



CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Site Name & Address	40 Pentwyn Rd Baglan Port Talbot SA128EB
Revision No.	01
Completed by:	Nick Morgan PC
Preparation Date:	Jan 2025
Construction Phase Start Date:	TBC

40 Pentwyn Rd
Baglan
Port Talbot
SA128EB



Amendment Register

Revision No	Date	Brief Details of Amendments	Revised By
	Jan 2025	First draft	NJM

CONTENTS

1. Description of Project

- 1.1 Project description
- 1.2 Programme details
- 1.3 Key dates
- 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 establishment of the level of competence of and control of contractors
- 2.9 Arrangements for exchange of health & safety information between contractors
- 2.10 Site security & Good order
- 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 Excavation works
- 3.10 Construction of walls
- 3.11 Control of lifting operations

- 3.12 Other significant safety risks
- 3.13 Hot works

4. Arrangements for Controlling Significant Site Health Risks

- 4.1 Asbestos Containing Materials
- 4.2 Ground Contamination
- 4.3 Manual handling
- 4.4 Use of hazardous substances & arrangements for health monitoring
- 4.5 Reducing noise and vibration
- 4.6 PPE/RPE
- 4.7 Other significant health risks

5. Environmental Management

- 5.1 Protection of Trees/Hedges
- 5.3 Protection of Water courses/Drains
- 5.4 Protection of Birds

6. The Health & Safety File

- 6.1 Layout and format
- 6.2 Responsibilities and arrangements for the collection and gathering of information
- 6.3 Storage of information

7. Communication

8. Additional Information

1. Description of Project

1.1 Project Description

40 Pentwyn Rd is an existing single story detached bungalow constructed circa 1930-40. The project involves removing the roof and demolishing a number of external annexes and to the extend a second floor to the building with a pitched roof. The construction of two additional annexes to the rear and the side of the property to create a living dwelling for a domestic client. The project has been approved in accordance with NPT Local Planning P202400504.

The Client is a Domestic Client in accordance with CDM Regulations 2015 and is therefore excused his responsibilities required within the regulations. These duties will be the responsibility of the consultant and will be made in writing.

This document has been compiled in accordance with the requirements of the HASAWA74 and the CDM Regulations 2015. The works will comprise of the construction of add details same as F10 to also include:

- An initial site set up to allow:
- Securing the site
- The creation of the access point into the main site area
- The locating of site accommodation and stores etc
- The demolition of part of the garage
- The demolition of the roof and the annexes
- The structural build
- Roofing works
- Mechanical and electrical, 1st and 2nd fix
- Internals

Prior to any work being carried out. An Asbestos R&D Survey will be carried out and if ACM's are identified, the site will be cleared of all ACM's by others who will certify that the site is free from Asbestos.

In addition to any construction work being carried out, a full review of the site plans, and a full on site survey will be carried out to identify any services.

1.2 Programme Details

1.2.1 The construction phase is to commence in TBC for 40 weeks.

1.2.2 Refer to the programme for further details.

1.3 **Key Dates**

Item	Date
Issue of Pre- Construction Information to Principal Contractor	provided
Time allocated for the planning and preparation of the construction work	2 Weeks minimum

1.4 Key Role Holders

Duty	Company details		Contact
Client	Mr & Mrs Athony Veysey (Domestic Client) These responsibilities will be carried by the PD Below	Name: Tel: Fax: E-mail: Mobile:	Anthony Veysey
Principal Designer	Mr Bill James	Name: Tel: Fax: E-mail: Mobile	Bill James 07368522592 billyjamesgolf@gmail.com
Designer		Name: Tel: Fax: E-mail: Mobile	
Principal Contractor	NJM Construction Limited	Name: Tel: Fax: E-mail: Mobile:	Nick Morgan 07775616566 njmconstruction@hotmail.co m
Safety Advisor	Martin W Jones MBE,MSc,MIIRSM	Name: Tel: Fax: E-mail: Mobile:	
Site Supervisor		Name: Tel: Fax: Mobile:	

