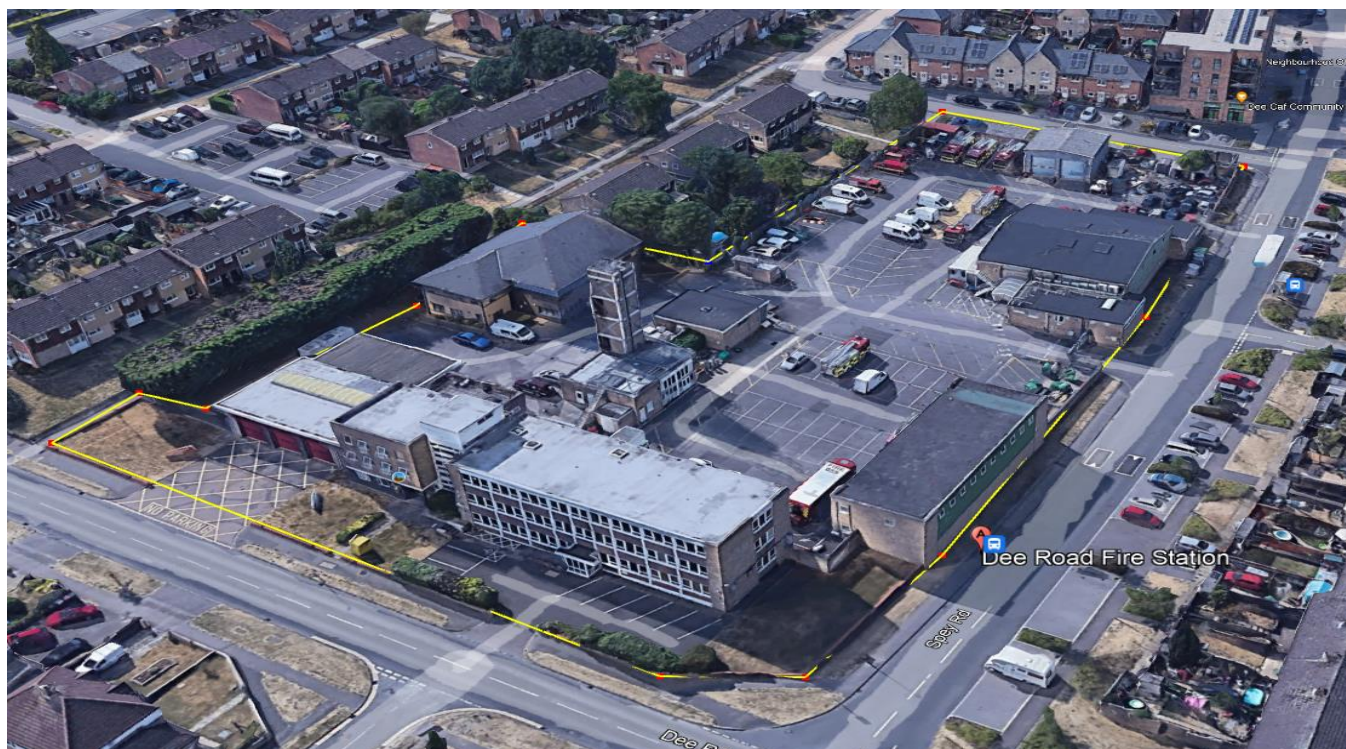


HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Project Number and Title:			Revision No.:
C7465- Dee Road Fire Station			00
Prepared by:	Name: Phil Shelley	Signed:	Date:
Reviewed by:	Name: Mark Stenning	Signed:	Date:
Revision Detail:			
Revision No.:	Revision Detail and Issue Status:	Completed by:	Issued Date:
00	Section 80 Submission	Phillip Shelley	

NOTE: All REVISIONS completed will be UNDERLINED to highlight and show changes made after first issue. Where DELETION required, double strike through [e.g. ~~text no longer required~~].

NOTE: Where updating a previously revised document, convert previous revisions UNDERLINED back to NORMAL TEXT and DELETE text that was previously double struck through;

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1 Introduction

1.1 Purpose

This Plan sets out how R Collard will manage the safety, health and environmental aspects of the construction and development of the De Road Fire Station Project [hereafter called the Project]. It will be maintained and used for:

1. Providing project staff with instruction and guidance on the project specific arrangements for managing and monitoring safety, health and environment related activities;
2. Issue to the Client, designers, subcontractors and third parties for their information and use;
3. The basis for the Project specific induction training;
4. Demonstrating and monitoring compliance with legal and contract requirements;
5. To comply with the requirements of Construction [Design and Management] Regulations 2015, Approved Code of Practice and Guidance;
6. To comply with the requirements of OHSAS 18001 Occupational Health and Safety System;

1.2 Preparation and Development

R Collard management team shall ensure that this Plan and its supporting documentation are:

1. Is developed from new and not copied from a previous Project;
2. Developed to comply with the requirements of the Contract;
3. Reviewed, authorised and issued for use;
4. Submitted to the Client for review and acceptance before starting work on the Project;
5. Issued and made available to Project staff so that they are aware of its content and requirements;
6. Reviewed regularly during the monthly 'Project Progress and Performance Review Meeting' and updated as required to reflect changing design and / or project circumstances during the 'lifetime' of the Project;

The HSET Manager will provide advice and guidance to the Project Management team and will monitor activities to ensure compliance.

1.3 Structure

This Plan comprises four main sections:

1. Description of the Project;
2. Management of the Project and operations;
3. Arrangements for controlling significant Project risks;
4. The requirements of the health and safety file;

1.4 Status

It is our aim that in carrying out this project we will avoid, control and manage all foreseeable risks to the health and safety of persons involved in the construction work and any third parties who maybe affected by our work, both during construction and in completion of our works during the management and maintenance work to the completed structure[s].

The requirements of this Plan and its supporting documents are mandatory on all Project staff and will be implemented in all aspects of the works to a deliver safe site and working environment.

2 Description of the Project

2.1 Detailed Description of the Scope of Works

The Dee Road fire station is a multi-use site with load bearing structures of a variety. It is assumed that the foundations to be traditional strip footings constructed in mass concrete

Pre-start photo survey is recorded by the contract's manager and site manager during pre-start visits to the site. During the visit, records of any damage to existing roads, grassed areas, kerbs or buildings. Recorded damage is reported to the client. On the day of site set-up, a photo survey is carried out again by the site manager. Records are uploaded to Redsky or Microsoft share point.

We are committed to forming lasting relationships. In the event that any unplanned damage is caused while undertaking our works, will be reported to the Contracts manager. The Contracts manager is responsible for recording any damage and reporting such incidents along with a plan to make good to a satisfactory conclusion for all involved

Absolutely zero piling operations are to take place at any point during the demolition phase

Asbestos

An R&D Survey is currently underway on the project. Once complete, plans will be made for its safe removal in line with strict HSE guidance by a licenced asbestos removal contractor. This section will be updated once the report is completed and plans for removal are detailed

Sort Strip works –

All soft strip work shall be carried out in accordance with BS6187 – code of practice for demolition works & R Collard Limited procedures and planned and managed by Collard Contracting demolition project & site managers and engineers. The soft strip works will include, but not restricted to, the removal of suspended ceilings, fixtures and fittings, non-load bearing partition walls, doors, door furniture, skirtings and sanitary ware, to be facilitated by using hand held tools including, but not restricted to, pinch bars, hammers, mattocks and shovels as well as the use of our excavator for loading. Further details of the methods of removal are below:

Fixtures and Fittings:

Any loose fixtures and fittings remaining will where of a suitable size be removed from the building whole, taken to the loading area by hand before being loaded directly into the waiting waste skips. Larger elements will be dismantled/downsized using small tools, reduced into manageable sized sections and again transported to the disposal point

Suspended Ceilings:

Any suspended ceilings will be removed via mobile scaffold tower or podium steps. Tiles will be lifted and twisted from the suspension system and lowered to the ground, from here tiles will be bundled and then be periodically loaded into the waste skip. Suspension system will be dismantled as tiles are removed with supports cut with croppers, the system then loaded directly into waste skip

All waste will be segregated where possible. Skip lorries will be required to clear the waste from site. Deliveries/collections from site will be considered and in respect of local residents will be considered. This will mean timing them around the less busy time of the day or week. Any waste that cannot be segregated on site will be taken to our specialised waste facility in Eversley or other suitably licenced waste transfer site for further sorting and waste minimisation

Doors, Door Frames & Skirting:

Door frames and skirting will to be removed by operatives using pinch bars and hammers. The items are to be gradually prised from their place of fixing, any obtrusions and nails are to be removed or hammered over with all resultant materials then being transported for disposal. Doors will be removed by operatives stripping off the door furniture, prising the door from its hinges again utilising pinch bars and mattocks, doors will then be either downsized for ease of disposal or carried whole to the disposal point.

Partition Walls:

Any stud partitioning is to be removed by the operatives using suitable hand-held tools, namely pinch bars, picks and hammers. The wall structure is to be dismantled by removing the coverings using the hammers and pinch bars. Once exposed, the remaining stud work is to be prised free and de-nailed or have nails hammered over. Resultant arising's are to be transported to the loading area.

Sanitary Ware:

Any sanitary ware, toilets/sinks etc. are to be removed, with the water supply to all toilet facilities capped prior to works commencing. Using hand tools, toilets will be broken from their fixing and lifted out whole then carried by two persons if required to the loading area.

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Floor Coverings:

Wooden floor coverings are to be removed by the operatives using mattock picks and shovels. Carpet tiles and vinyl floor tiles are simply to be prised up using hand tools, then bundled and taped with resultant materials transported to the disposal point. Carpets where of a roll-able nature will be cut into strips, whilst still laid, and then rolled up for collection in strips, these will then be transported to the disposal point.

Fire Alarm System:

Any existing fire alarm installations are to be removed as required. This will include the removal of all detectors, interface and associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Voice & Data System:

Any existing telecoms and data installation are to be removed as required. This will include the removal of any outlets, panels all associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Security / CCTV / Intruder Systems:

Any existing security installations are to be removed as required. This will include the removal of any outlets, panels all associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Glass units/Windows:

Any glass units and/or windows will be removed as complete units where possible, an exclusion zone/crash decks will be employed as required and operatives will wear hard hats, safety boots, gloves and goggles. The glass will be handled with care and placed into skips to be disposed of in a safe manner.

Fluorescent tubes:

Any fluorescent tubes are to be removed as required, they will be removed as if being changed - bulbs collected and placed into a specialist waste coffin (stored on site during soft strip works, removed as specialist waste once all bulbs are removed). In addition, any air conditioning units and refrigeration systems will be removed prior to works commencing by an approved contractor. For high level works, e.g. ceiling removal, operatives will use alloy towers and podium steps. Operatives erecting these access platforms will have undertaken certificated PASMA training

Demolition – Preparation

Before any operations to a specific area, HERAS fencing will be erected around welfare facilities, and proposed pedestrian access routes to segregate the works from the rest of the site.

The timber hording and HERAS fence line will also designate an exclusion zone around the specific structures for soft-strip and any associated drop zones, followed by the demolition phase of works. The fence line will remain secure at all times to ensure no unauthorised entry can be made into the works area. Fencing to be erected in accordance with manufacturer's instructions;

- On a flat level surface
- Timber hording will be designed by a TW designer
- Stabilised with correct feet
- Double clipped
- Suitably braced and tied back where possible

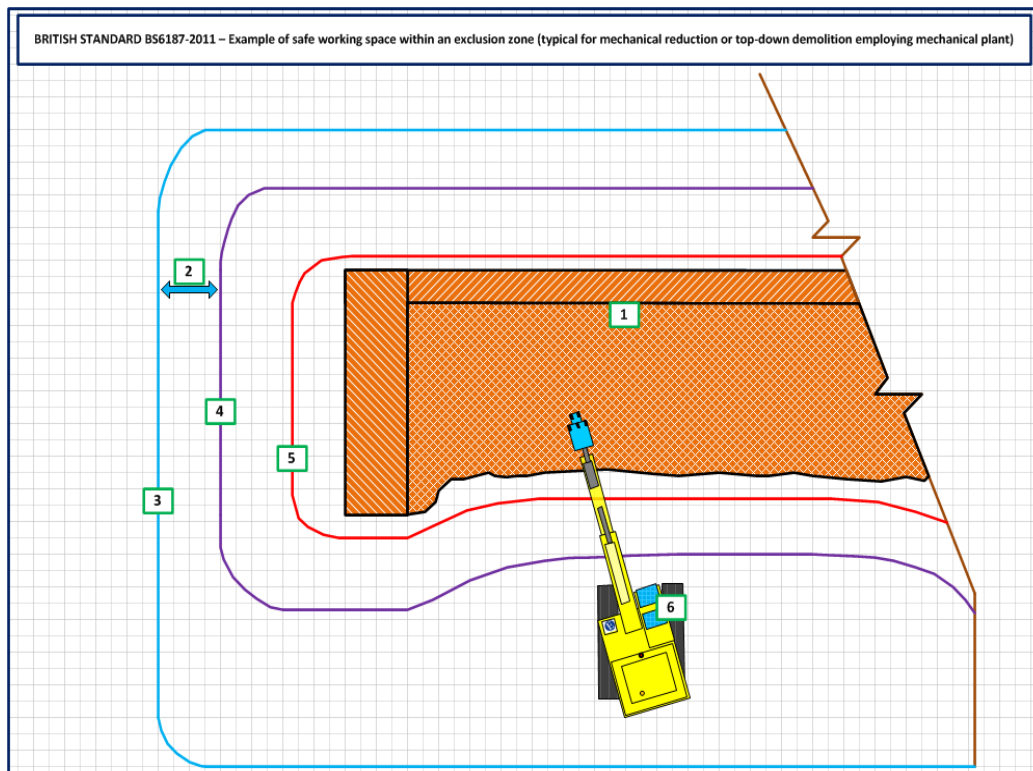
Only Collard Contracting employees should be allowed to enter this work area. Retained roads and footpaths will be protected from any damage that could be caused by a tracked demolition rig during the loading, unloading and tracking into the work area, by laying to ground ply-boards and/or road-plates. Suitable signage will be at certain points of the perimeter informing of the dangers of the site and that demolition is taking place. Safe access routes to each area will be provided and updated as works progress. Work and access areas will be managed on a daily basis to ensure that they are kept in a safe condition and in good order at all times.

