergency services at all times to the site, in addition to the neighbouring premises.
- 3.7.9 We will park two work vans on site. This project is a single dwelling, not a major construction project and this aspect needs to be considered relevant.
- 3.7.10 Barriers will ensure that vehicle movement and pedestrians are segregated with suitable crossing points and reversing and laydown areas identified.
- 3.7.11 Vehicles must not stack or wait on the Main Rd. They will only be permitted to drive in and out without waiting.
- 3.7. 12 The site load out area is stoned and so mud is unlikely. However, a wheel wash facility will be in place to ensure vehicles are clean before rejoining the main rd.
- 3.7. 13 All vehicles are to be sheeted.

3.8 Storage of Materials

- 3.8.1 Minimum storage facilities are available and so materials stored at the work area and will be placed so as to avoid causing obstruction and will be stored safely in the ISO Lock up. No flammable material or valuables may be stored less small amounts of fuel for plant and tools. Where these are stored, drip trays and spill kits will be required.
- 3.8.2 Only the minimum amount of materials necessary for the work at hand may be stored in any work area at roof level and all other areas where members of the public may be. No material will be stored on the public highway at any time.

3.9 Other Significant Safety Risks

3.9.1 Asbestos Containing Materials (ACMs)

- 3.9.2 The Client has confirmed that the building may contains ACM's. An Asbestos R&D Survey MUST be carried out and any ACM's removed prior to any work commencing. The Asbestos Contractor must ensure all work is carried out in accordance with the Control of Asbestos Regulations 2012. A certificate stating the building is free from ACM's must be provided before any additional work commencing. Anyone involved in the demolition phase

must be trained to at least Asbestos Awareness level and remain vigilant of its potential to be present.

- 3.9.3 The Demolition Contractor MUST be provided with the Asbestos Survey reports and the clearance certificate prior to commencing any work. The Demolition contractor must sign the declaration that he has received and acknowledges his duties in accordance with CAR 12. **ALL KNOWN ACMS HAVE BEEN REMOVED.**

4. Controlling Significant Site Health Risks

4.1 Manual Handling

- 4.1.1 Wherever reasonably practicable, manual handling will be avoided and mechanical methods used.
- 4.1.2 Any remaining manual handling operations will be assessed by the Site Manager. Additional training and control measures may be implemented.
- 4.1.3 Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within our company safety documentation. These will be adhered to at all times by the employees and sub contractors.
- 4.1.4 Where reasonably practicable, mechanical devices will be used for handling heavy loads, the Site Manager will ensure that sufficient mechanical equipment is available at all times (e.g. trolleys, wheelbarrow, hoists, etc.).
- 4.1.5 We will also consider arranging the site layout, so as to allow the use of mechanical appliances if required.
- 4.1.6 The specification will be checked, to establish if any heavy/unwieldy materials have been designed in. We will risk-assess this accordingly.

4.2 Use of Hazardous Substances and Arrangements for Health Monitoring

- 4.2.1 Where possible, the use of hazardous materials will be avoided.
- 4.2.2 All hazardous substances and material will be supported by a MSDS and a CoSHH Assessment.

- 4.2.3 There are currently no activities being undertaken which require health monitoring.
- 4.2.4 Vermin may be present – we will advise demolition teams personnel of this hazard.
- 4.2.5 Demolition teams will minimise the mechanical cutting of galvanised steel wherever possible.
- 4.2.6 Abrasive Wheels will be provided with dust suppression.
- 4.2.7 Lead paint is not believed to be present in existing paintwork. Detailed risk assessments will be provided to control risks if lead paint is suspected and we will not burn any paint.
- 4.2.8 All personnel will receive information relating to the relevant hazards and the required control measures, i.e. use of PPE and the maintenance of a high standard of personal hygiene. People who are required to wear tight fitting RPE must be clean shaven and face fit tested. Contractors will be asked to confirm that this is the case.
- 4.2.9 Dust will be kept to a minimum, we will use mist cannons to minimise any airborne dust and damping down.

4.3 Reducing Noise & Vibration

- 4.3.1 There are two aspects to noise monitoring and control. All work activity on site is assessed and will be controlled in accordance with the Noise at Work Regulations to minimise any adverse impact on the local community. We have assessed potential noise levels at work on similar projects and can confirm that there is unlikely to be any noise at work concerns. This is because we use modern well-maintained equipment and there will be no or little requirement for piling or rock breaking activity. All demolition is by use of a grab. However, during the construction and including the demolition phase, work noise will be both assessed and monitored to ensure worker protection and mitigate adverse impact on sensitive neighbours. Records will be retained.