1.5 Existing Records & Plans

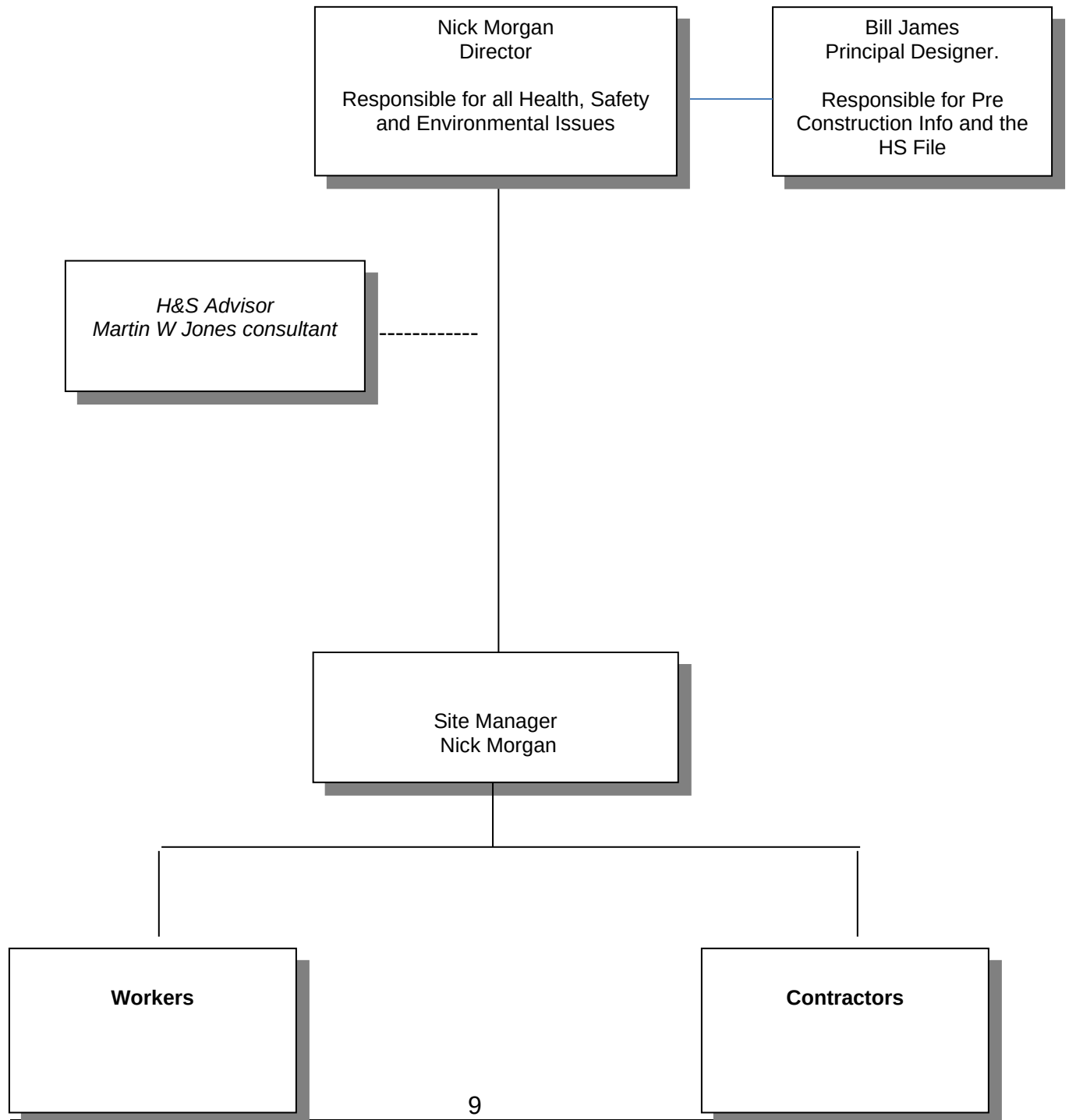
1.5.1

Records	Date Received	Provided by
Health and Safety File/Operations & Maintenance manuals	Not applicable at present	
Asbestos Register/Information		
Drawings	Various including SI and service information	Client through the Principal Designer
Existing Fire Risk Assessment <i>if applicable</i>	To be provided on occupation	
Existing Service Information	Available	Client through the Principal Designer
Environmental Information	Available	Client through the Principal Designer

2. Management of the work

2.1 Management Structure and Responsibilities

2.1.1 Organogram



2.1.2

Company	Activity	Name	Role	Phone
	Principal Contractor	Nick Morgan	MD	07775616566
	Principal Designer	Bill James	PD	07368522592
	Site Supervision	Nick Morgan	Site Supervisor	Dean
	Health & Safety Consultant	Martin W Jones	Provision of H&S Advice	07872452148
	Ground works		Ground preparation and foundation works including drainage	
	Mechanical & Electrical		Supervisor	
Roofing Contractor	NJM	Nick Morgan	Supervisor	
Carpenters			Supervisor	

	Carpentry Sub Contractor			
	Dry lining and Plastering Sub Contractor			
	Windows			
	Decorating			

- 2.1.3 The majority of the work will be undertaken by NJM Construction Limited less electrical and mechanical work, windows and doors and roofing. All contractors will provide qualified and experienced operatives and all training and information arrangements will be assessed prior to acceptance of any services. Contractors will be required to provide suitable qualified supervisors who hold either SMSTS or SSSTS 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. All supervisors will receive a supervisor's induction as to the requirements expected of them whilst working for us.
- 2.1.4 We will closely monitor all contractors having assessed them through our detailed contractor assessment procedures in accordance with PAS91 and other background checks. All contractors will be expected to arrange their own site safety inspections as well as being monitored by our own Health and Safety Consultant. All operatives working on site will undergo a full induction and any planned visitors who will be accompanied will undergo a visitors induction.

2.2 Health and Safety Goals

- 2.2.1 This project will be managed and controlled in such a way as to minimise risks to workers ,employees, contractors, members of the public and any other person who may be affected by our acts or omissions.
- 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.
- 2.2.3 We are conscious of the site being located next to residential properties on the Western aspect side and rear of the site. We will liaise with these on a regular basis by way of personal visits and letter drops when required.
- 2.2.4 We have a Target Zero ambition regarding accidents.

2.3 Monitoring and Review

- 2.3.1 On-site activities will be monitored by our Site Manager, and the site will also receive regular site inspections by our Safety Consultant.
- 2.3.2 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. All contractors will be required to present at least one Tool Box Talk weekly and a record retained.
- 2.3.3 Regular site weekly 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. Random checks of contractors documentation will take place by our Health and Safety Consultant.

2.4 On-Site Liaison

- 2.4.1 The Site Manager will lead on this and the senior 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 & personnel.