The planning, provision and maintenance of access routes and working places should ensure the following: -

- Freedom of obstructions, including tripping hazards such as debris, materials and tools.
- Pedestrian routes are segregated from routes used by vehicles and plant.
- Erection of adequate barriers or other edge protection, to prevent falls from the open edges of, for example, roofs buildings, gangways, stairways, staircases and lift shafts.
- Holes and openings are securely fenced off or provided with adequate, fixed, clearly marked and properly secured covers.
- Artificial lighting is not expected to be required, given the time of year sufficient natural light will be in place during the working hours.

Site personnel will maintain warning signs / barriers and report any defects to the Site Manager.

Exclusion zones will be set up and implemented using the below diagrams as a visual example of the procedures to be followed.



Prior to the delivery of heavy plant & machinery, the precise proposed location of the Demolition machine will be established and existing ground conditions assessed by the Site Manager. It is particularly important that any sub-structures (below ground) in and around the building structure are identified and are documented within the risk assessment and safety plan.

The safe working distance the demolition machine will operate at, will be advised by Collard Contracting Contracts Manager or Site Manager, taking into consideration the operating height, the structure's condition, surrounding topography / environment, horizontal speed at which the debris will fall, and predicted debris area and consideration of any potential for 'fly' material. All non-essential personal will not be permitted into this zone. Essential personal will include the machine driver and a banksman (only where deemed necessary). Entry will be strictly monitored by the site supervisor, banksman, and machine operative.

Where it is necessary for demolition machines (including their operatives) and any personnel directly involved in the operation i.e. lookouts, to be located within the exclusion zone, they will be situated in a safe place located:

- a) outside the limit of predicted debris,
- b) away from the deleterious effects of potential machinery or equipment failure,
- c) outside the operating space of the machine and the effects of its operations.

Preference will be placed upon reducing the structure height as oppose to undermining the structure from beneath to induce collapse, in an effort to reduce the migration of noise / dust / vibration.

Mechanical Demolition

Structural demolition will be carried out using a 35t excavator fitted with a Selecta-grab attachment working in the sequence highlighted within the site plans.

The excavator will mobilise to each building due for demolition, under the supervision of a banksman, and can then commence demolition. All demolition process will start by removing the height of each building, working top down. The process ensures a safe and practical solution to controlling the demolition of each building allowing the buildings to be demolished with minimal noise, vibration and dust exposure.

Debris and waste will be cleared regularly from the immediate working area by the ZX210 demolition machine to keep the floor clear of potential trip hazards and uneven surfaces.

Removal of Hardstanding's, Footings and Foundations

Once the building has been demolished to floor slab, Collard Contracting propose to utilise excavators to break out the slabs, foundations. Excavators will be fitted with the appropriate hammer or breaker attachments and prior to use, exclusion zones will be erected around them to

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form a demolition zone. All exclusion zones will have appropriate signage warning people of the dangers beyond and will provide a segregated safe working environment for others on site.

Regardless of the knowledge obtained from drawings, a survey will be carried out by a Collard Contracting individual with sufficient experience and technical knowledge. Physical identification of the services will take place. Any potential services detected will be identified using a CAT and Genny, using the method shown in the diagram. Operatives will verify services by carrying out trial holes and mark the type and location on site. If required, drawings shall be updated with any further services recorded.

Excavators will utilise the breaker attachment to pepper the slabs with holes at approximately 2m centres - depending on the depth of the slab the hole centres may be closer together. The machine will work across the site in strips breaking up the slab as described, with an additional excavator following on behind which will be fitted with a rock bucket. The broken-out section of the slab will be lifted using the rock bucket, and the lifted materials will be stockpiled on the site for additional processing before loading into tippers for disposal at our quarry for recycling

Once the slab is broken and clear the foundations will be exposed, A follow up scan of the area, checking for live services will be conducted. our excavator with breaker attachment will separate the corners of the foundation, displacing them from their position. The breaker will be swapped with a bucket attachment. The bucket will pull the foundations and remove them from the ground. Each section of foundation will be loaded into tippers lorry's and transported to our quarry for recycling

If any services are located where works are to be carried out, they must be made dead or redirected prior to removal of the slab. Digging can be carried out to within two meters of the expected location on the service until they have been isolated and certificates have been obtained.

An exclusion zone must be set up around the area where works are taking place. Heras fencing will be used to secure the works area, this will be double clipped and contain signage informing people of the dangers, that demolition is taking place and there are excavations.

Considerations for Wheel Wash

We have reviewed requirements for installing a wheel wash as requested. We take into consideration the location of each site and whether or not sufficient room is available to access the site on suitable hard-standing free from demolition arisings. Hard-standing areas are kept clear and free from debris during operations to minimise transferring waste outside of our boundary. All vehicle movements on and off site are overseen by our trained banksman, who inspect each vehicle ensuring they are safe and clear of debris before leaving site. Throughout the works, our site manager will continually monitor and communicate any changes with the contract's manger and client

2.2 Contract Details

Contract Details	
Full Title:	C7465- Dee Road Fire Station
The Client:	Rory Baxter - Land Manager Mob: 07500 919 729 Bellway Homes Limited (Thames Valley) Pacific House Imperial Way Reading Berkshire RG2 0TD www.bellway.co.uk
The Principal Designer:	TBC By Client
The Designer[s] / Architect[s]:	TBC By Client
Project Consultant[s]:	TBC By Client
The Principal Contractor:	R Collard Eversley Haulage Park Brickhouse Hill, Hook RG27 0PZ
Operations Director:	Mark Stenning Mark@rcollard.com 07733758880

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Contract Details	
Contracts Manager:	Phil Shelley Phil.Shelley@rcollard.com 07824998885
Site Manager:	Cristian Radu
HSET Advisor/Manager:	Paul Beardall Paul.Beardall@rcollard.com 07570776506
Project Notification [F10]	Submission by the client A copy of the F10 is held in project files and on the Project notice board
HSE Regulator:	Health and Safety Executive Priestley House Priestley Road Basingstoke RG24 9NW
Planning Authority:	Reading Borough Council - Berkshire, 14 Castle Cres, Reading RG1 6AG Phone 0118 937 5350 Email - buildingcontrol@reading.gov.uk
Contract Start Date:	7-09-2022
Contract Completion Date:	30-11-2022
Defects Date (Maintenance Period):	N/A
Project Address:	Dee Road Fire Station Reading RG30 4BT
Project Working Hours:	Monday to Friday: 08:00hrs – 18:00hrs Saturdays: 08:00hrs – 13:00hrs Sundays: No Works

2.3 Existing Conditions

2.3.1 Existing Ground Conditions, Hazardous Materials and Project Survey Information

Survey Information	Note available information or further investigations required / planned
Known History of the Site	Chemical Laboratory Testing A review of historical maps indicates the site to comprise fields until c.1911 which shows the southern portion of the site to comprise allotments gardens. An Aerial Cable is shown crossing the site south-west to north-east and an adjacent clay pit works is shown to encroach the western corner of the site by c. 1931. The site remains largely undeveloped until c. 1967 when the site undergoes extensive development comprising buildings and infrastructure relating to the Fire Station.

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Survey Information	Note available information or further investigations required / planned
	From c. 1967 to present, the site remains largely unchanged. The fire station has occupied the site since 1967 and has been the main land use of the site from this time until present.
Topographical Survey	By Randall Survey- 15879/GN/1
Ground Investigations and Conditions	Chemical Laboratory Testing A total of twenty-five samples were obtained during the site investigation from a range of depths to be selected for chemical testing. All the samples were sent to ALS laboratories, a UKAS accredited laboratory, where nine samples were subjected to testing (seven from made ground, and two from natural material). The testing included metals, asbestos, cyanide, speciated petroleum hydrocarbons ('TPH-CWG' method), polycyclic aromatic hydrocarbons (PAH's), pH, phenols, sulphate, sulphur and poly chlorinated biphenyl's (PCB). Full details of the report can be issued on request Repot by Wardell Armstrong dated Oct 2022 Job No ST17828 Report No 0001
Contaminated Land	TBC By Client
Asbestos and Hazardous Materials	R&D Survey commenced 25-07-2022
UXO	Using publicly available data held on the 'Zetica UXO' website the potential for Unexploded Ordinance (UXO) to be present as a result of World War Two bombing has been assessed on a preliminary basis. The risk rating at the site and surrounds is categorised as 'Low' which represents areas indicated as having 15 bombs per 1000 acres or less.
Drawings and / or information referenced above are available for inspection on request within the site offices	

2.3.2 Existing Underground Services

Service Provider	Note organisation and description of services
Electricity	Scottish & Southern
Water and Sewerage	TBC By Client
Gas	SGN Gas
Telecommunications	TBC By Client
Fibre Optics and Cable	TBC By Client
Drainage	TBC By Client
Other	N/A
Drawings and/or information referenced above are available for inspection on request within the project offices	
Survey, locate, verify and protect services as required	

2.3.3 Existing Above Ground Services

Service Provider	Note organisation and description of services
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Electricity	None
Telecoms	BT
Other	TBC By Client
Drawings and/or information referenced above are available for inspection on request within the project offices.	
Survey, locate, verify and protect services as required	

2.3.4 Existing Buildings, Structures, Plant or Occupied Premises

Type	Effect on Works or Affect by Works – consideration and co-ordination
Primary School	Ranikhet Academy - Spey Rd, Reading RG30 4ED – 01189375520 English Martyrs Catholic Primary School - Dee Rd, Reading RG30 4BE - 01189375466
Food Manufacturing Factory	None

2.3.5 Planning Restrictions

Restriction Type	Restriction noted in the Contract Documents and Planning Consents [include any Local Authority / Environment Agency Restrictions]
Working Hours	No Restrictions have been set Mon-Friday 730-1730
Working Periods	Monday – Friday Saturday by arrangement (no works after 1400) Sunday (None)
Logistics and Transportation Routes	R Collard Ltd Brickhouse Hill, Eversley, Hook RG27 0PZ Continue to A327 6 s (131 ft) Continue on A327. Take Bramshill Rd, A33 and A4 to Dee Rd in Reading 30 min (15.1 mi) Continue on Dee Rd. Drive to Spey Rd 24 s (456 ft) Dee Road Fire Station Reading RG30 4BT <u>Movement orders are to be requested by Collards plant department during heavy plant movements</u>
Other	None

2.3.6 Surrounding Land Use and Restrictions

Buildings / Property Types	Details	Implications
Airport	N/A	None
Residential and / or Hotel	Residential	No out of hours working

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Hospital and / or Medical Practice	N/A	None
School and / or College and / or University	Ranikhet Academy - Spey Rd, Reading RG30 4ED – 01189375520 English Martyrs Catholic Primary School - Dee Rd, Reading RG30 4BE - 01189375466	Expect Busy traffic routes during school drop off and pick up times Communicate with all drives warning them of both locations Communicate with the schools warning them of the ongoing works
Community or Leisure Centre and / or Church	N/A	None
Retail, Commercial and / or Office Accommodation	N/A	None
Industrial and / or Engineering and / or Manufacturing Units	N/A	None
Sub-station and / or Transformers	N/A	None
Petrol Station(s)	N/A	None
Land Fill and / or Waste Licensed Premise	N/A	None
Coal Mining and / or Quarrying Works	N/A	None
Other	None	None

2.3.7 Existing Traffic Systems, Features and Restrictions

Existing Traffic Systems	Restrictions or Hazards Arising From Existing Traffic Systems
Roads	External on 3 elevations on Dee Road, Spey Road and Leven St
Cycle Ways	None
Bridleways	None
Footpaths	External on 3 elevations on Dee Road, Spey Road and Leven St
Rights of Way and / or Way leaves	Right of way to vehicles using Spey Road where our main entrance is located
Railways, Trams and / or Underground	None
Canals and / or Rivers	None
Other	None
Drawings and/or information referenced in the above are available for inspection on request within the site offices	

2.3.8 Environmental Features and Restrictions

Existing Environmental Features	Restrictions / Hazards Arising From or Features
Rivers, Streams and / or Brooks	None
Reservoirs, Lakes and / or Ponds	None
Other	None
Drawings and/or information referenced in the above are available for inspection on request within the site offices.	

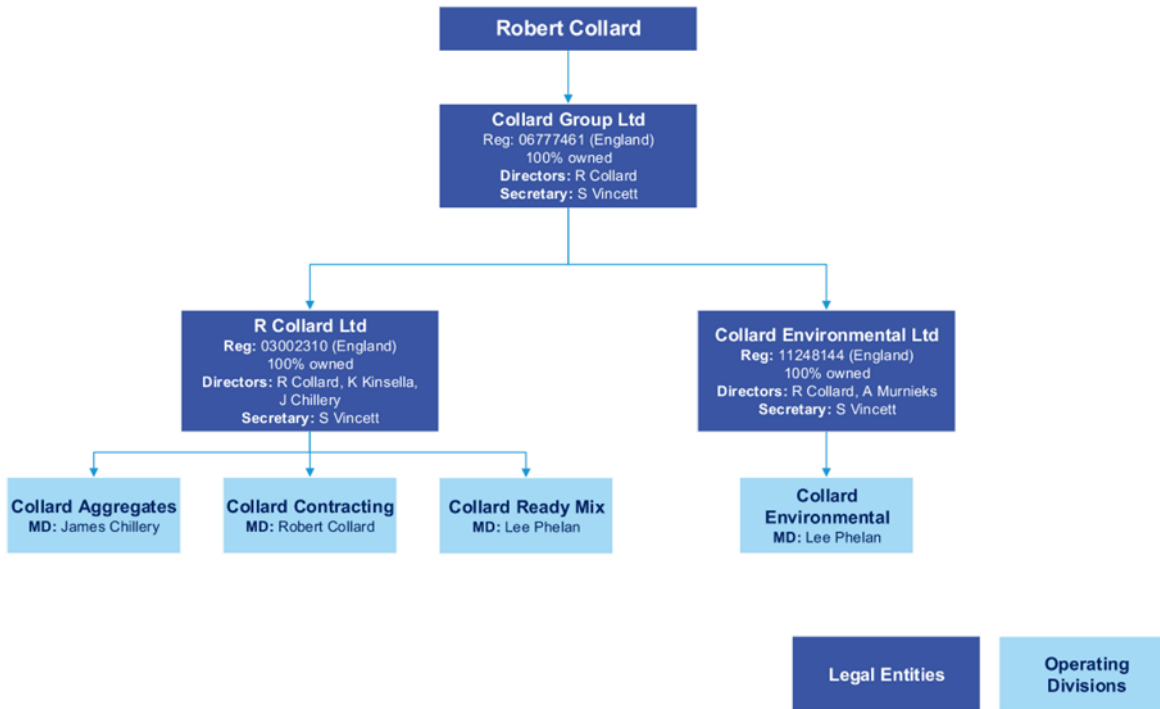
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3 Management of the Works