We will ensure that noise is only created within the site operating hours and will not start noisy activity before 08:30 daily. If planned noise is to be created we will attempt to reduce it further by shielding methods such as sound barriers that will be fixed to the site fence and additional barriers at the source of the noise or distance away from other residents.

Prior to work commencing we will measure and record ambient noise levels to establish a base line. This assessment will be over a full typical day. We will record these readings. During the construction phase including the demolition, we will measure noise levels whilst the work is ongoing to ensure noise levels remain acceptable to residents. A class 2 noise meter will be used that will be calibrated. A record of noise levels will be retained and made available to the LA if requested. This project is a single dwelling, not a major construction project and this aspect needs to be considered relevant.

A table of ambient noise readings is shown at Table 1. An anticipated noise assessment has been carried out as a desk top study. These are shown within Table 1. Noise control zones will be established with appropriate signs warning others not to enter noise zones without PPE. Prior to any noisy work, we will liaise with neighbours to advise them of the work. All noise complaints will be investigated by the site manager. Advice can also be sought from the Health and Safety advisor.

- 4.3.2 During construction, it is anticipated that only during the digging of foundations will there be any vibration considered. Given that the plot has already been excavated with the previous build, we do not anticipate any need for pecking or hammering ground. Given these methods of operation It is unlikely that vibration levels will exceed the minimum limits as stipulated within BS52828: 2014 and we would anticipate vibration levels to be below 0.3mm.s⁻¹ and at no time to exceed 1.0mm.s⁻¹. A summary as to those values are shown below at table one with a description of a basic understanding what these mean to residents. Table 1 below Guidance on the effects of vibration Levels BS5288-2:2009 +A1:2014
- 4.3.4 The Site Manager will monitor all work involving exposure to noise and vibration and, where necessary introduce control measures such as rotation etc.
- 4.3.5 Complaints will be addressed by the site manager after halting all work.

Table B 1Guidance on the effects of vibration Levels

Vibration level ^{A), B), C)}	Effect
0.14 mm·s ⁻¹	Vibration might be just perceptible in the most sensitive situations for most vibration frequencies associated with construction. At lower frequencies, people are less sensitive to vibration.
0.3 mm·s ⁻¹	Vibration might be just perceptible in residential environments.
1.0 mm·s ⁻¹	It is likely that vibration of this level in residential environments will cause complaint, but can be tolerated if prior warning and explanation has been given to residents.
10 mm·s ⁻¹	Vibration is likely to be intolerable for any more than a very brief exposure to this level ^{A)} in most building environments ^{C)} .

^{A)}

^{A)} The magnitudes of the values presented apply to a measurement position that is representative of the point of entry into the recipient.

^{B)} A transfer function (which relates an external level to an internal level) needs to be applied if only external measurements are available.

^{C)} Single or infrequent occurrences of these levels do not necessarily correspond to the stated effect in every case. The values are provided to give an initial indication of potential effects, and where these values are routinely measured or expected then an assessment in accordance with BS 6472-1 or -2, and/or other available guidance, might be appropriate to determine whether the time varying exposure is likely to give rise to any degree of adverse comment. ^{C)}

4.4 **Other Significant Health Risks**

4.4.1 We are not aware of any significant health risks (other than those usually connected with construction work) which may be encountered during this project.

4.5 **Demolition**

4.5.1 The demolition will be undertaken by a competent demolition contractor NFDC approved. All plant will be demolition spec with the appropriate cages etc. Electrical equipment will be 110v. The contractor must ensure that all services are dead prior to commencing work. The demolition contractor must be provided with the structural survey, the asbestos survey and a service plan in good time to allow him to plan the demolition.

4.5.2 A **concise** demolition plan must be produced that specifies the demolition phased process and control measures. The plan will include some hand demolition. At no time will the plan be ignored. All work must be planned to ensure that an unsafe potential for an uncontrolled collapse is not possible. If there is any scope for a potential uncontrolled collapse of the building, a suitable scaffold will need to be designed to contain the structure whilst hand demolition is carried out. The potential collapse zone must be within the site boundary with no less than 1.5 x clearance of the

height of the building in any direction where material could fall. Water will be used to suppress dust. If required, the input of a structural engineer is to be sought.