- 2.4.3 The site manager will have face to face liaison with the local residents on a Regular basis via house calls and letter drops.

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). Daily set to work pre start briefings are commonplace,
- 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 Suggestion boxes will be placed in the welfare facilities so that operatives can make constructive suggestions.
- 2.5.4 It is unlikely that it will be the case but, 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 company H&S Manager as appropriate. NJM do not employ any Welsh speakers but site external signage will be in Welsh as well as English.
- 2.5.5 The company produces regular Safety Alerts and guidance information brochures that must be displayed and shared with all operatives.

2.6 Arrangements for the Exchange of Design Information

- 2.6.1 Via site meetings and meetings with the Principal Designer at the Pre Construction phase and Designer [s] thereafter.

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 Designers appointed by ourselves (including 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 Principal Designer with details of our appointed Designers and of our management plans for designs which change as the project progresses. All design changes will require approval in writing from the Client or his representative via the Principal Designer.

2.8 Selection and Control of Contractors

- 2.8.1 All contractors appointed by us will be selected after consideration of previous experience and/or answers provided to competence questionnaires and formal interviews and we follow up references and additional background checks with the HSE and other relevant bodies.
- 2.8.2 The criteria for assessing contractors, as described in the CDM 2015 Guidance documents and will follow the procedures in PAS 91 will be followed where appropriate. This condition also applies to sub-contractors. All contractors will need to provide training certs etc for all workers. All workers will be qualified or have the ability to be so in the case of trainees, apprentices etc.
- 2.8.3 Where sub-contractors are involved in design work, their names will be forwarded to the Client via the Principal Designer.
- 2.8.4 All -contractors will provide the Site Manager with risk assessments and, where necessary, method statements relating to their site operations. The Site Manager will check this documentation and ensure it is relevant and comprehensive, before allowing work by that contractor to commence. Contractors operatives will be required to sign off all Method Statements and Risk Assessments to acknowledge their understanding and agreement to comply.
- 2.8.5 A number of small sub-contract organisations will be used. These contractors are well known to NJM and have worked for many years for the business. Smaller one man operators may be treated as direct labour for the purposes of health and safety management.

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 and where necessary, this information will be given to the Principal Designer for inclusion in the Health and Safety File.

2.10 Site Security & Good Order

- 2.10.1 The site boundary will be protected by a locked heras fence erected in accordance with the design with lockable gates. This will be fully assessed by the site manager who should liaise with the neighbours and the site drawings to clarify the site boundary. On the Western side of site next to the neighbouring property the fence and the scaffold will be fitted with monoflex sheeting. Within the site boundary there will be a lockable cabin. Each working area will be left in a secure state at the end of each day. Temporary doors made from heavy plywood will secure all ground floor access points into the house so that material can be stored during construction.
- 2.10.2 All equipment and materials will be safely stored within the containers when not in use. Mobile and other plant will be immobilised with covers fitted.
- 2.10.3 During working hours, typically between 0800 and 1700hrs weekdays and 0830-1300 Saturdays, regular monitoring of the site will take place to ensure that no unauthorised persons are present. A site register will be in place and all contractors and visitors are required to sign in and out of site.
- 2.10.4 Work areas will be segregated from the adjacent premises by hoardings, fencing and visible barriers, according to specific requirements. Refer to our Site Plan.
- 2.10.5 Out of hours security is not considered necessary (at this time).

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. In any case, all visitors must be made aware of the emergency arrangements and they must be made aware of any hazardous activity. Visitors will be accompanied at all times.
- 2.11.4 Where necessary, measures will be taken to ensure that foreign workers receive suitable inductions. (this requirement is not anticipated but not ruled out). These inductions may include the use of interpolators and pictorial information. Any worker who's understanding of English places him or her at risk, they will not be permitted to remain on site. Site signage is to be in Welsh as well as English.

2.12 On-Site Training

- 2.12.1 In addition to site inductions, all persons will receive 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.

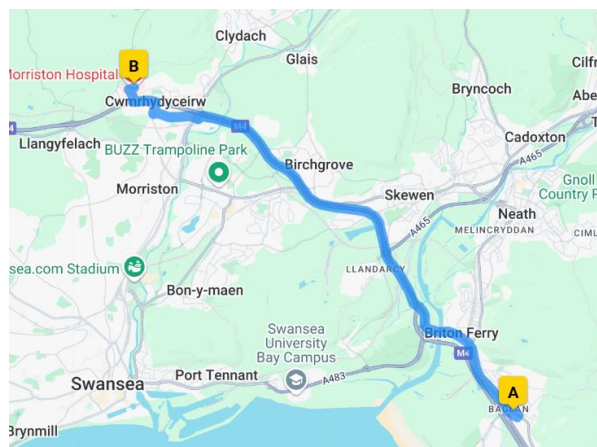
2.13 Welfare & Hygiene

- 2.13.1 Welfare facilities will be provided from day one of the construction phase consisting of a toilet, washing (with hot water) and drying facilities, fresh drinking water and space for taking meals. The initial plan is to use an oasis unit for effluent waste and this will be further developed in time. All facilities will comply with the requirements of schedule 2 of CDM 2015. Toilets for both Male and Female operatives will be provided along with waste disposal facilities for sanitary towels. There will be a drying room with lockable lockers and a fully equipped canteen with a fridge, microwave, toaster and a kettle. There will be a fresh supply of cold drinking water and cups and a sink with hot running water and consumables. Drinking water will be signed appropriately.
- 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 Welfare, hygiene and first aid arrangements will be communicated to all personnel during site inductions.
- 2.13.4 First Aid
There will be at least two onsite First Aiders. This may be revised based on the Risk Assessment.

