

Project Reference	10 Deacon Way
Client	Craftsman Brothers Ltd
Site Location	10 Deacon Way
Building Reference	
Project Description	Building extension, and alterations changing in to two units
F10 Number	N/A
Date Initial F10 Created	N/A
Date Updated F10 Issued	N/A
Project Manager	Marius Bukys
Principal Designer	
Contractor	Craftsman Group Ltd

This report has been prepared by:**Name:** Julius Zenevicius **Company:** Quantum Leap Safety**Address:** Unit 1.1, 194 Quarry Street, Hamilton ML3 6QR
Telephone: 07715673494 **Email:** julius@qlss.co.uk***Authorised for issue by:*****HEALTH & SAFETY MANAGER:****Name** Julius Zenevicius **Signature:** **PROJECT MANAGER:****Name** Marius Bukys **Signature:** Date Construction Phase Plan Sent to Principal Designer for Review: 18/08/2022

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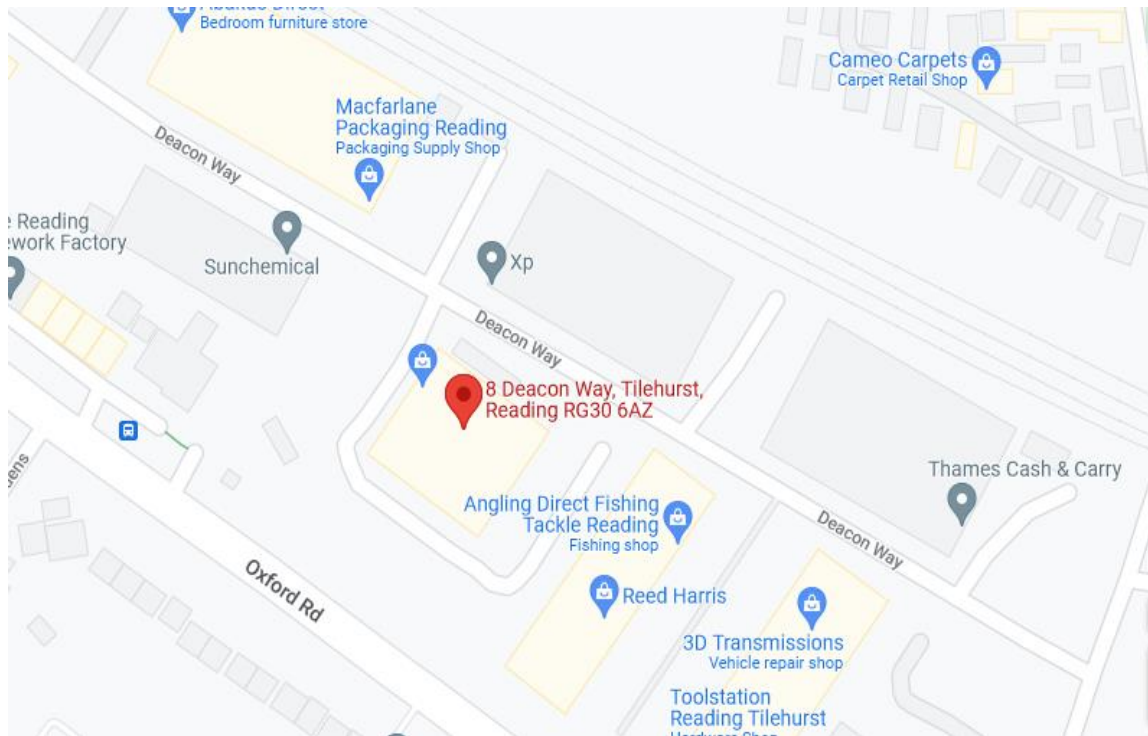
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1 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION

1.1.1 Site Location

1.1.1.1 The site is located in: **10 Deacon Way, Reading RG30 6AZ**



1.1.2 The Works to be Undertaken

- 1.1.2.1 Roof Removal By contractor
- 1.1.2.2 Building Extension
- 1.1.2.3 Update on existing floor layout
- 1.1.2.4 Full refurbishment
- 1.1.2.5 Decoration works

1.2 KEY DATES

1.2.1 Project programme

- Project Start Date: 22/08/2022
- Project Duration: TBC
- Project Completion Date: TBC

1.3 PROJECT DIRECTORY

1.3.1 Client:

Company	Craftsman Brothers Ltd
Address	10 Deacon Way
Contact	Tadas Bukys
Telephone	
Fax	
Email	tadas@craftsmanltd.co.uk

1.3.2 Principal Designer:

Name	
Company	
Address	
Telephone	
Fax	
Email	

1.3.3 Project Manager:

Name	Marius Bukys
Address	Unit 8, Abbots Farm . Reading ,RG7 4EE
Telephone	01183215573, 01189834588
Fax	
Email	marius@craftsmanltd.co.uk