4.6 Dust Management

- 4.6.1 Dusty activities will most likely be confined only to the demolition phase and the foundation dig. Dust will be avoided wherever possible. We will use wetting and damping techniques to contain dust particles.
- 4.6.2 Soil away will be lightly suppressed with sprayed water to reduce dust particles.
- 4.6.3 Operatives who work mixing cement and other substances where dust maybe airborne will wear RPE P3 face masks and they will be clean shaven and face fit tested.

5. The Health and Safety File

5.1 Layout & Format

5.1.1 As determined by the Site Manager.

5.2 Arrangements for the Collection & Gathering of Information

5.2.1 The Site Manager will collect and gather information for the file, where that information is available on site.

5.2.2 Sub-contractors will each be provided with a list of information required for inclusion in the health and safety file. This will include, service drawings, warranties, certificates of inspection BS7671 and Gas Safe certs, colour charts for finishes, user manuals.

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

5.3 Storage of Information

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

5.3.2 File information will be provided to the Client as a single package at the practical completion of the project.

6. ADDITIONAL SITE SAFETY DOCUMENTATION:

6.1 The Site Manager will ensure that the following documentation is available on site. Contact the health and safety consultant for assistance, if required.

A. Site Induction Schedule- Power Point

B. Site Rules

C. Risk Assessment and Method Statement Schedule

Job Specific Risk Assessments and Method Statements

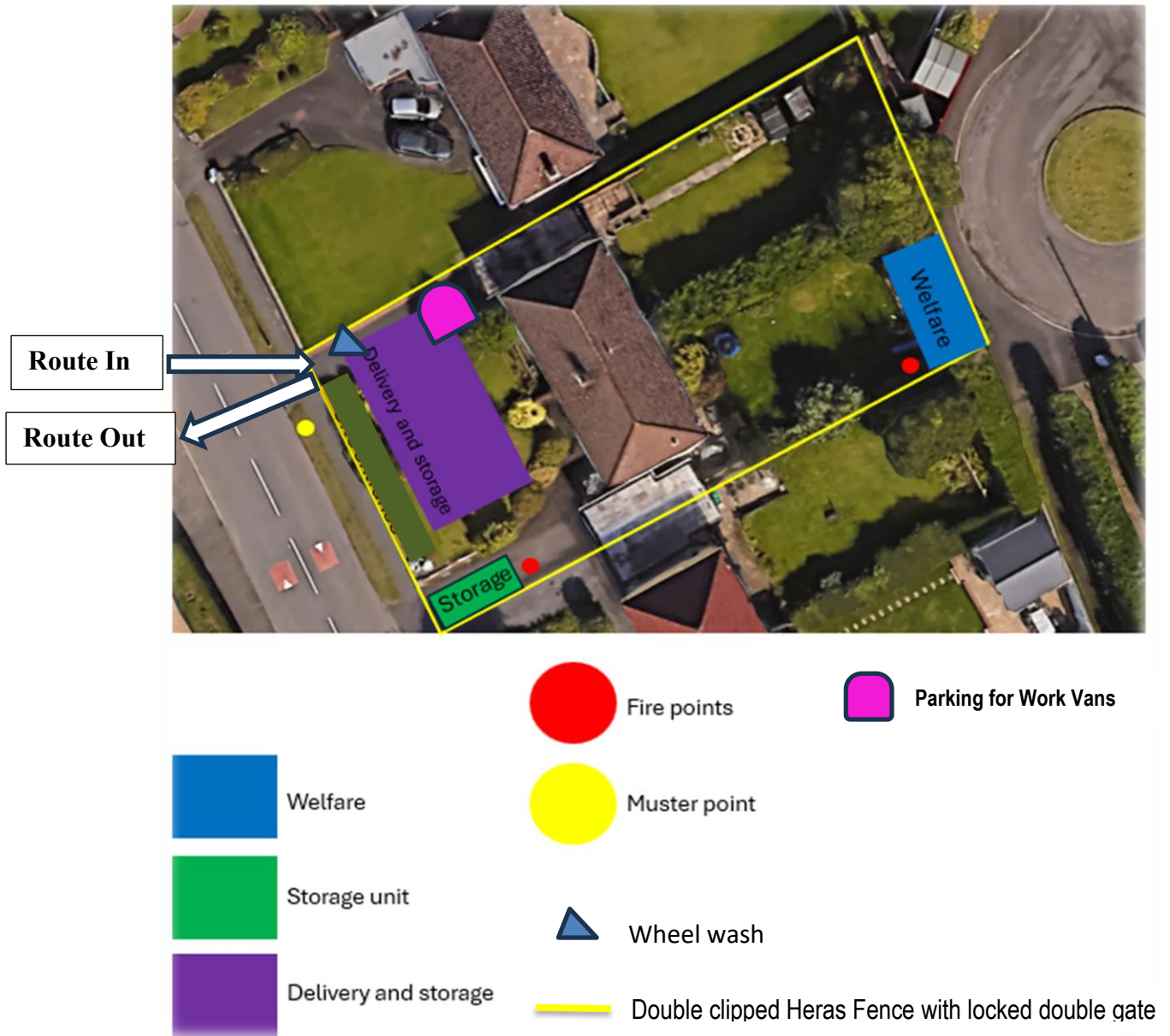
Job Specific Risk Assessments and Method Statements – *Sub Contractors*