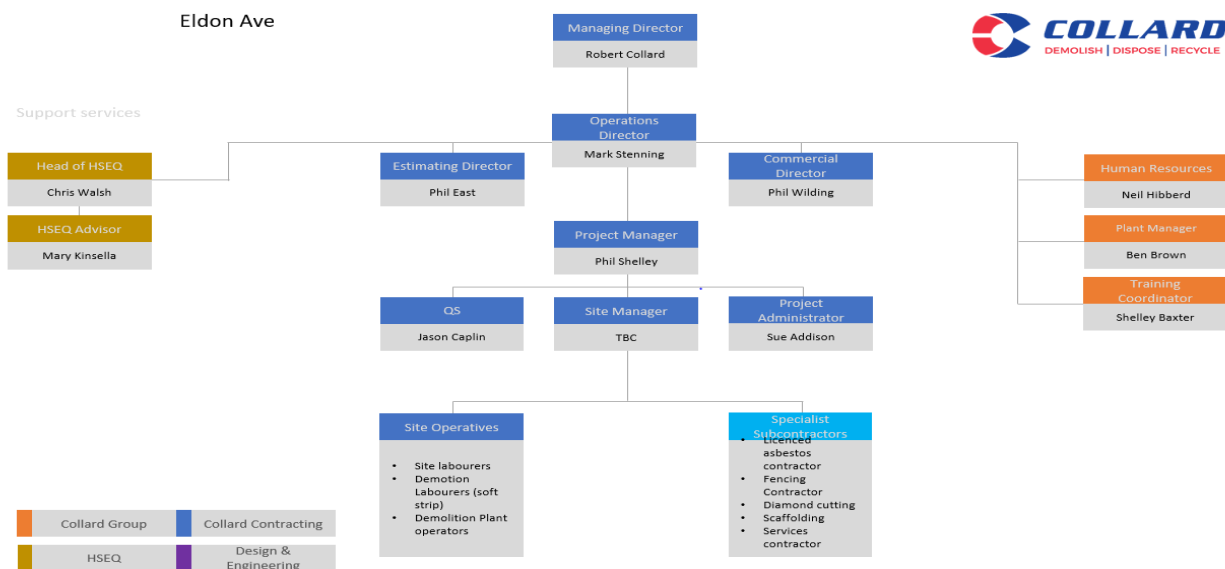
3.1 Company Organisation

Collard Group Company Structure



3.2 Project Organisation

The most senior manager on Project, hereafter referred to as the Project Manager, or in his absence, a designated person has overall responsibility for the management of HSET issues on the project. A Project Organisation Chart showing reporting and communication channels will be defined and maintained.



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3.3 Management Responsibility

The Management Responsibilities of key staff are defined at Project level. Each member of staff involved in the Project is responsible for:

- Reading and understanding the requirements of the System and integrating these requirements into their regular working methods
- Ensuring that employees under their control are familiar with relevant procedures and instructions and have ready access to them;
- Checking that all employees under their control are adequately qualified, trained and experienced in their relevant discipline to perform their delegated duties in a satisfactory manner;
- Providing clear and unambiguous instructions to employees under their control;
- Ensuring that work under their control is planned, controlled and completed in accordance with Company, Contract and Statutory requirements;
- Verifying the standard of work carried out under their control by supervision, surveillance and inspection;
- Recording all instances of failure in the System, incidents, accidents, near misses, defects in documents, work or materials together with the agreed corrective action to remedy the immediate problem and minimise the probability of recurrence;
- Controlling documents received and prepared;

Full description of individual roles personal responsibilities is described within R Collard's Health and Safety Policy.

3.4 Management Policy

Our corporate policy on managing safety, health and the environment on every project are defined in the R Collard Health and Safety Policy Statement [see Appendix 1]. This Policy will be implemented in full on this project and a copy of the Policy will be prominently displayed on the Project office notice board at all operating locations to remind people of its requirements and expectations.

3.5 Objectives and Targets

To support R Collard specific objectives and requirements, the Project Manager and Project Team have defined a set of project specific objectives and targets. Our Project Objectives and Targets for Health, Safety, Environment, Quality and Training are:

Health	-	All R Collard employees receive Occupational Health Screening within 12 months of joining;
Demolition		
Safety	-	AFR target: 0.00
	-	Project based employee consultation completed to ensure Project HSET performance is enhanced, Project feedback is actioned and employee led initiatives are developed;
Environment	-	Set up monitoring of wastes and fuel consumption to allow future analysis of performance creation of waste targets;
	-	R Collard activities have zero negative impact on the surrounding environment;
Quality	-	Project is delivered with zero defects;
	-	Value engineering solutions promoted and proposed to the Client where identified;
Training	-	100% competent workforce, working towards Occupational specific CSCS, CPCS, CCDO cards and personal development;
HSET Audit	-	HSET Audit performance of >80%;

At the end of each month during the Project Review meetings, the Project Team shall monitor their performance against the Project objectives and targets.

3.6 Management Review

We use a structured series of reviews to assess our performance and initiate corrective action.

Review	Leader	When	Purpose	Record
Project Performance Review	Project Manager	Two Weekly	Project and subcontractor review of site performance and future operations, CPP review – as required;	Minutes and Action List
Progress and Performance Review Meeting	Operations Director	Monthly	Project and management review of progress, performance and future operations;	Minutes and Action List

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HSET Employee Consultation Meeting	HSET Advisor	Two Monthly	Review performance, site issues, concerns and future operations with the Workforce	Minutes and Action List
End of Project Management Review	Operations Director and Project Management team	End of Project	Review performance, monitoring results, SMS, EMS and QMS system feedback, accidents and incidents, sub-contractor management and performance.	Post Contract review
HSET Advisor Inspections and Audits	HSET Advisor	Weekly/ Monthly	A formal Inspection/Audit of the Project to the appropriate Project HSET Audit pro-forma. Reviews performance, identifying good practice, areas for improvement and NCR's.	Safeguard Audit Record
Quality Audits	Quality Manager	As required	A Quality Audit to check compliance with IMS.	SFM-0815

3.7 Best Practice Schemes

We are committed to achieving best practice on our sites and this can be recognised by registering for award schemes. If Principle Contractor, consider registering with the Considerate Constructors Scheme (www.ccscheme.org.uk) to encourage and foster good relations with the local community;

3.8 Communication and Co-operation

3.8.1 Communicating and Issue of Information

This Construction Phase Plan will be made available to all sub-contractors tendering for work and any updates made to the CPP affecting or having an impact on their works will be communicated to them.

This Construction Phase Plan will also be issued to all contractors assigned to complete works on behalf of the Client directly. These Contractors will be expected to comply with the requirements for co-ordination and co-operation in the execution of the Project and the CPP.

The Project Manager will hold Project Performance Meetings, including Project sub-contractors two weekly and will ensure that all HSEQT issues concerning the project are being suitably addressed, monitored and maintained to the required standards.

R Collard will ensure that a copy of the HSE Notification F10, for the project and all other statutory notices are displayed and maintained on the Project HSEQT Bulletin Board(s).

3.8.2 Co-ordination and Co-operation of Subcontractors

The general co-ordination of subcontractor's activities will be planned and agreed by R Collard and demonstrated on the project programme. A programme overview is issued by the Project Manager to all relevant sub-contractors on a weekly basis.

Detailed co-ordination of work activities being undertaken by groups of subcontractors working in the same or similar vicinity will be achieved by holding regular co-ordination meetings with the relevant subcontractors, or at each subcontractor's progress meeting. The first item on either agenda will be HSEQT related items.

3.8.3 Project Performance Review Meetings

The purpose of these meetings is to review recent HSEQT performance, to plan future activities and to ensure that all HSEQT issues associated with the construction, design, programme, variations (if requested / required) or unforeseen circumstances are suitably addressed. Resultant information will be issued to all affected contractors.

3.8.4 Employee Consultation

Initial consultation and communication will be completed via the Project Induction process. This process will provide Project Specific detail and information to all persons working on the Project.

An on-site Project Risk Log notice board will be used as a communication tool for all operatives to review prior to accessing the site. This will record and provide details on the significant risks and activities being completed, the control measures that are in place to and localised management controls. The Project Risk Log notice board will be updated through out the duration of the Project.

R Collard will ask representatives from the Project to report any concerns on site to Project Management, and via the HSET Employee Consultation process as a means of complying with the 'Health and Safety (Consultation with Employees) Regulations 1996', will ask for feedback from the site employees on areas of concern, for improvement or issues that require addressing to improve safety and performance on Project.

The HSET Employee Consultation meetings will be held by the Project HSET Advisor on a two-monthly basis. Those present will be asked to report any issues that may be of concern without recrimination.

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All immediate health and safety risks and concerns should be reported directly to the Project Manager. All Project HSET Employee Consultation Meetings will be recorded and actioned via Project Employee Consultation Record.

3.8.5 Public Consultation

Through co-ordination and consultation with the Client, R Collard will work with the Client to ensure active consultation with the Public to ensure any concerns, fears, queries and questions can be answered to ensure good communication with the Public. This requirement will be tailored to the Project, with feedback from the planning process considered, aspects and concerns raised or highlighted during the tender process and Client feedback or Project specific requirements.

Examples of communication methods that may be used are:

- Pre-construction Consultation Meeting;
- Public Noticeboards – updated regularly with Project Information and Data;
- Public Project Progress Meetings;
- Project Progress Newsletters / Magazines;
- Project Website, Information and Feedback Portal;

3.9 Design Control

3.9.1 Ensuring the Design Process Complies with CDM Regulations

Designers of permanent and temporary works will identify hazards, prepare design risk assessments, and communicate any residual risks inherent in their design to the Project Team in writing, by issuing a copy of their design risk assessment or by notating them on the relevant drawings.

The Project Team will review this information and issue it to all sub-contractors affected by the risks. Each affected sub-contractor will then incorporate the information within their risk assessment to demonstrate pre-planning of the proposed works has been undertaken.

The Project Team will communicate any significant changes in the design, any risks and hazards from temporary works designs identified that affect health, safety and environmental risks on the Project to the Principal Designer for his information.

3.9.2 Scope of Contractor Design

The following design elements fall within the scope of our Contractual control [i.e. design and build elements of the permanent or temporary works designs for completion of the permanent works]. Our proposed designers and third-party checkers used in the completion of the Project are:

#	Design Element	Designer [Company]	Checker [Company]
1	Permanent Works Design	[None]	None
2	Contractor Designed Structures	None	None
3	Contractor Designed Elements	None	None
4	Temporary Works Design	Hording by the client Scaffold TBC	Client TBC
5	Traffic Management Schemes	None	None

3.9.3 Design Management

Permanent Works Design management will co-ordinated by the Project Manager through the scheduling of Design Review Meetings with the key parties, Contractor, Designers and Client representatives. Through the raising and completion of 'Requests for Information' [RFI's], any items requiring review or clarification will be raised.

R Collard Temporary Works Co-ordinator and R Collard Temporary Works Appointed Designer shall manage Temporary Works Design. The co-ordinator will arrange and manage the preparation of designs, ensure the required checking, verification, certification, acceptance, approval, issue and subsequent change of design data has been completed prior to the installation of Temporary Works;

3.9.4 Design Review

Design Review meetings shall be held at key stages with additional design meetings convened as considered necessary by the Contractor or designers. At an early stage in the design process, the construction team shall review the design for build-ability, safe construction and environmental impact.

'Requests for Information' [RFI's] arising shall be discussed at Design Review Meetings, a Register of these items maintained showing current status and minutes from Design Review meetings created.

3.10 Procurement

3.10.1 General

All subcontractors, designers, material suppliers, plant and equipment suppliers shall be assessed and procured in accordance with R Collard procedures, as detailed below.

3.10.2 Subcontractors

All subcontractors will be assessed, selected and procured in accordance with our Sub-Contract Procurement procedures. This includes the requirement for each subcontractor to have a Health and Safety Competence Assessment prior to appointment.

The Client should also take reasonable steps to ensure that any contractors they procure directly are competent. Only those contractors deemed competent by R Collard will be allowed to work on the project.

Monitoring of subcontractors by Project management will continue throughout the project to ensure that an appropriate level of competence is maintained. A review of Sub-contractor's performance throughout and on completion of the project will be completed to ensure competent sub-contractors ONLY are carried forward to new and future works.

Records of our assessments are kept on the Project file.

3.10.3 Designers

Designers include any organisation carrying out design work directly for R Collard or its sub-contractors. They are required to comply with the CDM Regulations.

All Designers will be assessed competence and resources, selected and procured in accordance with our Designer Procurement procedures. This includes the requirement for each subcontractor to have a Health and Safety Competence Assessment prior to appointment.

Records of our assessments are kept on the Project file.

3.11 Project Set Up

3.11.1 Project Layout Plan for the Works.

The Project Manager will ensure that a detailed Project Layout Plan is produced, periodically reviewed to reflect the project programme, maintained and displayed on the Project's HSEQT Board[s] positioned on the Project site.

Examples of the information that will be recorded on the Project Layout Plan are:

- Sequence of Development;
- Project access and exit points;
- Proposed pedestrian routes and crossing points;
- Proposed site traffic routes;
- Permanent and temporary fencing;
- Construction compound location;
- Delivery routes to loading / unloading areas;
- Proposed lay-down areas;
- Public roadways connecting to the site;
- Public footpaths connecting to or crossing the site;
- Watercourses and protected environmental areas;
- Noise, vibration and dust receptors;
- Location of emergency muster points and emergency access routes;
- Location of welfare sites – main and satellite where appropriate;

A copy of the Plan should be available and provided to sub-contractors, delivery companies visiting site and a copy available for use in an Emergency or for issue to the Emergency Services [as required];

3.11.2 Pedestrian and Vehicles Management

R Collard and its subcontractors will organise the site in such a way that pedestrians and vehicles can move safely and without risk to their health and safety. A Traffic and Logistics Management Plan will be completed by the Project Team to ensure traffic and logistics on the Project is managed and impact of construction works considered.

The Project Manager will identify authorised access and egress points and traffic routes around site. The Project Layout Plan will form the basis of pedestrian and vehicle management.

Once on the site, all personnel, delivery drivers and visitors must comply with the designated vehicle and pedestrian routes as marked on site and on the Project Layout Plan.