- 2.13.5 The first aid post is located in the Site Manager's office and a comprehensive first aid box will be provided along with an eye wash station. The accident book is located in the office,
- 2.13.6 A route map to the nearest A&E will be posted on the wall in the welfare facilities along with the telephone number of that facility. The details are:

Morrison Hospital
Heol Maes Glas
Morrison
Swansea

The distance is 8.5 miles



2.14 **RIDDOR Procedures**

- 2.14.1 All contractors and personnel will be made aware of the reporting procedures for accidents and dangerous occurrences as detailed in RIDDOR 2013.
- 2.14.2 All accidents or incidents will be reported to our Site Manager, and the Health and Safety consultant using the form found within the site managers Health and Safety Pack. A decision will be made by the HSE consultant as to what action needs to be taken. All accidents will be entered into the accident book.

2.14.3 Emergency Procedures and the route to the A&E Hospital are displayed in the Site Manager's Office and the Welfare unit.

2.14.4 **All** accidents will be investigated and logged and the information shared to avoid a repeat using the company safety bulletin.

2.15 Production & Approval of Safety Documentation

2.15.1 Risk assessments will be prepared by ourselves and our contractors 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.

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

2.15.3 All personnel identified as exposed to the identified risks will receive information and training, to allow them to carry out their work safely. Evidence of the instruction being passed to personnel will be retained on site (e.g. method statement and risk assessment sign-off sections)

2.15.4 All direct labour activity will be supported by a Method Statement using the template found within the site managers Health and Safety Pack.

2.16 Site Rules

2.16.1 The site rules are displayed on the "Site Rules" poster in our office. These will be adhered to at all times.

2.16.2 All personnel will also be informed of the site rules during their site induction training.

2.16.3 Any breach of site rules will be treated as serious. Serious breaches may result in disciplinary action including removal from site.

2.16.3 All information where possible will be posted in the form of pictorial posters.

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 will 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 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 In accordance with current Regulations including the Fire Safety Reform Act of 2005 and CDM Regulations, a site fire management plan will be developed to include arrangements for means of raising the alarm and means of escape. The site manager should consult the site managers Health and Safety Manual and use the guide to assist. There will be two dedicated fire points that will include a water and a CO2 Extinguisher and an air horn. See site plan.
- 2.18.2 A fire drill will be carried out and recorded within 48 hours of site set up.
- 2.18.3 Contact telephone numbers are displayed on the Emergency Procedures Poster.
- 2.18.4 ***Emergency Procedure:-***

Upon discovery of a fire, the Site Manager or his deputy will follow the following procedure:-

- Sound the alarm by shouting **“Fire, Fire”**.
- Ensure that all personnel immediately evacuate the site (or individual house) and assemble at the muster point.
- If it is safe to do so, establish the precise location, type and extent of the fire
- If necessary, call the emergency services, giving the following information as appropriate:
 - Full address of site
 - Type and extent of emergency
 - Missing persons
 - 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 emergency services 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

2.18.5 We will supply fire extinguishers, which will be located in convenient areas throughout the site. All operatives will receive information about the nature and location of extinguishers during their site induction training. See plan.

2.18.6 Fire and emergency procedures will be monitored and reviewed as the contract progresses.

2.18.7 A foreseeable risk of fire exists from hot works only, i.e. installation of pipework. **A hot work permit will be issued for each work activity.** Using the Hot Work Permit found in the Site Managers Health and Safety Manual. The site manager WILL inspect himself the area before closing the permit. 2No Suitable Fire extinguishers must be to hand and a constant watch following the cessation of work followed by a 30 min watch before cancelling the hot work permit. The joint Code of practice for fire safety management on construction projects 10th edition applies,

2.18.7 All fire alarms will be tested each Friday at 1100hrs, at the same time all smoke detectors will be tested and extinguishers inspected. A record will be retained in the Fire Diary. The Fire Warden will be responsible.

2.18.8 Lithium batteries will only be permitted to be charged in the battery charging locker.

2.18.9 Fuel storage will be minimised to the least amount required for daily use, This will include 3 jerry can of diesel and one 5Ltr can of petrol, spill kits and drip trays will be in place.

3. Controlling Significant Site Safety Risks

3.1 Delivery and Removal of Materials and Work Equipment

3.1.1 Deliveries and pedestrian access to the site will be achieved via the Pentwyn Road entrance. We will provide gates within the security fencing for access to the site.

3.1.2 A delivery bay will be created where the garage is located (See site plan) Deliveries of materials and plant for use on site will be controlled according to the nature of items to be delivered and the type of delivery vehicle. A bumper hoist will be used to move blocks directly onto the scaffold to be safely loaded out. The same method for tiles. Roof timber will be hand moved around site by two persons using safe lifting methods. Waste material from the demo phase will be removed immediately into large skips via a rubbish chute or by hand. Waste will be removed on a daily basis. Where possible, we will aim to avoid deliveries at key times such as school hours and in particular start and end of the school day when children and parents and additional traffic will be at peaks. Vehicles are not able to enter site other than 2 small vans. There is a substantial layby at the entrance to site where side on loading will be possible during the initial phase when we are creating the lay down point with vehicles stopping in the layby side on the site.