1.3.4 Architect:

Company	D//ARCHI
Address	272 London Road ,Earley,Reading Berkshire, RG6 1AJ
Contact	Darius Norvaisa
Telephone	0750 779 1187
Fax	
Email	dnarchitecture@yahoo.com

1.3.5 Structural Engineer:

Company	TBC
Address	
Contact	
Telephone	
Fax	
Email	

1.3.6 Mechanical Engineer:

Company	
Address	
Contact	
Telephone	
Fax	
Email	

1.3.7 Electrical Engineer:

Company	
Address	
Contact	
Telephone	
Fax	
Email	

1.3.8 Quantity Surveyor:

Company	
Address	
Contact	
Telephone	
Fax	
Email	

1.3.9 Landscape Architect:

Company	
Address	
Contact	
Telephone	
Fax	
Email	

1.3.10 Local Authority:

County / Borough Council	Reading Borough Council
Address	Civic Offices, Bridge Street, Reading Berkshire, RG1 2LU
Telephone	0118 937 3787
Website	www.reading.co.uk

1.3.11 Building Control:

Company	
Address	
Telephone	
Website	

1.3.12 HSE Local Office:

Name	Health and Safety Executive
Address	Local office address
Website	www.hse.gov.uk
Telephone	National Helpline: 0845 345 0055
RIDDOR Reporting	Tel. 0845 300 99 23 (Monday to Friday 0830-1700) riddor@natbrit.com . (24 Hour)

1.3.13 Environmental Agency:

Address	National Customer Contact Centre: PO Box 544, Rotherham, S60 1BY
Website	www.environment-agency.gov.uk
Telephone	National Helpline: 08708 506 506 (Mon-Fri 0800-1800)
Email	enquiries@environment-agency.gov.uk (except for reporting environmental incidents)
Incident Hotline	0800 807060 (24 Hour) To report an environmental incident

1.3.14 Principal Contractor:

Company	Craftsman Group Ltd
Address	Unit 8, Abbots Farm . Reading ,RG7 4EE
Contact	Tadas Bukys
Telephone	01183215573, 01189834588
Fax	
Email	Tadas@craftsmanltd.co.uk

1.3.15 Contractor:

Company	Asbestos Fighters co Ltd
Address	Unit 8,Chancerygate Business Centre, Whiteleaf Road, Hemel Hempstead, Herts, HP3 9HD
Contact	Cezary Tomaszewski
Telephone	<u>01582 283528</u> <u>07726 265129</u>
Fax	
Email	<u>cezary@asbestosfighters.co.uk</u>

Contractor: Add as many Contractors as required

Company	
Address	
Contact	
Telephone	
Fax	
Email	

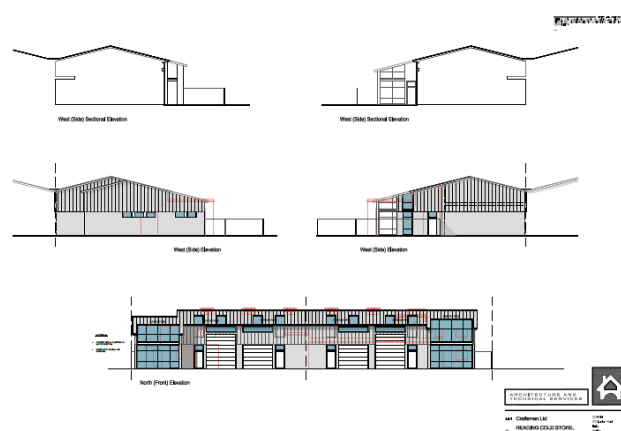
1.4 EXISTING INFORMATION

Project is located at 10 Deacon Way, Reading RG30 6AZ . Building previously known as Berkshire Meat Traders. Project will include extension of front and side for the building, update of existing floor layout.

Roofing sheets contains asbestos ,asbestos removal works will be carried out by appointed contractor. Works to start on the 23/08/2022.

Full building redecorating will be carried out, new doors and windows installed . Building will be separated in to two single units .

Date of completion to be confirmed at the later stage .