Drivers should observe normal Highway Code requirements and the Project's mandatory speed limit of 10 mph. They also need to take additional precautions when near pedestrians, operating plant and areas remaining in common use.

All suppliers will be issued with a copy of the project specific Delivery Drivers and Project Rules Plan for issue to their drivers delivering materials to site.

3.11.3 Project Rules

The Project Manager will produce a set of project specific Project Rules (see Appendix 3). These will be included in the induction and a copy is maintained on the HSEQT Notice Board[s].

If any employee, contractor or visitor is in breach of any of the Project rules, or is observed carrying out an unsafe action / condition or an environmental non-conformity, R Collard will take appropriate action to make the Project safe and notify both the individual and their company in writing of the breach. Our Project Unsafe Action and Condition Notification Form will be used for this purpose.

R Collard will require that those personnel involved are disciplined appropriately and in the case of a serious breach, will be removed from Project.

3.11.4 Means of Access and Places of Work

R Collard and its sub-contractors will ensure that suitable provision is made to ensure all personnel have a safe means of access to their place of work. These routes will be maintained at all times while the work is being undertaken at that location.

3.11.5 Visitors

All visitors must sign in before they enter site, they will only be allowed on to site if they have read, understood and signed to confirm their understanding of the Project Rules and are accompanied by a fully inducted person, and otherwise they must attend the Project induction.

It is R Collard host's responsibility to ensure that the visitor is accompanied at all times and complies with the Project rules. Those persons failing to comply with the Project rules will be dealt with appropriately, and where persistent offences occur, the right to bring visitors to site or accompany visitors around the site will be withdrawn.

3.11.6 Exclusion of Unauthorised People and Project Security

R Collard will ensure that access/egress to the office compound and site is via the designated access point. At each access point, signs will be posted warning of Project hazards, warnings, mandatory requirements and prohibitions.

R Collard Project Management will ensure that all existing fences are maintained around the perimeter of the Project to exclude members of the public. In addition, any individual areas which present a high risk e.g. storage areas, excavations etc. will be individually fenced, before the end of the shift or working day, or as deemed necessary throughout the completion of works during the day.

Public rights of way crossing the site and remaining open through out the duration of the project, will be securely fenced to provide a safe route, clearly signed warning the public of plant movements along the route or parallel to the fence line and designated public right of way. Any areas where the site is required to cross the public rights of way, a designated crossing point secured against uncontrolled public access to site [e.g. security gates] will be established. The crossing points provided will be suitably compacted and clearly demarcated at all times.

The requirement for the provision for on-site security will be based on risk. Sites that present a high risk of theft, vandalism or trespass, the consideration of overnight or 24-hour site security will be made. The security of site will be monitored on a regular basis and managed in line with the site requirements.

Netlon type fencing is not considered suitable for use as protection; it is only to be used for demarcation purposes;

3.11.7 Welfare

Suitable welfare facilities will be provided for all personnel at all times whilst they are on site. All facilities will be:

- Sufficient in capacity for the maximum number of people expected to use them;
- Available for use at all times while people are likely to need them;
- Maintained in good condition at all times;

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- Cleared of all waste daily;
- Non-smoking;
- The Project accommodation, welfare and storage will be located in positions appropriate for the work being undertaken, as a minimum no person will be required to walk further than 500m to a toilet or canteen / rest facility;
- Operations involving removal of asbestos require specific welfare facilities to be provided at the site of the operation. These will not be for general use and will be in addition to the project's general welfare;

Welfare provided will meet the minimum requirements of HSE guidance and guidelines.

3.11.8 COSHH and Fuel Storage

R Collard and its sub-contractors will avoid ignition of flammable substances, mixing of substances and environmental damage, as a result of the inadequate storage, dispensing practices or misuse of any substance hazardous to health, through strict adherence to the company COSHH procedures and the measures identified in project specific risk assessments.

The main substances to be used on Project that will fall under COSHH will be recorded as they substances arrive on site on COSHH Materials Register. Diesel fuel will be stored in a bunded / self-bunded tank complying with the Control of Pollution [Oil Storage] [England] Regulations 2001. Locks will be fitted to all fuel storage tanks.

3.12 Information and Training

3.12.1 Induction

Everyone working on site, or regularly visiting site, must attend a R Collard induction. The Project Specific Induction will be completed, providing details of the Project Specific Rules, project outline, the main Project hazards, organisational arrangements, emergency and evacuation procedures and other related items.

All those who have attended the Project induction must sign a Project Induction Register.

On projects where the Client's own direct employees and contractors need access on to our site, the Client's representative must ensure that they receive our Project induction before starting work. Appropriate action will be taken where this process is not followed.

At the induction, all personnel will be asked to complete Project Starter and Induction Questionnaire and Project Occupational Health Questionnaire prior to the commencement of works. This record will be reviewed prior to the commencement of works to ensure all persons working on site have provided the required information and any details on any pre-existing medical or health conditions, injuries or ailments. All operatives must confirm that they are 'fit for work' and raise any medical or health conditions prior to commencing works to ensure they do not place themselves or others at risk.

3.12.2 Daily Activity Briefing

Prior to the commencement of all activities and operations onsite for the day, a Daily Activity Briefing must be completed by the Project Management and Supervision team. The Daily Activity Briefing is a morning communication to all operatives covering the activities planned, deliveries, vehicle movements, offloading arrangements or unusual activities scheduled for that day.

The Project Risk Log notice board will be used as a focus point for communications of the Daily Activity Briefings to ensure operatives are made aware of the on-site risks. The Daily Activity Briefing is a two-way communication with operatives, allowing them to raise any issues, concerns or questions they have relating to the Project.

Sub-contractors must attend a R Collard Daily Activity Briefing or are responsible for completing their own briefing. Their briefing must cover, as a minimum, all items in the Daily Activity Briefing. A member of R Collard Project Management and Supervision team will randomly and informally attend briefings completed by sub-contractors to ensure these are completed as required.

3.12.3 Toolbox Talks

HSET information will be given to employees, direct and subcontract, through a minimum of fortnightly Toolbox Talks. The subject of these talks will be chosen to suit current site activities but may also include project specific incidents, accidents and environmental issues.

The completion of the TBT will be recorded on the Project Briefing Record.

Those sub-contractors conducting their own internal Toolbox Talks are required to supply copies of records showing communication.

3.12.4 Competence and Training Records

All personnel must have received adequate training to enable them to carry out the task without risks to their health and safety, the environment or others who may be affected by their operation[s]. R Collard will check this proof of competence through the induction process before personnel can start work.

The competency of individuals will be assessed against R Collard Minimum Competency Matrix. Those persons that do not meet the minimum standards will not be allowed to work on site or complete tasks or operations that they are not deemed competent.

Managers and supervisors employed in the completion of construction activities on-site will have completed suitable construction management and supervisory training. The minimum standard or equivalent level of this training for managers is the completion of the 5-day 'Site Managers Safety Training Scheme' [SMSTS] and for Supervisors the 2-day 'Site Supervisors Safety Training Scheme' [SSSTS].

For site operatives, competence can be demonstrated as a minimum by possession of the appropriate CSCS, CISRS, CPCS, CCDO card or industry recognised equivalent. For mobile plant operators, a CPCS card relevant to the item of plant they are operating must be held. Where there is no appropriate CSCS, CCDO or CPCS card, then competence must be demonstrated by an industry recognised equivalent or some other reasonable means e.g. in-house training. The assessment of adequacy of this training will be at the discretion of R Collard.

A record of an operative's competence will be recorded on the Project Competence and Training Matrix. This matrix will be continuously updated with new inductees starting on the Project, and will be reviewed regularly to ensure all operatives working onsite continue to maintain their competence. All persons attending site must prove competence through the supply of the relevant Training Certificates. An operative will not be deemed competent until a copy of their Training Certificate is supplied to the Project team or R Collard for central records.

Sub-contractors must carry out their own training and provide evidence of such training to R Collard before starting work. R Collard staff training records are maintained on a central database.

3.12.5 Internal and External Training

To ensure the appropriate levels of competence are maintained on site and within the team, the Project team's competence will be cross referenced with the Project Roles and Responsibilities assigned to individuals. Any areas identified that require additional training or 'up skilling' will be addressed and the appropriate training provided.

The training requirements of individuals will be communicated to R Collard and a suitable training course and provider sourced internally or externally, as required.

All Training providers completing training on a Project will be supplied with and must ensure that a Training Attendance Record is completed by those receiving training. A copy of the completed form will be issued to the Project Management team for record and update of the Project Competence and Training Matrix.

3.13 Incident Management

3.13.1 Reporting

All health, safety and environmental accidents, incidents, dangerous occurrences, near misses or third party complaints must be recorded on the Safeguard database against the Project.

All completed forms are recorded and notified to the Operations Director, Contracts Manager, HSEQT Group Director, HSET Manager and HSET Advisor via the database.

In the event of a Reportable [to HSE] accident or incident, the Injured Person's Direct Employer is responsible for informing the appropriate enforcing authority and completing and submitting Form F2508 [HSE form] to the HSE, with a copy supplied to R Collard Project Manager.

3.13.2 Investigation

All Incidents

All incidents will be investigated to determine both immediate and root causes and the findings recorded.

Significant / Reportable Incidents

The Project Manager will notify the HSET Advisor and the HSEQT Group Director immediately for any accident or incident that is or has the potential to be:

- reportable under Reporting of Injuries Diseases and Dangerous Occurrence Regulations [RIDDOR];
- a significant near miss;
- a significant complaint, communication or visit from the HSE or Local Authority EHO;

The causes of the incident, learning points and control measures identified through site investigation by the HSET Advisor and Project Manager, will be implemented and communicated across all Projects.

3.13.3 Emergency Response

All persons on-site are authorised to contact the emergency services in the event of an emergency. In situations beyond the control of R Collard, the provision of specialist contractors will be used to mitigate the risks and manage the situation, where appropriate.

HSET implications resulting from any such incident which affect the project or any adjacent land / premises, will be notified to the Client and CDM Co-ordinator as soon as possible.

3.13.4 Fire Emergency Plan and Fire Risk Assessment

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The Project Manager will ensure that a Fire Emergency Plan and Fire Risk Assessment is carried out on the Project office and compound as soon as they are established. The results of the assessment will be recorded on Fire Risk Assessment.

All site personnel are briefed on emergency procedures and arrangements within their safety induction. Escape routes on the site will be defined by the Project Manager and will be kept clear and regularly checked. The fire procedures will be overseen by the Project Manager and will be an integral part of the Project induction training.

The following action is to be taken in the event of a fire or explosion occurring on site: -

Upon discovery of a fire:

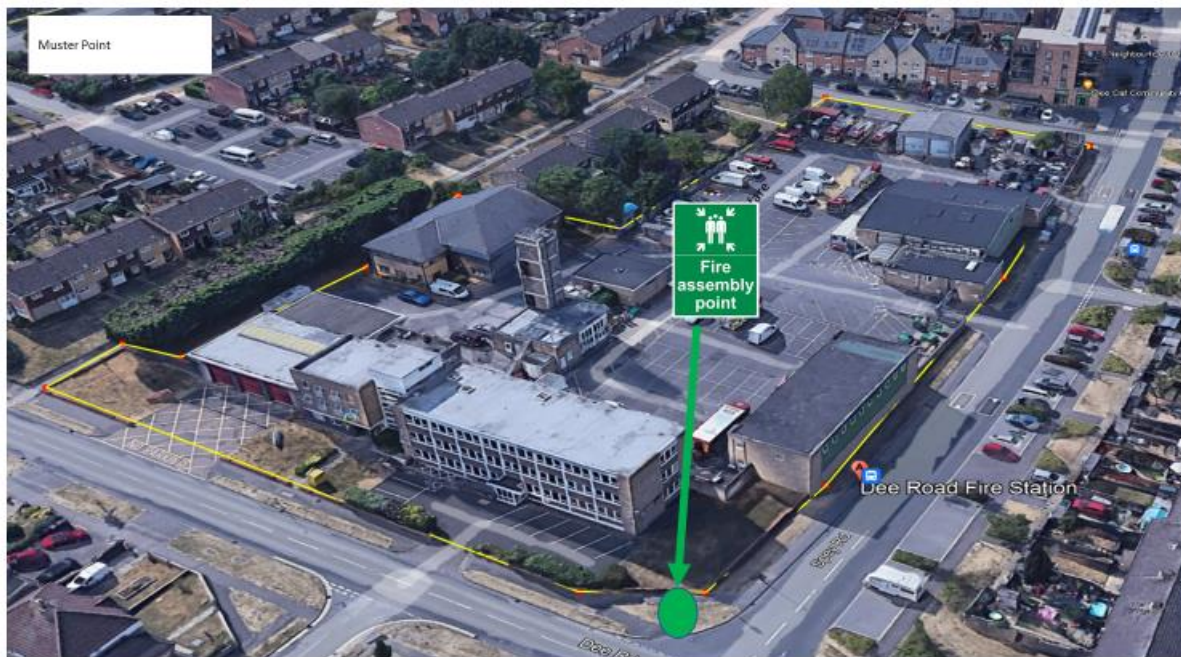
- Sound the alarm
- Call the fire brigade
- Leave the site and assemble at the assembly point

Upon hearing the fire alarm:

- Vacate your works area
- Report to the assembly point
- Do not return to the works area until given the all clear by Project Management.

In all cases of fire, R Collard and the Operations Director is to be notified immediately.