3.1.3 Banksmen and watchmen will be employed at all times where loading or unloading of vehicles takes place in areas near those with public access.

3.1.4 Waste will be collected and placed into 11 yard skips. The skips will be located in the area where the garage was and it will be turned around speedily to avoid waste build up on site. Waste will be segregated during the demo phase into wood and rubble. All general waste will be processed off site during the construction phase.

3.1.5 All delivery and skip vehicles MUST enter the site in reverse using a banks man and exit site forward. There is good vision splays on both directions of around 100m.

- 3.1.6 At all times, consideration must be afforded to not impeding the flow of traffic on Pentwyn Rd. If multiple wagons turn up, they will be sent away.
- 3.1.6 A site car park is to be established within the site boundary or the layby during the initial phase whilst creating a parking bay. Staff are encouraged to car share.

3.2 Waste Management

- 3.2.1 During the demo phase where the roof and side annexes are demolished, waste will be segregated by type into wood and rubble. Waste will be moved to the skip by hand and using the rubbish chute straight into the skip. During the movement of rubble, the skip will be sheeted to control dust and hosed down if necessary. Wood will be broken down, de-nailed and skipped. During the fit out phase, plasterboard skips will be used. During the actual construction phase, waste will be placed in general skip and processed off site. We aim to have a 95% recycle target of higher with minimal waste to landfill. Prior to construction and if Asbestos is present, this will be removed prior to our operations by a licenced contractor.

- 3.2.2 Waste receptacles will be provided including skips for:

Wood
General
Plasterboard

The Site Manager will ensure regular collections of waste and that records are retained.

- 3.2.3 During induction, personnel will be reminded of the need to dispose of waste safely and in an environmentally aware manner using the correct skips.

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. A full ground survey is to be carried out.

- 3.3.2 All existing services have been disconnected and certified as such. The water on site has not been completely disconnected but left on a stop at the point of the incoming rising main. This will feed the site for welfare and other use.
- 3.3.1 The electrical contractor has been appointed as the Authorised Person Electrical Safety. He will issue and control all permits relating to Electrical services.

3.4 Accommodating Adjacent Land Use

- 3.4.1 The site traffic management plan will take account of arrangements for co-ordinating any conflict with traffic movements and neighbouring properties..

3.5 Preventing Falls

- 3.5.1 Work at height is unavoidable.
- 3.5.2 The Site Manager will supervise 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) Timber pole ladders
 - (b) Step-ladders (internal only, restriction on use)
 - (c) Tube & fitting scaffolding
 - (d) Purpose built access equipment (such as podium steps)
 - (e) Soft landing system ('bean bags').
- 3.5.3 Ladders
- Only EN 131 Ladders will be permitted on site, these must be correctly secured or footed when in use and extend at least 1.05m past their landing point.
 - Ladders will be set at an angle of 75 degrees (1 in 4).
 - Ladders and stepladders will only be used for access or as a workplace after the Site Manager has assessed the matter and determined that no suitable alternative is available.
 - Where their use is necessary, it will only be permitted if three points of contact can be maintained (i.e. at least one hand will be holding the ladder at all times).
- 3.5.4 Scaffolding
- Tube & fitting scaffolding will be erected and maintained by recognised

contractors and conform **SG4:22**, and will conform to BS EN 12811-1, TG20:21 and the Work at Height Regulations 2005.

- We aim to use a class 3 scaffold to allow loading out of blocks and roofing material straight from on time delivery. **Note that on the Western side of site, a class 2 scaffold (Access) tunnel is only possible, due to the neighbouring property. On this elevation, the owner of the property will need to be approached to permit access to his land to erect it.**
- The Site Manager will carry out all statutory inspections of the scaffolding as required by the Regulations. Records of inspections will be retained on site.
- Additionally, the scaffolding will be inspected on a daily basis to ensure that the structures are safe for use and at 7 day intervals or any matter that arises where there is any concern including adverse weather events. Any concerns will be notified to the scaffolders and addressed prior to anyone being permitted onto the scaffolding.
- Scaffolding Load bays must be fitted with a SWL sign.
- The majority of scaffold will be load class 3 with no more than a 2m spacing at the standards. On the Western elevation the scaffold will need to be class 2 loading, a tunnel fully sheeted with a monoflex cover and foam standard protection covers.
- All scaffold will be formally handed over by the contractor and accepted only after the site manager has checked it.
- All adaptations must be authorised by the site manager only who must ensure that once adapted, the scaffold is only used by those for whom it has been adapted.
- Any scaffold that is out of use must be closed out with a physical barrier and sign "Scaffold not in use".
- All scaffold will be held on a register using the form found in the site managers Health and Safety Manual.
- All scaffold must have a design or a TG20 Sheet.
- The scaffold on the Western side where there is an occupied premises will be monoflex sheeted.
- A bumper hoist and a chute must be included in the scaffold design.

3.5.5 Roofing

- Roofing works shall be undertaken in accordance with the guidance contained in the HSE publication, HSG33 - 'Health and Safety in Roofwork'. The roof truss will be constructed on site.

3.6 Use and Maintenance of Plant and Equipment (LOLER & PUWER)

- 3.6.1 No person will be permitted to operate any plant or machinery unless trained and authorised to do so. Where appropriate, the Site Manager will require proof of training.
- 3.6.2 Plant and 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 equipment will be recorded on a register found in the site managers Health and Safety Manual.
- 3.6.4 All our plant and equipment is subject to company and statutory maintenance, inspection and test requirements. We intend using a small excavator under 10t and a small dumper on site that can negotiate the side of the existing building for access to the rear.
- 3.6.5 All plant keys will be removed when not in use and held on a signing out register. Keys will only be issued to those with the appropriate qualifications.