Generic Risk Assessments

- D. Site Plan & Site Drawings**
- E. Safety Inspection Reports**
Site Manager's Weekly Checklists
- F. Records of Statutory Inspections**
(Scaffold/Excavation/Lifting & Plant/Electrical/Other)
- G. Blank / Completed Toolbox Talks**
- H. Training Certificates / Plant Operators Licences**
- I. Services Information**
Drawings and correspondence from utility and other service providers
isolation certification
- J. PPE Issue Register**
- K. Accident & Incident Report Form and accident book**
- L. Insurances**
- M. Pre Construction Information Pack including:**

Structural Survey Report, BAT survey, Asbestos R&D Survey
- N. Fire Risk Assessment / Management Plan**
- O. Anticipated Noise Assessment**
- P. Anticipated Plant and Vehicle Plan**

Annex D Site Layout



Appendix O Anticipated Daily Noise Assessment dBLAeq hour

Phase	Activity	Plant	Weather	Ambient Noise Levels	Anticipated Noise levels	Mitigation	Remarks
Week 1-2	Demolition and removal of rubble	20t Excavator and grab Haulage Vehicles	Dry	50-60dB	75-80dB	Water supression Working hours	Acceptable
3-8	Dig Footings slab and construct to sub structure	Mixer 14t Excavator Mucj away wagons	Variable Summer	50—60dB	75-80dB	Working hours	Acceptable
9-20	Construction of walls	Mixer, Delivery wagons	Variable Summer	50-60dB	60-70dB	Working hours	Acceptable
21-24	Construction of Roof	Deliveries use of power tools, Lifting	Variable summer/Autumn	50-60dB	60-70dB	Working hours	Acceptable
25-30	Install windows doors, external render	Delivery wagons, mixer power tools	Variable Autumn	50-60dB	60-70dB	Working hours	Acceptable
31-36	External Landscaping 278 Works, drainage instal and paving	Delivery wagons Mixers, sthll saws	Variable Autumn, Winter	50-65dB	75-80dB	Working hours	Acceptable
37-40	Finishing Work	Delivery wagons Hand tools	Variable Winter	50-60dB	65-75dB	Working Hours	Acceptable

The above has been estimated from previous activity and experience. However again, this will be monitored and recorded.

This project is a single dwelling, not a major construction project and this aspect needs to be considered relevant.

Appendix P

Summary of Plant and Equipment

Phase	Activity	Item	Remarks	Noise Risk	Overall Risk L-M-H	Frequency (Times Attend Site)
Demolition	Demolition	20t Excavator and grab, Smooth bucket Mist cannon Work Van	Low Vibration	Acceptable	L	1 1 1 10
	Removal of waste	Road Haulage vehicles		Acceptable	L	1
Excavations for footings and slab	Excavating and muck away	14t Excavator, 6t fwd Tipping Dumper Road Haulage vehicles Delivery Wagons Jet wash Skip Wagons Work Van	Low Vibration	Acceptable	L	1 1 2 2 1 4 2
Construction	Blockwork, brickwork, roof work, Rendering, finishing, windows and doors	14t Excavator, 6t buckets 6t Fwd tipping dumper FLT Mixer Delivery wagons Skip wagons Work Van	Low Vibration	Acceptable	L	0 0 1 10 5 200
Landscaping	Landscaping	14t Excavator, 6t FWD Tipping dumper, Ride on Roller, Muck away wagons, Delivery wagons Skip Wagons Work Van	Low vibration	Acceptable	L	0 0 0 2 3 3 8