The Project Emergency Assembly point is:



3.13.5 Emergency Planning

The Project Manager will:

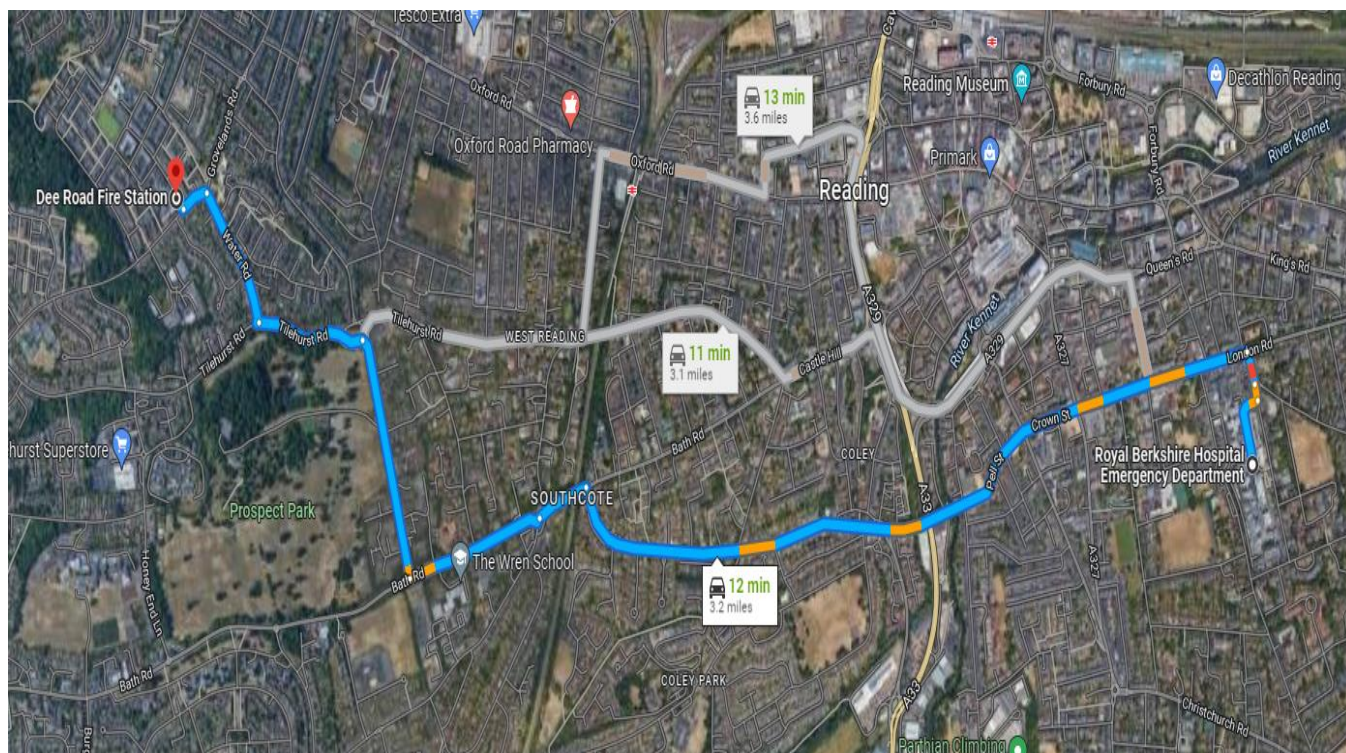
- Develop emergency plans for foreseeable emergencies and / or environmental impacts identified on-site;
- Ensure that the Emergency Contact Numbers are obtained and recorded on the Project Emergency Contacts and Project Emergency Plan Poster;
- Both to be displayed at appropriate places including the HSEQT Notice Board[s];

3.13.6 First Aid

R Collard will ensure that an appropriate number of qualified first aid attendants are provided on the project to administer basic first aid.

Where treatment beyond basic first aid is required, the injured person will be advised to attend / taken to the Accident and Emergency Department at the local hospital:

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A map of the most direct route to the Accident and Emergency Department will be maintained on the HSEQT Notice Board[s] and First Aiders for the project will be listed on the using the Project Emergency Plan Poster;

4 Arrangements for Controlling Significant Project Risks

4.1 Significant and High Risk Project Activities

During the completion of the Construction Phase Plan, the following safety and health risks as identified in Construction [Design and Management] Regulations 2015, Approved Code of Practice and Guidance, Appendix 3, have been reviewed and assessed in their relevance and application for the completion of 'the Dee Road Fire Station':

Applicable to Project:

- Delivery and removal of materials [including waste] and work equipment taking account of any risks to the public, for example during access to or egress from the site;
- Dealing with services – water, electricity and gas including overhead power lines and temporary electrical installations;
- Accommodating adjacent land use;
- Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures;
- Preventing falls;
- Control of lifting operations;
- The maintenance of plant and equipment;
- Work on excavations and work where there are poor ground conditions;
- Traffic routes and segregation of vehicles and pedestrians;
- Storage of materials [particularly hazardous materials] and work equipment;
- The removal of asbestos; TBC
- Dealing with contaminated land;
- Manual handling;
- Use of hazardous substances, particularly where there is a need for health monitoring;
- Reducing noise and vibration;
- Exposure to UV radiation [from the sun];

Not Applicable to Project:

- Work with or near fragile materials;
- Work on wells, underground earthworks and tunnels;
- Work on or near water where there is a risk of drowning;
- Work involving diving;
- Work in a caisson or compressed air working;
- Work involving explosives;
- Work with ionising radiation;

The following hazards and risks have been identified as the significant risks that will be prevalent and cannot be avoided or designed out of the project. The 'Top Five' high risk and significant project activities for the 'Dee Road Fire Station' are:

- See appendix 2

4.2 Risks Identified by the Principal Contractor

R Collard will identify the hazards, evaluate the risk and identify the work activities that require assessment of health, safety and environmental risk. These risks will be recorded in the Project Hazard and Risk Register.

The Project Hazard and Risk Register will be issued to all contractors undertaking work on the project as it will identify the control documents they have to produce before starting their works [see Appendix 2].

4.3 Construction Control and Arrangements for Controlling Significant Risks

The Project Hazard and Risk Register identifies the anticipated hazards associated with planned activities on the project. These are controlled through activity risk assessments, method statements and safe systems of works, lifting plans and permits. Records of the preparation approval, receipt, issue and communication of all risk assessments, method statements and permits shall be maintained in the project files.

The Project Manager will examine risk assessments and method statements for works to be completed and from sub-contractors, to confirm that the risks identified have been properly evaluated, control measures have been established, cover the scope of works being completed and meet the standards required by R Collard. On completion of the review, feedback and acceptance [as applicable] will be issued using our Third-Party Method Statement Review.

An on-site Project Risk Log notice board will be used as a communication tool for all persons to review prior to accessing the site. This will record and provide details on the significant risks and activities being completed, the control measures that are in place to and localised management controls. The Project Risk Log notice board will be updated regularly and the items recorded on the Project Risk Log will be added as they arise to the Project Risk Log Record providing a record of the on-site notice board communications.

The Project Risk Log notice board will be used as a focus point for communications of the Daily Activity Briefings to ensure operatives are made aware of the on-site risks;

4.3.1 Activity Risk Assessment

The Project Team will ensure that Risk assessments are provided for all activities completed on-site. These documents will be:

- prepared and written by a competent person;
- reviewed by a competent person;
- communicated to the workforce;

4.3.2 Method Statements

At the start of the Project, a review of the construction Programme will be completed and a Method Statement, Risk Assessment, Lifting Plan and Inspection Test Plan Schedule will be completed to ensure works are identified early. This will allow planning, consideration of operational methods and any specialist contractor requirements to ensure safe systems of works are developed prior to the programmed works.

All sub-contractor operations with high or medium risks require a method statement defining the controls to be used to reduce the risk. The Project Team will ensure that Method statements are:

- prepared and written by a competent person;
- reviewed by a competent person;
- communicated to the workforce.

[NB – the Employer's Requirements may identify additional method statements to be prepared and submitted]

Method statements must cover the following aspects of the works [as a minimum]:

- the scope of the work;
- organisation;
- preparation
- method and sequence;
- materials;
- plant and equipment;
- safety;
- environment;
- emergency procedures;
- protection of the works [where applicable];
- quality checks, inspection and testing;
- records and monitoring;

4.3.3 Permits

Activities with a residual high risk also require an authorised Permit to start the activity. Permits are prepared and implemented for all relevant activities. The current Permits used by R Collard are:

- Permit to Breakground;
- Hot Works Permits;
- Confined Space Permit;
- Permit to Work on / near Live Services;
- Permit to Pump Concrete;
- Permit to Access, Load and Strike;
- Mobile, HIAB and Crawler Crane Permit;

4.3.4 Change Control

All changes to work and methods resulting from a client instruction, variation order, revised drawing, query response, change in scope of works, change in suitability of methods, will be reviewed by a competent person to assess the implications on the planned method of working and the safe system of work adopted.

All works completed must be in line with the method statement or safe system of work reviewed and accepted. Where change occurs that invalidates these, works stop, the situation is reviewed, reassessed and agree a new method of work, update the method statement and risk assessment and re-brief all persons involved in the works.

4.3.5 Control of Subcontractors

R Collard will apply the following controls to manage our subcontractors:

- review and acceptance of risk assessments, method statement and other documentation prior to commencement;
- agreement on the submission frequency of records;
- routine surveillance of work to check they are working to accepted methods and that work is being completed in accordance and to the drawings and Specifications required or expected;
- final inspection of completed work;

4.4 Control of Materials

4.4.1 General Control

Suppliers are required to provide adequate health and safety information to support their products. R Collard and its subcontractors, in conjunction with the Client and Designers, will be required at all times to endeavour to substitute hazardous materials with less harmful ones.

Project Specific COSHH Assessments for all hazardous materials / substances to be used on the project will be provided, reviewed and communicated to ensure adequate control measures are in place to minimise the potential risk to operatives or the environment.

4.4.2 Storage and Distribution

R Collard and its subcontractors will handle, store and distribute all materials in accordance with manufacturers' / suppliers' recommendations. Agreement must be sought by subcontractors for the storage of large quantities of materials on-site.

High value and hazardous materials will be stored in designated areas, as marked on the Site Layout Plan. Materials removed from storage and not used in the shift will be returned at the end of the working day to the secure storage facilities.

Fuels, oils, LPG and other hazardous materials must be stored in accordance with legislative requirements and guidance.

4.4.3 Control of Plant and Equipment

Suppliers of plant and equipment are required to produce adequate health and safety information to support their products. This will include, where appropriate, proof of statutory test and examination and / or inclusion in a planned preventative maintenance scheme.

4.4.4 Personal Protective Equipment (PPE)

Everyone must wear the appropriate Personal Protective Equipment (PPE) at all times.

R Collard will provide appropriate protective clothing and equipment to its employees. Subcontractors will be responsible for providing appropriate PPE to their own employees.

In the event of a failure by a subcontractor to provide or use the necessary protective clothing or equipment, the subcontractor's work activity will be stopped until corrective action is taken or the necessary items are supplied. If doing so, the items supplied must be appropriate and suitable for the risks identified. In either case the cost is to be borne by the subcontractor. The issue of all PPE will be recorded on PPE Issue Register;

4.5 Temporary Works

R Collard and its subcontractors will ensure that all temporary works are adequately designed and constructed to ensure their stability at all times in all foreseeable circumstances. All temporary works will be inspected prior to use / load and at regular intervals thereafter as indicated by the designer to ensure their continued integrity / stability.

The Operations Director or Contracts Manager or Project Manager will appoint the Project Temporary Works Co-ordinator [TWC], who will oversee the production and approval of temporary works designs. The nomination and appointment of the TWC will be made using 'Appointment Letter – TW Coordinator'.

Where the requirement for additional training is required or requested, this will be authorised by the Project Manager.

4.6 Monitoring Arrangements

To ensure the management on-site is compliant with the standards expected by R Collard, regular monitoring of the Projects activities will be conducted. The results of all monitoring activities will be:

1. Reported to Project Management and all those affected by the findings;
2. Kept on file and available for inspection on site;
3. Summarised in the monthly progress reports;
4. Followed up during the next check to verify that effective implementation of corrective action;

4.6.1 Project HSET Audits

The HSET Advisor will audit the Project using the appropriate Project HSET Audit pro-forma. Reviews performance, identifying good practice, areas for improvement and NCR's, will be conducted monthly.

These audits are used to check the effective use of the HSET Management on site. Additional inspection of the Project will be conducted between the Audits with the Project Manager to check that consistently high standards are being used on the Project.

4.6.2 Statutory Inspections and Registers

We will ensure that all areas of the Project are, as far as is reasonable, safe and without risk to the health and safety of personnel on site, third parties or the environment.

All plant and equipment used on site shall be suitable for its intended use, used in compliance with the manufacturer's instructions and regularly inspected to ensure its safety and integrity is maintained.

We will ensure that where a statutory inspection is required, a competent person will prepare a report containing the specified information and records.

Statutory Inspections include but are not limited to:

- Lifting Equipment Register
- Plant and Lifting Plant Register
- Excavation, Cofferdam and Caisson Inspection
- Working Platform Inspection
- Plant Operator's Inspection

5 Health and Safety File

The Project Team will arrange provision of information for the health and Safety File [H&S File] by:

- Discussing and agreeing the content of the H&S File with the CDM Co-ordinator at an early stage so that the required information and records are identified;
- Informing all subcontractors and suppliers of the information and records required;
- Obtaining and compiling the required information;
- Issuing the information to the CDM Co-ordinator at the agreed time;

When putting together the health and safety file, you should consider including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out the work:

- A brief description of the work carried out;
- Any residual hazards which remain and how they have been dealt with [for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc];
- Key structural principles [for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members] and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Hazardous materials used [for example lead paint; pesticides; special coatings which should not be burnt off etc];
- Information regarding the removal or dismantling of installed plant and equipment [for example any special arrangements for lifting, order or other special instructions for dismantling etc];
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the structure, its plant and equipment [for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc];

The above should not be considered as exhaustive. Information is to be supplied where there are health and safety implications for future alterations, maintenance, decommissioning and demolition.

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Appendix 1

R Collard HSEQ Policy Statement

IMS003 INTEGRATED MANAGEMENT SYSTEMS POLICY



Founded in 1994, The Collard Group has become one of the UK's best known and most respected companies operating in the Demolition, Remediation, Earthworks, Waste Management, Recycling, Aggregates and Ready Mix Concrete sectors. We operate nationally from our headquarters in Eversley to supply these services to Customers, Clients, Main Contractors and public sector organisations.

Top Management, within our organisation will:

- Commit to the provision of a safe and healthy working condition that encourages the prevention of work-related injury and ill health;
- Commit to enhancing our environmental performance via pollution prevention, sustainable resource use, climate change mitigation and the protection of biodiversity and ecosystems.
- Commit to satisfying quality-led applicable requirements and services;
- Comply with all legal obligations and other requirements, and;
- Commit to the continual improvement of the integrated management system.

The implementation of an integrated management system is a strategic and operational decision by our organisation. The success of the integrated management system depends on leadership, commitment and participation from all levels and functions of the organisation.