3.7 Traffic Management & Segregation of Vehicles and Pedestrians

- 3.7.1 Working areas will be segregated/fenced off, so as to prevent unauthorised access. This will be a Heras Block and Mesh fence. On the Western side, the fence will be covered in Monflex sheeting to reduce dust and noise exposure.
- 3.7.2 Temporary barriers and/or a watchman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site or in shared areas (for example, during loading and unloading).
- 3.7.3 Deliveries of materials for use on site will be controlled according to the nature of materials to be delivered and the rigid type of delivery vehicle.
- 3.7.4 Access will be maintained for emergency services at all times.
- 3.7.5 There is no actual traffic on site.
- 3.7.6 Where loading out takes place Pedestrians and traffic will be controlled by a supervisor.

- 3.7.7 All vehicles will be sheeted when carrying materials that could dislodge.
- 3.7.8 All drivers will be required to wear full PPE and fall protection must be in place.
- 3.7.9 We will make every effort to ensure that deliveries are avoided at peak times when children and parents are dropping or picking up children. Where possible deliveries should arrive before 0745hrs and have left site before 0815hrs and 1600hrs and have left site before 1630hrs.
- 3.7.10 Delivery vehicles will reverse onto site and forward leave with the aid of a banksman. There is a very good vision splay of around 100m in both directions. All deliveries will be just in time. See below activity table.

Period	Type of vehicle/Plant	Activity
Week 1 &2	Rigid wagon 1 per day 1 X Excavator Use of dumper	Initial site set up including the delivery of plant and cabin Removal of rubble from garage
Week 3	1 X Scaffold wagon 1 x Rigid wagon NJM	Delivery of scaffold Removal of rubble
Week 4-6	1X 11 Yard skip 2 day turn round	Strip roof and reduce gables removal of wood and rubble
Week 7-30	Use of the excavator Up to two deliveries each week 1x skip removal per week 1 x scaffold wagon	General construction Delivery of material Removal of waste Strip scaffold
Week 31-35	Use of excavator minimised 2 X deliveries light equipment per week 2x 8 yd skip in this period	Delivery of materials and waste removal
Week 36-28	Rigid wagon NJM	Decant

3.8 Storage of Materials

- 3.8.1 We will set up storage areas throughout the site. The scaffold is class 3 and we will load out from delivery blocks and roofing products. Smaller material will be stored within the existing building and at the rear of the site having been hand balled to the rear or use of the excavator.
- 3.8.2 Materials stored at the work area will be placed so as to avoid causing obstruction, and will be stored safely. Where necessary lashed down.
- 3.8.3 All containers/Cabins will be locked when not in use and the keys held with the site manager.

3.9 Excavation Work

- 3.9.1 There is minimal excavation restricted to digging foundations for the annexes and some drainage. All excavation work will require a permit. This is found in the site managers Health and Safety Manual.
- 3.9.2 We will CAT and Genny 4 survey all areas prior to breaking the ground.
- 3.9.3 Mechanical excavation will be carried out to within 500mm of any known service.
- 3.9.4 Details of the safe working measures will be as per the appropriate risk assessment and method statement prepared by ourselves and/or our Sub-contractors.
- 3.9.5 All trenches must be shelved or sloped or have a design. There should be no requirement for any supports given the depth involved. This will be assessed and risk assessed.
- 3.9.6 Trenches up to 1m in depth will require crown barriers.
- 3.9.7 No one is permitted to enter a trench deeper than 1m unless the trench has been assessed by a competent person for stability and the presence of gases and a suitable air supply using a calibrated gas monitor that must remain in the trench when anyone is working in the trench.
- 3.9.8 A rescue plan must be in place. At the depths involved there should be no concerns regarding the rescue from shallow trenches.

3.10 Construction of walls

- 3.10.1 Bricks and blocks will be laid in a controlled manner. The method statement will identify the maximum number of courses to be laid per day.
- 3.10.2 Where necessary, we will temporarily support newly laid work, particularly during windy weather conditions.
- 3.10.3 Brick and block off-cuts will be cleared frequently using the chute.
- 3.10.4 Mechanical cutting will be via abrasive wheels. Water will be used to suppress dust (control of silica).

3.11 Control of Lifting Operations

- 3.11.1 The only lifting required will be using the excavator or HIAB delivery. On this project it is more likely due to special constraints that the roof will be constructed on site.
- 3.11.2 In the unlikely event and If used, all crane lifts will be contract lift. A full Lifting Plan will be required to be provided by an Appointed Person Lifting and the lift supervised by a Lift Supervisor. Slings will only be permitted by a qualified slinger.

3.12 Other Significant Safety Risks

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

4. Controlling Significant Site Health Risks

4.1 Asbestos Containing Materials

- 4.1.1 A Demolition survey will be carried out on the existing house prior to the demolition. A certified copy of the clearance certificate is available in the Health and Safety File.

4.2 Ground Contamination

- 4.2.1 Full consideration of potential ground contamination must be observed throughout the project and appropriate spill control measures are available to deal with accidental spillage should it occur. Spillage kits will be positioned at all points where there is a risk of a spillage. Drip trays will be required for plant. Water drains will be sealed to prevent construction material entering.