The implementation and maintenance of the integrated management system, its effectiveness and its ability to achieve its intended outcomes are dependent on:

- a) Top management leadership, commitment, responsibilities and accountability;
- b) Top management developing, leading and promoting a culture in the organisation that supports the intended outcomes of the integrated management system;
- c) Communication;
- d) Consultation and participation of workers, and, where they exist, workers' representatives;
- e) Allocation of the necessary resources to maintain it;
- f) Integrated management system policies, which are compatible with the overall strategic objectives and direction of the organisation;
- g) Effective process(es) for identifying hazards, controlling risks and taking advantage of opportunities;
- h) Continual performance evaluation and monitoring of the integrated management system to improve performance;
- i) Integration of the management system into our business processes;
- j) Objectives that align with the integrated policy and take into account our hazards, risks and opportunities;
- k) Compliance with our legal requirements and other requirements.

Our integrated management system policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

ROBERT COLLARD

Group Managing Director January 2022
The Collard Group

IMS003
Version 04
01/01/2022
CW

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



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Appendix 2

Project Hazard and Risk Register

Project Name & No.:	C7465- Dee Road Fire Station	Project/Site Manager:	TBC
Project Address:	Dee Road Fire Station Reading RG30 4BT		
Risk Register Completed by:	Phil Shelley Contracts Manager	Revision Date & Number:	Date: 26-07-2022 No.: 00
Signed:		Date:	26-07-2022

Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Abrasive wheels - use of	Bursting of wheel, flying fragments, use of wrong wheel / disc, misalignment, entanglement, noise, vibration, dust, spillage, competence of operatives, fire	LOW	- Only trained & competent persons to operate, select & change abrasive wheels; - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's – hearing protection, goggles etc.; - Operatives to be made aware of the effects and levels of vibration exposure; - Regular maintenance and before use checks by operatives to ensure equipment is fit for purpose; - Dust suppression systems used to reduce creation of dusts; - Segregated areas, barriers, netting or screening provided to prevent ejected materials / residues from cutting process impacting on third parties or other operations [task specific]; - Hot works permits in use, firefighting equipment available – all works in line with the Permit;
Access / Egress – site & workplace	Injury due to slips, trips & falls, contact with materials or with mechanical plant, unauthorised access by public	HIGH	- Develop a site specific TMP when PC or in control of the site; - Co-operate and co-ordinate with persons wanting to access allotments and site management of the depot to work within their TMP and advise of requirements to complete R. Collard works; - Identify safe access routes, discuss any changes at weekly project co-ordination meeting; - Site map placed on site boards, in welfare units & access routes highlighted site specific site maps; - All contractors to inform R. Collard of access / egress requirements or modifications required for deliveries of plant and equipment; - All access areas are to be secured & only authorised operatives & accompanied visitors allowed on-site; - Suitable accesses to be created at workplaces for all trades;

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Asbestos removal / working with	Inhalation of airborne fibres, contamination of atmosphere, contamination of work area, hazardous waste disposal, duty of care	MED	- Ensure that an intrusive survey have been carried out & information is available for review prior to commencement of any works; - Arrange for licensed competent contractor to remove asbestos [where required / applicable]; - Any areas containing asbestos to be marked & site operatives made aware of presence – suitable signage to be used in the work area; - Operatives to report immediately any suspect material & to stop work until material identified; - All works to be completed within the guidelines of the relevant legislation and regulations; - All operatives are to be trained and competent in the completion of works with asbestos removal; - Daily checks completed of the work areas to ensure all control measures are working effectively and as required to eliminate / reduce the risk;
Cartridge Operated Tools / use of	Accidental firing, pin ricochet or passing through material, flying fragments, misfire, noise, storage, disposal of cartridges not fully fired	LOW	- Cartridge tools to be used as last resort and only where the substrates working with are suitable for use with cartridge operated tools; - Operator must be trained & competent in use of the equipment; - Cartridges to be stored in a lockable fireproof container; - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's - A secondary layer of materials to be used where there is the potential for a cartridge to penetrate the materials being fixed; - Exclusion zones should be installed on the blind side of the works where applicable to ensure any fired cartridges that penetrate through the materials do not cause risk to other persons in the area;
Chemicals, Hazardous Substances - use of	Corrosive, toxic, flammable, explosive, spillages, storage, occupational health, waste disposal of products after use or spillage	MED	- Substitute with less hazardous alternatives, use different product and ensure other products are investigated to eliminate the risk where available; - Specific risk assessment to be carried out with Control of Substances Hazardous to Health (COSHH) assessment to ensure safe system is operated; - Correct PPE to be supplied by operative's employer & used by operatives, as identified in COSHH assessment and SSoW; - Store in chemical unit & in line with storage requirements; - Ensure suitable and sufficient emergency spill kits are available for use where the need arises;
Circular Saws - use of	Untrained operator, unguarded machinery, flying fragments, debris leading to slips, trips and falls, entanglement, fire, noise, dust & vibration	LOW	- Only trained & competent persons to operate, select & change circular saws wheels; - Dust extraction used to prevent exposure. PPE used as a secondary control; - All guards and safety features must be used at all times - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's; - Work area to be kept clear of waste materials at all times; - All equipment must be PAT tested & regularly inspected; - Operatives to be made aware of the effects and levels of vibration exposure; - All electrical cables to be managed to ensure trip hazards are eliminated;

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Clearance - of site	Removal of protected trees, shrubs, invasive weeds, unidentified wastes or fly tipped materials, sharps & needles, trespassers or vagrants, contaminated soils & land	MED	• Check with local authority for tree protection orders etc; • Ensure ecological checks are made prior to the removal of vegetation to ensure protected species are not disturbed or inferred with; • Use of plant & equipment for clearance of trees & shrubs must be by trained & competent operators; • Operatives made aware of potential for sharps and needles. SSoW for localised removal of sharps, and LA contacted where issue is of concern; • All equipment must be fit for purpose & regularly inspected & maintained; • Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's; • Surveys for hazardous & invasive vegetation (i.e. Japanese Knotweed & Giant Hogweed) must be completed prior to commencement of works;
Compressed Air Power Tools - use of	Flying fragments & ejection of materials, noise, vibration, dust, defective equipment, failure of compressed air couplings, failure of air hoses, compressed air entering the blood, manual handling	LOW	• Ensure personnel trained in use of equipment; • All equipment must be fit for purpose & regularly inspected & maintained; • Whip-checks must be used between all couplings & connections; • Vibration effects of equipment coupled to compressed air to be assessed & control measures implemented; • Operatives to be made aware of the effects and levels of vibration exposure; • Ensure public not put at risk by flying materials or fragments; • Create hearing protection zones where required / applicable; • Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's;
Confined Space – entry into	Asphyxiation, poisoning, explosion, fire, inhalation of toxic fumes, drowning, biological diseases, access & egress	LOW	• Confined space entry to be last resort; • Detailed method statement, risk assessment & permit to work required; • Only trained & competent persons to enter confined space – must be trained to applicable level of risk / category of confined space; • Monitoring & access equipment must be suitably tested & certificated; • Trained and competent supervisor for all works, ensuring compliance with CS permits and SSoW; • Access & egress must be maintained, emergency procedures in place;

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Cranes - use of	Unsuitable foundations, incorrect positioning, safe use & examination of equipment, change in crane or wrong crane used, mechanical & lifting gear failure, poor maintenance, unsafe slinging & insecure loads, untrained operatives, overhead obstructions & services	LOW	- Before any works commence method statement & lifting plan to be produced identifying safe system of work; - Appointed person, Crane driver & banks-men / slingers must be trained & competent to industry recognised standard (CPCS); - Crane & lifting gear certification to be checked; - Lifting gear must be visually inspected prior to works; - All lifting operations must be in line with the LP, Schedule of Common lifts or slinging methodology defined; - Temporary works assessment must be completed for the working area for stability created by ground pressures during lifts; - Suitable & safe access / egress system should be provided for accessing loads to be lifted & slung; - Ensure the correct crane has been supplied and rigged as per lifting plan – e.g. counterweights used / outrigger configurations; - Works at height assessed; - Installation and management of suitable exclusion zones [as applicable to the crane operations being completed] around cranes and all lifting operations to ensure third parties are eliminated from areas of risk;
Crushing Operations – use of	Untrained operatives, unguarded or poorly maintained machinery, noise, dust, vibration.	LOW	- Crushing operations to be agreed with local Environmental Health Officer (EHO) and current licences held; - Dust suppression in use and equipment positioned with consideration for local community; - Method statement / SSoW on the operations and management of the crusher operations; - Operator must be trained & competent in the operation of the crusher. - A suitable working area and exclusion zone to be placed around the crusher, to ensure third parties are eliminated from loading and crushed material ejection points;
Debris Chutes - use of	Collapse of scaffolding, blockage of chute, poor design, poor maintenance, falls of materials, falls of persons, poor erection & dismantling.	N/A	- Scaffold must be designed to ensure suitability for use with Chute – temporary works design complete; - Chute to be installed / dismantled by trained operatives; - Position of chute to be considered for access of skip; - Chute to be examined at regular intervals to ensure no overloading; - A SSoW for unblocking and managing blockages must be produced and adhered to; - Skips must be covered to prevent dust egress during use; - Skips must only be removed when chutes are not in use or closed; - Exclusion zone around the base of the skips provided to ensure no persons enter a drop zone;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Demolition – completion of	Types of structure, falls of persons, falls of materials, services, collapse of structure, health hazards, confined spaces, fire, vibration, explosion, noise, chemicals, dust, biological diseases, sharps & needles, trespassers or vagrants	MED	- Thorough survey & examination of structure to be carried out prior to demolition (i.e. asbestos survey / structural surveys); - Relevant statutory authorities to be notified as applicable; - Detailed method statement to be produced highlighting demolition sequence; - No works to commence until all utility's services are isolated; - Building & demolition area secured to protect the public and operatives; - Site secured to prevent ease of access and security to the site; - Regular checks completed for trespassers, children, vagrants and potential thieves; - Suitable and sufficient signage to be erected on secured fence line warning of dangers; - Suitable collapse zone to be provided; - Structure to be left in a stable position at end of day; - Dust suppression to be used to prevent nuisance and inhalation by operatives and to local affected parties; - Noise abatement used around high impact tasks and consideration for others in the local community;
Dumpers / Dump Trucks - operating	Untrained operators, poor maintenance, overloading with materials, carrying passengers, unloading into poorly supported excavations, site conditions, pedestrian vehicle segregation, overturning, creation of dust, crush zones.	N/A	- Only competent persons to drive dumpers (CPCS card) - Dumpers to be regularly maintained; - Driver to carry out daily inspections of dumper; - Authorised routes to be identified and separation from pedestrians; - Materials must not be overloaded leading to loss of containment during travel or impact on the line of sight whilst travelling; - Vision in direction of travel must be clear at all times; - Seatbelts to be worn at all times by operatives; - All plant must be made secure when not in use. - Keys to be removed from equipment when not in use or operative leaves the seat; - When tipping materials, a suitable ground condition must be maintained and provided to reduce risk of overturning; - Stop blocks or suitable earth or materials bunds will be used as appropriate for the work areas dumpers and dump trucks are being used;
Dust – from stripped soil areas, vehicle movements, stockpiled aggregates, demolition works etc.	Inhalation, visibility, potential for explosion / explosive atmosphere, nuisance	MED	- Regular damping of haul roads where necessary; - Wheel washing facilities to be considered; - Not Required For this Project - Road sweepers to be utilised if necessary; - Local contact to be made with local community & fostering of good relationship to provide means of communications; - Stockpiles sealed to reduce risk of up lifts from stockpiles; - Speed limits adhered to and applied to sites;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Electricity - use of	Electric shock, fire, management of cables, trailing cables / leads – slip, trips & falls, poor maintenance of equipment.	MED	- All equipment used on-site to be 110v, only equipment used in site cabins & welfare unit to be 240v; - All portable equipment must be tested, certificated & regularly inspected for condition prior to use. Any equipment not meeting the desired standards must be removed for repair or replacement; - All leads must be managed and hung at high level or covers placed over leads to prevent trip hazards; - All leads must be regularly inspected to ensure they have not been damaged during use on site. Equipment found to be faulty removed from use immediately; - Battery operated equipment used where available; - Workstations positioned to prevent leads trailing across walkways;
Electrical Commissioning & Temporary Electrics - installation & commissioning	Electric shock, fire, poor control of access to works, 'live' working, correct competence of individuals for works to be completed.	MED	- Only qualified competent electricians to undertake works on electrical installations; - Works to comply with Electricity at Work Regulations 1989 & latest edition of IEE wiring regulations - Permit to work to be issued and used for commissioning works; 'Live' working avoided where possible – only to be completed where it cannot be completed 'dead' - All temporary electrical installations & cabins to be checked yearly, or on a more frequent basis as required;
Excavations - working in	Underground services, collapse of sides, falls of persons & materials, ground water, asphyxiation, movement of plant, adjacent buildings / structures, tipping of materials & surcharging of excavations.	LOW	- Method statement to be produced to identify works & scope; - Work to be carried out under the control of a competent person experienced in the type of work. - Proximity of services, structures to be located before works commence. - Permit to Dig / Break Ground to be issued prior to work commencing. - Consideration of the temporary works requirements of the work – review and consult with TW Engineer; - All excavations to be adequately protected with suitable edge protection & left safe overnight by either backfilling or securing with suitable fencing; - All excavations to be inspected daily or after changes in conditions or environment, and a record of weekly inspection completed; - Suitable access & egress into the excavation must be created for the workforce; - Suitable barriers placed around the work area to ensure operatives are prevented from accessing the excavation except by the designated means / route; - Vehicle routes to be placed at a suitable distance away from the excavation to ensure they do not surcharge the works;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Excavators - use of	Untrained operators, poor maintenance, site conditions, reversing, loading / unloading, falls of materials, incorrect use of lifting gear, defective equipment, overhead cables, underground services, operatives adjacent to working area, failure to use 'dead mans' handle to prevent uncontrolled movements.	MED	- Only Competent drivers to operate plant (CPCS) - No plant to be allowed to work completing lifting operations until test certificate provided & inspected for thorough examination. Where no lifting to be completed, evidence of planned maintenance or on hire check sheets must be held; - Regular maintenance to be carried out & daily recorded check to be made; - No plant to be operated unless all round 360 visibility is available – all equipment provided must be fit for purpose and operational; - If used as a lifting appliance lifting plan to be produced & the correct lifting point used for operations; - No lifting to be completed beyond the safe working load of the excavator and within the lifting plan; - Operators must be trained & familiar with the workings of the quick hitch attachment. All QH's must be fully automatic or fully manual. NO SEMI-AUTOMATIC QH's allowed within R. Collard operations; - All plant must be made secure when not in use. Keys to be removed from equipment; - No working or slewing above operators; - Exclusion zone provided around the equipment and banksman provided in congested areas or where RA dictates;
Falsework / Temporary Works – erection & completion of	Collapse of structure, falls of persons & materials, loading of TW, dismantling & striking of TW / Falseworks	MED	- Falsework design must be carried out & temporary works drawings completed; - Design should be independently checked to ensure it is suitable and sufficient for works; - Design should identify erection, maintenance & dismantling of the works; - Formal permission / permits to load & strike to be obtained; - All falsework and TW's to be installed and completed by trained operatives, familiar with the equipment and SSoW for the materials, equipment & plant used; - All holes, and voids completed and filled prior to opening up the work area to other operations, loading and further works, as per Permit system; - All bases, substructures and ground conditions must be suitable for the loads to be placed. Ensure no voids present;
Fire Prevention – management & control of	Badly positioned heating appliances, discarded cigarettes / matches, arson, misuse / faulty LPG equipment, faulty electrical apparatus, welding operations, poor housekeeping & storage of materials, storage of flammable materials, management of hot works, ventilation.	MED	R. Collard to produce site fire plan & risk assessment; - Emergency escape route and muster point identified and known by all. Briefed in inductions and clearly signed; - Site fire call points & firefighting equipment to be provided in convenient locations; - Instigate Hot Works regime; - Identify any flammable materials / containers and provide appropriate protection. Eliminate or substitute materials for non-flammable or retarded alternatives; - Provide flammable stores and designate no smoking or hot works areas; - Maximise mechanical cutting where possible; - Obtain isolation certificates where necessary; - Ensure good housekeeping standards & clear as you go work ethic; - Waste to be removed on a daily basis; - No smoking on site and in offices – designated controlled areas;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Fork Lift Trucks / Telehandler - use of	Untrained operators, poor maintenance, overloading, collapse of scaffold, unsecured loads, carrying passengers, site conditions, pedestrian vehicle segregation, overturning, lifting operations / use as a crane, creation of dust, blind spots & vehicle movements.	N/A	- Operative to be competent & hold a CPCS card - Fork lift & Telehandler to be operated & maintained to manufacturers recommendations; - All equipment must be thoroughly examined, tested & certificated prior to use on-site; - Lifting plan to be completed, which should include details of all items that can be lifted; - All operations to be completed within safe working load of the equipment; - Banksman to be provided in heavily populated areas, but will not be used in areas where the banksman is potentially the person at risk; - No persons to be lifted on forks or in attachments, unless no other suitable alternatives are available. When using baskets, these must be specifically designed & certificated platforms; - Seatbelts to be worn at all times by operatives; - Vision in direction of travel must be clear at all times; - Driver to carry out daily inspections - No plant to be operated unless all round 360 visibility is available via mirrors or cameras – all equipment provided must be fit for purpose and operational;
Hand Arm Vibration – prevention of	Damage to blood circulation, identification of historic OH exposure / conditions, Hand Arm Vibration Syndrome (HAVS).	LOW	- Assessment of the vibration risks to operatives required together with a record that operatives do not exceed the 'exposure limit value'; - OH assessments completed on vulnerable operatives and those persons that are exposed to vibration above the 'exposure action value' regularly; - Information must be communicated to operatives on the exposure levels from equipment and visual indicators used; - All tools used must consider the latest technical advances & apply the hierarchy of control for vibration; - Equipment must be well maintained and sharp tool bits used to reduce vibration levels;
Ladders & Step Ladders - use of	Falls of persons, falls of materials, poor foundations / footing, unsuitable surfaces, poor storage, damage & misuse, over-reaching, unsecured, untied or not footed, wrong angle, incorrect Class of ladder – suitability for environment used.	LOW	- Ladders / steps should only be used as a working platform if there is no other choice; - Light and short duration works only to be completed, under a suitable and sufficient risk assessment; - Only Class 1 industrial ladders to be used on site; - All ladders must be footed or tied, and three points of contact maintained; - Damaged ladders to be removed from use immediately; - Visual inspection of ladders prior to use, record of inspection weekly; - Ensure ladder is erected on stable, firm and level base; - Ladder must be suitable to the work environment and the risks – e.g. fibreglass ladders – nonconductive;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Lifting gear - use of	Missing through examination & inspection, untrained banksmen / slingers, overloading, incorrect angle of sling & poor slinging, poor protection against sharp edges, defective / wrong equipment, incorrect slinging techniques, failure to reduce SWL in line with mode factors.	LOW	- All lifting gear must have a test certificate within the last 6 months. - Only competent personnel to use lifting gear who must ensure the right equipment is used; - Object being lifted must be assessed, the weights known and the distribution of the weight; - All lifting equipment must be examined prior to use for condition & damage; - All equipment must be used as designed, correct angle of inclusion & within SWL. All equipment must be de-rated as per applicable mode factors; - Webbing slings must be protected from sharp edges; - All equipment to be stored in suitable manner, free from exposure to the elements and cleaned where equipment has become soiled – no chemical to be used; - Lifting gear must not be used for dragging loads; - Lifting gear should be removed from excavators during digging operations;
LPG - use of	Fire, explosion, asphyxiation, cold burns, poor storage, theft or third-party interference, incorrect storage.	LOW	- Only a quantity of one day's advance supply should be stored on site in an approved store; - All storage areas should be lockable and clearly signed. No smoking near storage areas; - All storage areas must be away from natural hollows, cellars and drains; - LPG cylinders to be stored separate to oxygen cylinders; - Adequate ventilation is required in areas where LPG is being used to prevent gas build up / oxygen depletion;
Manual Handling – management & elimination	Excessive stress & strain, cuts & abrasions, repetition, dropping or falls of materials, musculoskeletal disorders, slips & trips.	MED	- Where ever possible materials to be moved mechanically and manual handling eliminated; - Specific risk assessment for manual handling operations required for all operations; - Assessment of whole operation required, from the task, to the load, the environment, the individual; - All operatives should be trained in manual handling and kinetic handling techniques; - Suitable routes provided for movement of materials to reduce likelihood of slip, trips and falls;
Mobile Elevated Working Platform (MEWP's) (Booms / Scissor Lifts) - use of	Collision / collapse or crushing during use, encroachment into traffic lanes, overhead cables or electrical sources, falls of persons or materials, incorrect use, unguarded moving parts, work at height rescue plans, competence.	MED	- Operators must be trained & competent (CPCS or International Powered Access Platform (IPAF) card); - Copy of six-monthly test certificates to be produced prior to work commencing; - Equipment to be inspected on a daily basis to ensure fit for purpose; - A plan for emergencies & rescue must be included; - Operatives to wear fall arrest / restraint system to prevent over reaching and fall from basket when working in Cherry Pickers, as per training guidance; - Operatives should not climb out of or up basket handrails or toe boards; - Avoid crush zones and ensure works do not place operative at risk of crush between basket and overhead obstacles; - Ground / working area should be assessed for loading requirements (i.e. drainage and manholes lids); - Correct equipment to be selected for correct operations – i.e. rough terrain / external works / wind conditions / reach and height; - Exclusion zones to be created around working areas to eliminate unauthorised operatives from working area and risk of materials falling to ground in working areas; - Tool lanyards used or considered for all working at height. Where tools are required at height, they will be stored in a suitable receptacle to prevent falls of materials or equipment from height; - Identification of overhead services and hazards prior to works;

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Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Mobile Towers - use of	Collapse, falls of persons or materials, overhead cables or electrical sources, site conditions, overloading defective materials, poor foundations / footing, unsuitable surfaces, incorrectly built, competence of erectors;	MED	- Towers to be erected by competent persons with Prefabricated Aluminium Scaffolding Manufacturers Association (PASMA) card to the manufacturer's recommendations; - Working areas to be assessed for suitability of use. - Ground should be stable, firm and level; - No operatives are to remain on scaffold during movement around working area. Wheels will be locked when equipment is in use; - Base to height ratio and use of rakers to manufacturers recommendations; - Visual and recorded assessment should be made of towers on a regular basis and after significant change, alteration or movement; - Mobile tower must be suitable for the operations to be completed;
Overhead Cables - working near	Electric shock, burns, damage to plant & equipment, nuisance to local community.	HIGH	- Local electric company to be consulted with before any works take place; - Protection to be in place in accordance with GS 6 Avoidance of Danger of Overhead Cables; - Temporary diversions created where possible; - All operatives made aware of the services during inductions and works co-ordinated to reduce requirements to work within exclusion zones; - Toolbox talk to be carried out at the start of the project warning plant operator of the Overhead Openreach services - Daily briefings conducted before each shift reminding everyone of the overhead services
Personal Protective Equipment (PPE) - Provision & use of	Identify need for, equipment provides adequate level of protection & suitable, equipment fits properly, different equipment worn together are compatible, equipment causes additional hazards i.e. reduced sense of touch, PPE used rather than elimination of risk.	MED	- All contractors to identify the specific PPE required in their risk assessments; - PPE should be compatible & personnel trained in its use; - Minimum PPE on site is helmet, safety boots, high visibility vest / jacket, safety glasses and gloves; - PPE identified as being required for an operation to be provided free of charge by employer; - All PPE should be of a suitable quality, undamaged or modified and should be worn as per manufacturers guidance at all times; - PPE must not be interfered with or altered;
Petrol / Fuel - use of	Fire, explosion, spillages, theft.	LOW	- Fuel must be stored in appropriate containers in bunded areas; - Fuel to be handled in accordance with risk & COSHH assessment; - Spill nappies must be used under equipment being filled / re-fuelled; - Containers used for dispensing and carrying fuels must be appropriate, funnels provided for refilling and dispensing to reduce the risk of spillages; - Fire extinguisher & emergency spill kit to be available; R. Collard must be informed of any requirements or storage of products on-site; - All site fuel storage will be placed away from watercourses and never within the rivers buffer zone

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Public Protection	Prevention of unauthorised access to site, hoarding & perimeter fence control & stability, protection of site excavations from public, securing scaffolding from trespassers, falls of materials beyond perimeter, movement of plant, vehicles & equipment.	MED	- Secure the site to prevent unauthorised access; - Security guards used where appropriate to control access to the site; - All hoarding and fencing must be suitable and sufficient, double clipped and secured against movement in extreme weather conditions; - Areas to be left safe as identified in the specific work assessment if members of public could be at risk; - All excavations, ladders and access points to be made secure, protected or fenced to avoid unauthorised trespass or access; - Excavations and holes must be secured and protected; - Clear signage to be provided to ensure all persons are warned of risks and hazards; - Site will be suitably fenced off to prevent unauthorised access and trespass;
Reversing Vehicles – completion of	Poor visibility, uncontrolled or monitored movements, excavations, physical obstructions, separation of plant & pedestrians, untrained banksman, operators & personnel.	HIGH	- Traffic management plan to eliminate reversing where possible. Turning circles, one-way routes will be used where possible. - Vehicles required to reverse must be under the control of a trained banksman; - Plant must have all round visibility or cameras fitted or audible warnings that vehicle is reversing; - Works requiring continuous reversing of vehicles (i.e. tarmacking) will be separated from other operations where possible and managed by a trained and competent banksman; - Suitable pedestrian routes will be provided that are separate from vehicle movements;
Roadworks – use of	Collisions with works, striking of services, lighting & guarding of roadworks, maintenance of TM, excavation protection & stability, movement of vehicles & co-ordination of works with LA.	MED	- All works to comply with Chapter 8 / NRSWA requirements as applicable; - TM plans will be drawn and submitted for approval with the relevant local bodies; - All operatives setting out TM will be trained and competent to the level required for the road works are conducted; - No persons will interfere with TM; - All TM will be checked for compliance with Chapter 8 / NRSWA as applicable, on a regular basis; - Correct Class of PPE will be worn by all operatives completing TM works; - TM will be cleaned as required by weather conditions;
Roof work - completion of	Falls of persons, falls of materials, equipment, work at height & rescue procedures, psittacosis, asbestos sheeting, fragile roofs, weather conditions, access & egress to work places.	LOW	- All roof work will be assessed for condition and structural stability prior to the commencement of any works; - Detailed method statement highlighting safe system of work to be followed by operatives; - All works to follow HSE guidance for safe working at height; - Works will be eliminated where possible; - All operatives will be trained, competent and familiar with roof works. - A suitable designated access route will be used to roof works. - Fragile roofs will be signed, all works will be planned and where possible, access and works on fragile roofs will be avoided. A site specific SSoW will be developed for fragile roof works;

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Scaffolding - Tube & Fitting	Design of scaffolding, overloading, falls of persons or materials, equipment, collapse, site conditions, poor foundations, defective materials, overhead cables, competence of scaffolders, unauthorised alterations, inspections of equipment before use.	MED	- Detailed method statement required from Scaffolding Contractor; - All scaffolders must have CISRS card; - The number and qualifications of the scaffolding team will be in line with the guidance provided by CISRS; - All scaffold, except basic scaffolds, are to be designed by a competent design contractor; - Scaffolder to provide handover certificate & identify any scaffolding that is incomplete; - All ties, where require will be tested at appropriate intervals; - All scaffolds will be signed and tag to highlight completion state; - Daily / weekly inspections to be carried out by a competent person; - No persons will alter or interfere with scaffolds; - Ground conditions must be suitable for the scaffold and must not be undermined by other works / excavations; - Scaffolding must be completed in line with NASC Best Practice Guidance;
Scaffolding - System	Design of scaffolding, overloading, falls of persons or materials, equipment, collapse, site conditions, poor foundations, defective materials, overhead cables, competence of scaffolders, unauthorised alterations, inspections of equipment before use.	MED	- Detailed method statement required from Scaffolding Contractor; - All scaffolders must have CISRS card; - The number and qualifications of the scaffolding team will be in line with the guidance provided by CISRS; - All scaffold, except basic scaffolds, are to be designed by a competent design contractor; - Scaffolder to provide handover certificate & identify any scaffolding that is incomplete; - All ties, where require will be tested at appropriate intervals; - All scaffolds will be signed and tag to highlight completion state; - Daily / weekly inspections to be carried out by a competent person; - No persons will alter or interfere with scaffolds; - Ground conditions must be suitable for the scaffold and must not be undermined by other works / excavations; - Scaffolding must be completed in line with NASC Best Practice Guidance;
Site Access – control of	Traffic numbers & movements, visibility, reversing vehicles, signage & guarding, urban areas, transfer of materials outside the site on to local road networks.	HIGH	- Designate Site Access points; - Signage to be displayed to make public aware of danger of construction sites and site requirements (i.e. visitors to report to site office); - Where possible access will allow vehicles to pull off road to site entrance to reduce disruption, prevent impact on localised traffic and ensure sight lines, where possible are not impacted; - TM signage will be place to warn road users of construction site entrance; - Where possible, all works will be completed to allow good sight lines for those entering and leaving the site and have minimum impact on third parties; - Inspections to be carried out regularly to ensure signage still erected and clean;