4.3 Manual Handling

- 4.3.1 This project will require more than usual MH operations due to site constraints. Wherever reasonably practicable, manual handling will be avoided and mechanical methods used. The client has specifically listed Trusses, lintels, sills, Glass and heavy structural members. These items along with any other items identified as significant will be the subject of the MHRA.

- 4.3.2 Any remaining manual handling operations will be assessed by the Site Manager. A lifting practice poster will be displayed in the site accommodation.
- 4.3.3 Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within company safety documentation. These will be adhered to at all times by the employees and sub-contractors.
- 4.3.4 As, where reasonably practicable, mechanical devices will be used for handling heavy loads, the Site Manager will ensure that sufficient mechanical equipment is available at all times (e.g. trolleys, wheelbarrows, bumper hoist etc.).

4.4 Use of Hazardous Substances and Arrangements for Health Monitoring

- 4.4.1 Where possible, the use of hazardous materials will be avoided.
- 4.4.2 A copy of our company safety manual will be on site and this contains arrangements for minimising the use and controlling exposure to hazardous substances.
- 4.4.3 There are no activities being undertaken which require health monitoring.
- 4.4.4 A COSHH assessment will be carried out by a competent person for any works involving hazardous substances. The CoSHH template is found within the site managers Health and Safety Manual. Where possible hazardous material will be substituted for non hazardous.
- 4.4.5 Wherever possible, water or vacuum will be used to suppress dust at source. When chasing or breaking masonry by hand wetting can be used, ontoool M Class Hepa extraction or as a last resort RPE worn with operatives face fit tested and clean shaven.
- 4.4.5 Contractors RAMS must include CoSHH Assessments and MSDS for all hazardous material.

4.5 Reducing Noise & Vibration

- 4.5.1 All noise activity will be assessed and monitored daily and records retained.
. Noise will be controlled by using modern machinery, maintained in good

condition and where practicable fitted with sound deadening devices. Personal protective equipment will also be used where necessary. Monoflex sheeting will assist in reducing noise levels at adjacent properties.

- 4.5.2 Where vibrating tools are used which may involve exposure by operatives to levels of vibration above the daily exposure limit or action values (EAV or ELV), a separate and specific assessment will be carried out. Work activities which could result in site operatives high levels of vibration include use of power tools.
- 4.5.3 Persons will not be exposed to levels of vibration above the daily maximum recommended levels. Work methods will be planned and equipment selected to minimise risks associated with hand and whole body vibration.
- 4.5.4 The Site Manager will ensure that all tools vibration magnitude levels will be identified and he will monitor all work involving exposure to noise and vibration and, where necessary seek assistance and guidance from the Health and Safety Manager.
- 4.5.5 The scaffold and the heras fence on the Western side of the project will require monoflex sheeting. This will reduce noise and dust levels to an acceptable level. We will use a class 2 calibrated noise meter to record daily noise levels on a chart each day to ensure noise levels do not breach any legal levels.

Date	Time	Ambient roadside level dB(A)	Recorded level dB (A) Western side of site	Recorded level dBb (A) rear of site	Recorded level dB (A) front of site	Action Required	Taken by
10 th Feb	0800	55dB	48dB	42dB	55dB	No	NJM

A record of daily HAV and the noise level monitoring chart is found within the site managers Health and Safety Manual.

- 4.5.5 Contractors will ensure that operatives under their control follow the same controls as company procedures.

4.6 PPE-RPE

- 4.6.1 Hard hat, Hi Vis waist coat and hard toe boots are mandatory on all sites. Additional PPE will be available for use as required. The site manager will ensure that supplies are stocked. All PPE will be issued.
- 4.6.2 Spare hard hats and waist coats are to be held on site for visitors. All visitors must be advised in advance of a visit to ensure suitable footwear is worn.
- 4.6.3 Any person requiring to wear RPE must be clean shaven, trained in the use of RPE and face fitted for the mask in use and clean shaven.

4.7 Other Significant Health Risks

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

5. Environmental Management

- 5.1 There has been an Environmental Survey carried out. The LA has drawn our attention to the requirement to prevent unauthorised water discharge and the requirement for various species of bird boxes. This will be included within the build programme. Birds are known to return to local areas when construction ends.
- 5.2 All rain water drains will be marked and protected with suitable gulley bags and covers
- 5.3 A Bat survey was carried out and identified no protected species present.
- 5.4 Noise level monitoring and controls will be ongoing
- 5.5 Dust will be mitigated with the use of monoflex sheeting, water mist suppression and the minimal use of well maintained modern mechanical equipment. We intend to be a good neighbour.
- 5.6 We have not been made aware of any other species present and we are not intent in any major de-foliage activity likely to compromise wildlife.

6. The Health and Safety File

6.1 Layout & Format

- 6.1.1 As determined by the Client via the Principal Designer in the pre-construction information pack. See Appendix Q.

6.2 Arrangements for the Collection & Gathering of Information

- 6.2.1 The Site Manager will collect and gather information for the Health and Safety File, The PD will stipulate in writing what information is required. Where that information is available on site. The detailed requirements are listed at Appendix Q.
- 6.2.2 Contractors will each be provided with a list of information required for inclusion in the health and safety file.

6.3 Storage of Information

- 6.3.1 Information for the file will be stored on site and at head office.
- 6.3.2 File information will be provided to the Principal Designer as it becomes available and as a complete file on completion of the project..

7. Communication

- 7.1 Communication is key to having a safe site. All new starters will be inducted to site and receive a briefing on RAMS relevant to them. They must be given a site safety tour before being permitted to work.
- 7.2 Weekly progress meetings will be held with all contractors attending.
- 7.3 Contractors must carry out at least 1 Tool Box Talk each week.
- 7.4 Safety bulletins and notices will be displayed on notice boards in all relevant languages.
- 7.5 Workers will be encouraged to report unsafe conditions.
- 7.6 Prior to commencing work each day, safety briefs will be required by supervisors.

- 7.7 We will maintain effective communication channels with neighbours by way of house visits and letter drops and we would encourage dialogue to resolve any conflicts at the earliest opportunity.

8. ADDITIONAL SITE SAFETY DOCUMENTATION:

- 8.1 The Site Manager will ensure that the following documentation is available on site. Contact the company Health and Safety Manager for assistance, if required.
- A. Pre Construction Information including the Environmental Survey and service information**
 - B. Site Induction Schedule**
 - C. Site Rules**
 - D. 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 (All found within the site managers Health and Safety Manual)
 - E. Traffic Management Plan & Site Drawings**
 - F. Safety Inspection Reports**
Site Manager's Weekly Checklists
 - G. Records of Statutory Inspections**
(Scaffold/Excavation/Lifting & Plant/Electrical/Other all found in the site managers Health and Safety Manual)
 - H. Blank / Completed Toolbox Talks** (site managers Health and Safety Manual)
 - I. Training Certificates / Plant Operators Licences**
 - J. Services Information**
Drawings and correspondence from Client (O & M manual), utility and other service providers.

- K. PPE Issue Register** (site managers Health and Safety Manual)
- L. Accident & Incident Report Form** (site managers Health and Safety Manual)
- M. Insurances**
- N. Pre Construction Information Pack**
- O. Fire Risk Assessment / Management Plan**
- P. Environmental Aspects Risk Assessment**
- Q. Health and Safety File information matrix**
- R. Written appointment of Principal Contractor and Principal Designer.**
- S. F 10 notification to HSE of a Construction Project**
- T. Employers Liability Insurance**

APPENDIX A

PRE CONSTRUCTION INFORMATION

APPENDIX B
SITE INDUCTION SHEDULE

APPENDIX C

SITE RULES

Found in the Site Managers H&S Manual

APPENDIX D

RISK ASSESSMENTS AND METHOD STATEMENT SCHEDULE

All found within the site managers Health and Safety Manual

APPENDIX F

TRAFFIC MANAGEMENT PLAN & SITE DRAWINGS

APPENDIX G

SAFETY INSPECTION REPORTS

APPENDIX H

RECORDS OF STATUTORY INSPECTIONS

APPENDIX I

BLANK/COMPLETED TOOLBOX TALKS

APPENDIX J

TRAINING CERTIFICATES/PLANT OPERATORS LICENCES

APPENDIX K
SERVICES INFORMATION

APPENDIX L

PPE ISSUE AND INSPECTION REGISTER

APPENDIX M
ACCIDENT AND INCIDENT REPORT FORM

Site Managers Health and Safety Manual

APPENDIX N

INSURANCES

APPENDIX O

PRE CONSTRUCTION INFORMATION PACK

APPENDIX P

FIRE RISK ASSESSMENT AND MANAGEMENT PLAN

Appendix Q

Health and Safety File

A description of the Project, this can be taken from the Construction Phase Health and Safety Plan.

Ref	Content	Provided By

1	General Details	
	Introduction	PC
	Nature of the construction Work	PC
	Project Directory	PC
	Sub Contract Details	PC
2	Site Information	
	Original Geotechnical Report	Client
	Details of Groundwork undertaken	PC
	Details of services crossing the site including the location of Incoming Services	
3	Design Information	
	Specification	Client
	Architects Drawings (including drawing Register)	Client
	Civil Engineers drawings (including drawing register)	Client/Engineer
	Structural Engineers Drawings (including drawing register)	Client/Engineer
	M&E drawings (including drawing register)	Contractors
4	Building Materials	
	Manufacturers product information, maintenance requirements and safety data sheets for all elements of the building, including the list below	PC
	Foundations: • Concrete • Blocks • Fill materials	PC
	Structural Frame: • Detailed design/Fabrication details • Floors • Stairs	PC
	External Fabric of the building: • Insulation • Blocks • Bricks • sills • Lintels	PC

	• DPC/DPM • Windows • External doors • Rainwater goods • Garage doors • Sealants/Intumescent seals	
	Roofing: • Tiles • Insulation • Flashing • Sealants • Soffits • Facias	PC
	Internal: • Blocks • Plasterboard • Plaster • Doors • Window boards • Ironmongery • Sanitary Fixings • Sealants • Wall finishes • Ceiling Finishes • Kitchen fittings • General Fixtures and Fittings	PC
	External Works: • Kerbs • External Services • Drainage	PC
5	Building Services and Equipment • O&M Manuals • Details of safety critical maintenance • Commissioning certificates	PC/Contractors
6	Health and Safety Considerations during maintenance • Designers Risk Assessments • Final Issue design Risk Register	Principal Designer

	• Details of Safety related equipment provided	
7	Fire Safety • Fire Safety Design • Details of Fire related building components • Means of detection and alarm • Sprinkler system	PC/Designers