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Exposure to UV Radiation – Control Of	If work keeps you outdoors for a long time your skin could be exposed to more sun than is healthy for you. Outdoor workers that could be at risk include farm or construction workers, market gardeners, outdoor activity workers and some public service workers. People of all skin colours should take care to avoid damage to the eyes, overheating and dehydration	Low	• Collards have a no shorts policy on all project to ensure skin remain covered • Hardhats are worn while working to protect the scalp • The body is to be covered with a T-Shirt at all time on the project • You should take particular care if you have: • fair or freckled skin that doesn't tan, or goes red or burns before it tans, red or fair hair and light-coloured eyes, a large number of moles. • Operatives are advised to position themselves in shaded areas where possible • A high factor sunscreen will be provided with in the welfare • Operatives are advised to drink plenty of water during the working day • Operatives are advised to check their skin regularly for any unusual moles or spots and seek advice from a doctor if they have any concerns • Annually occupational health nurse visit provided by Collards
Tidiness - Site	Poor storage, rubbish left to accumulate, blocked or restricted access, trailing cables, protruding nails, slips, trips & falls, fire.	MED	• All Contractors must remove their debris / waste on a daily basis; • Suitable waste receptacles will be provided and wastes will be segregated as required; • Duty of Care requirements will be followed to ensure all wastes are processed and removed as required by Environmental Legislation and Regulations; • R. Collard will give 24 hours' notice of housekeeping improvement & compliance, if no change, R. Collard labour will be used to remove waste and contra-charged;
Waste Management	Fly tipping, segregation & Duty of Care, fire, pollution, attraction of vermin, biological diseases	MED	• R. Collard & its contractors will ensure that when waste changes hands, a transfer note is completed; • Duty of Care requirements will be followed to ensure all wastes are processed and removed as required by Environmental Legislation and Regulations; • All waste transfers will be checked for 'Duty of Care' compliance; • General & hazardous wastes will be separated to ensure compliance with Waste legislation; • Site will be registered as a hazardous waste producer; • Exemptions will be applied for and implemented as required; • Buffer zone from the river set at 10mtr (site boundary over 12mtr away) • No works are to take place within the buffer zone • No waste storage outside of the site boundary (the site boundary is outside the buffer zone)

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Activities, operations, materials, products or services	Potential safety, health or environmental hazards / impacts	Anticipated personnel potentially at risk, control & mitigation measures	
		Project Risk Level [insert decision commentary]	Control & Mitigation Measures [this list is not exhaustive & used only as a guide]
Welding & Burning – use of	Fire, burns, fumes, explosion, electric shock, eye injuries, trailing hoses / cables, incorrect storage of gases – securing of.	LOW	- Hot works permit to be issued. - Welding equipment to comply with manufacturers recommendations & be operated by competent persons; - Correct PPE to be supplied by operative's employer & used by operatives, as identified in RA's; - Task specific screening will be used to protect workers in the local area; - All gas bottles will be removed to the designated storage area as required at the end of works; - All gas bottles will be secured as required; - Suitable earthing points will be used during works; - Fire extinguishers will be available for use and fully charged to ensure they are suitable for the works;
Work Equipment - use of	Untrained operators, poorly maintained, flying fragments or materials, no safety system of use or training, incorrect use or equipment for task, unguarded moving parts or guards removed, poor working areas & benches / workstations.	MED	- Work equipment to be used in accordance with manufacturer's guidance & recommendations; - It must be fit for purpose & used by competent personnel; - Debris must not be allowed to accumulate in & around work equipment. All cleaning will be completed when equipment is isolated / turned off; - All equipment will be checked and inspected as required under PUWER; - Any equipment that is not fit for purpose will be segregated and removed from use; - All guards will be in place and will not be removed for any reason. Where the equipment does not fit or guards hinder operations, the equipment is not suitable for the task and new selection made; - A suitable working area, platform or bench should be provided for the works to be completed on / from;
Working at Height - completion of	Falls of persons or materials, rescue plans & emergency arrangements, correct equipment for the job or requirements;	MED	- Work at height will be eliminated where possible - A method statement & risk assessment detailing suitable equipment, control measures to prevent falls of persons & objects will be provided; - Weather conditions must be considered for all operations; - Legislation, regulations and guidance for working at height must be followed and hierarchy of controls followed and justified where applicable; - A plan for emergencies & rescue must be included in the SSoW; - Equipment must be appropriately inspected, fit for purpose and operatives trained in its use and operation; - Operatives must be trained in the use of Fall Arrest PPE, as applicable;
High-Noise	High levels of noise. Plans to control & detail adequate monitoring	LOW	- Collards operates a 5-year plant modernisation scheme ensuring we are using the most up to date innovation in modern equipment- - Daily inspections of plant by the operator are taken, ensuring all plant is running at the correct levels of efficiency - All defects are reported to the Collards plant manager for corrective actions. Mobile plant engineers are Available to carry out site servicing. - The site supervisor will be supplied with a handheld noise measurement device. Measurements will be taken 3 times per day and random times - Plant working hours are kept between 8am-530pm to minimise any disruption to the local community - No nights or weekend working are planned for the duration of this project

Appendix 3

Project Specific Rules

- All site rules to be in conjunction with Cazoo Rules
- Working hours will be from 07.00am until 18:00pm. Monday to Friday, 07.00am until 13:00pm on Saturdays (by arrangement). No working on Sundays or Bank Holidays.
- Vehicles and equipment will not obstruct access routes for emergency vehicles.
- Hard hats will be worn at all times.
- Protective footwear will be worn at all times.
- High Visibility trousers, long sleeved vests / jackets will be worn at all times.
- Suitable hand and Eye protection will be worn at ALL times when on site.
- If noise levels exceed 80 decibels, we will assess the risk to workers' health and provide them with information and training. If noise levels reach 85 decibels, hearing protection and/or hearing protection zones will be mandatory. Noise levels will be checked with specialist calibrated equipment.
- When using hazardous substances, the Material Data Safety Sheet will be used to produce a COSHH assessment. This COSHH Assessment will identify the necessary precautions we must observe and the subsequent control measures required to work safely.
- 5-point PPE is required AT ALL TIMES and further specified PPE/RPE will be provided to all operatives, following a suitable and sufficient risk assessment of the task.
- Records of RPE Face Fit training will be held on-site that demonstrates the category of mask selected (FFP3 minimum), the training given and the competence to wear the mask fully.
- Only certified operatives who have provided proof of their competence to R Collard will drive or operate items of plant.
- No one suspected of being under the influence or in the possession of alcohol or drugs will be allowed on site.
- No radios or personal audio equipment will be permitted on site.
- Mobile telephones will only be permitted to be used in designated areas.
- The site welfare facilities are to be kept clean at all times.
- Site operatives are to be restricted to the site area under demolition and designated access routes
- Smoking will only be permitted in designated smoking area.
- All operatives must sign the Induction Register and sign to confirm their understanding and acknowledgement of the Method Statement and Site Rules when arriving on site for the first time.

All visitors to the site must comply with the site rules. Visitors to the demolition area must be escorted round the works by a trained operative.

Appendix 4

Standards of Work

All works will be carried out as detailed in the works method statement.

The works will be managed at all times by a competent person.

Where relevant to the work activity the following regulations & guidance notes will be adhered to:

- Confined Spaces Regulations 1997
- The Construction (Design & Management) Regulation 2015
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002 SI 2002/2676
- Control of Noise at Work Regulations 2005
- Control of Pollution Act 1974
- Control of Substances Hazardous to Health Amendment Regulations 2004 (COSHH)
- Control of Vibration at Work Regulations 2005
- Control of Waste Regulations 2012
- Control of Waste (Registration of Carriers & Seizure of Vehicles) Regulations 1991
- Dangerous Substances and Explosives Atmospheres Regulations 2002
- Electricity at Work Regulations 1989 (Amended 1997)
- Environment Protection Act 1990
- Environmental Protection (Duty of care) Regulations 1991
- Health & Safety (First Aid) Regulations 1981 (as amended)
- Health & Safety (Safety Signs & Signals) Regulations 1996 (as amended)
- Health & Safety at Work (HSW) act 1974
- Hazardous Waste Regulations 2009
- Highly Flammable Liquids and LPG Regulations 1972
- Lifting Operations and Lifting Equipment Regulations 1998 (as amended)
- Low Voltage Electrical Equipment (Safety) Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations 1992 (as amended)
- Personal Protective Equipment at Work Regulations 2002(as amended)
- Provision and Use of Work Equipment Regulations 1998 (as amended)
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries Diseases & Dangerous Occurrences Regulations 2013
- Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- Work at Height (Amendment Regulations) 2007
- Special Waste Regulations 1996 (as amended)
- Waste Management Licensing Regulations 1994
- British Standard BS6187: 2011 Demolition
- HSE Guidance Notes GS29 1, 2, 3 & 4.
- Environment Agency Pollution Prevention Guidance PPG series
- R Collard Limited Health & Safety policy statement.

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Appendix 4

Project Layout Plan



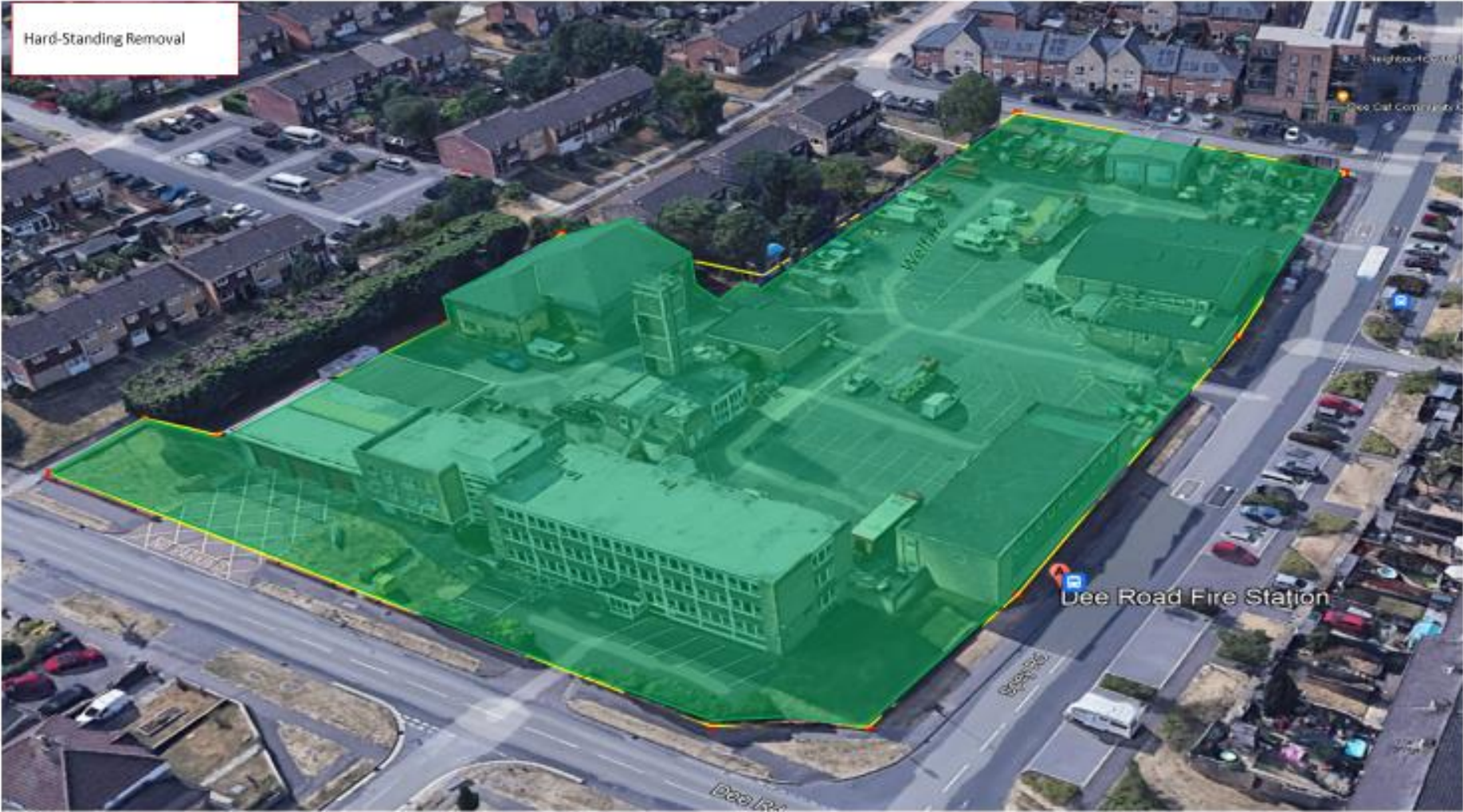
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Direction To Local A&E



Royal Berkshire Hospital Emergency
Department

Craven Rd, Reading RG1 5LE

> Follow Royal Berkshire Hospital and Craven Rd to
London Rd/A4

1 min (0.2 mi)

> Follow A4 to Liebenrood Rd

8 min (2.1 mi)

➔ Turn right onto Liebenrood Rd

1 min (0.4 mi)

> Continue on Tilehurst Rd to Dee Rd

1 min (0.5 mi)

> Continue on Dee Rd. Drive to Spey Rd

24 s (456 ft)

Dee Road Fire Station

Reading RG30 4BT

A&E Address- Craven Rd, Reading RG1 5LE

A&E Phone 01183225111

HEALTH AND SAFETY CONSTRUCTION PHASE PLAN



Appendix 5

Method Statement, Risk Assessment, Lifting Plan and Inspection Test Plan Schedule

Method Statement, Risk Assessment & Lifting Plan Schedule – Project Commencement							
Document[s] Required Forecast			Document, Works or Operation Title	Works to be completed by		Key Project Dates	
MS	RA	LP		R Collard Group	Subcontractor	Programmed Start	Document Submittal by
x	x		Asbestos Survey		x	25-07-2022	22-07-2022
x	x		Asbestos Removal		x	TBC	TBC
x	x		Soft Strip	x		TBC	TBC
x	x		Demolition	x		TBC	TBC
			Underground Tank Removal	x		TBC	TBC