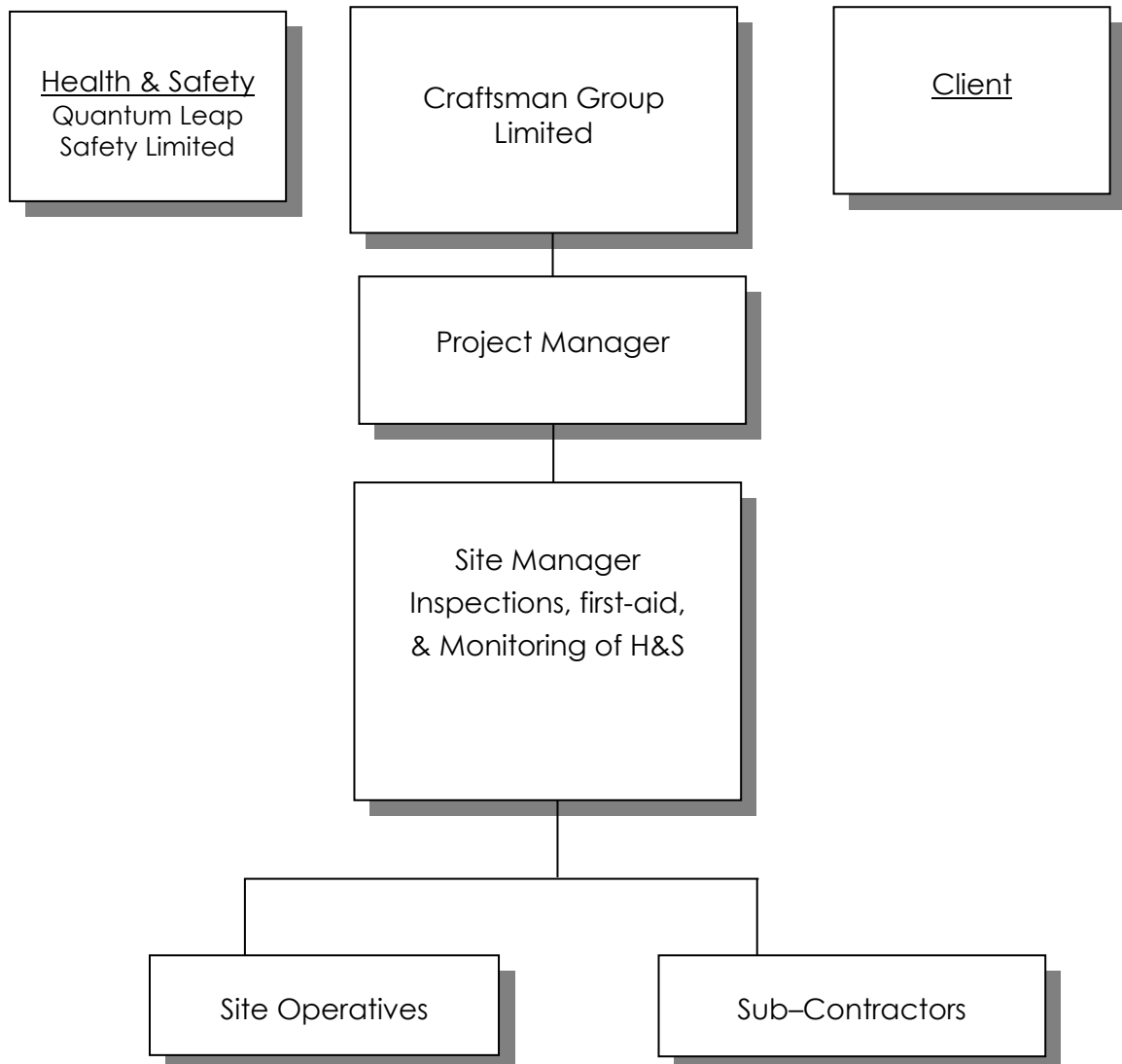


2 MANAGEMENT OF THE WORKS

2.1 MANAGEMENT STRUCTURE & RESPONSIBILITIES

2.1.1 Planning and Managing Works

- 2.1.1.1 Detail the management structure and responsibilities, showing named personnel, their specific roles and an organogram of the management structure.



The Contractors Manager will overall responsibility for ensuring the site is run safely and complies with the requirements of the CDM Regulations. This includes managing security, working areas, maintaining a signing in book, undertaking daily safety checks and ensuring all Health & Safety related statutory inspections, paperwork and training is kept up to date and relevant to the works being undertaken.

The Project Manager will visit site at least once a week to liaise with the Site Manager, to ensure that works are planned and undertaken properly and the site is managed safely.

The Health & Safety Manager will visit site at least weekly during the Construction Phase, to perform a site safety audit and provide advice and assistance to the site team.

2.2 HEALTH & SAFETY GOALS

- All safety and CDM functions will be formally allocated to competent and well-resourced organisations.
- To prevent work related accidents and ill health.
- To meet HSE priorities and strive to raise the standards above legal compliance.
- To ensure co-operation between all parties involved to complete the project safely.
- To raise the awareness of interaction between members of the public, site operatives and operations, preventing trespass etc. and ensure liaison with the community occurs at all stages of the project.
- To have the works carried out in a manner which seeks to safeguard the safety, health and welfare of all those engaged in, or affected by, the works including site operatives, Client's staff and members of the public.
- Endeavour to achieve ZERO reportable RIDDOR accidents / incidents. Minimise the potential for falls from height, pedestrian / vehicular accidents, and potential for slips, trips and falls. Any accident or incident or near miss is to be properly investigated and recorded.
- No environmental damage incidents.
- All Accidents and incidents to be reported immediately and investigated with lessons learnt to prevent any recurrence.
- No unsafe behaviour or horseplay.
- Zero HSE Improvement or enforcement notices.
- Everyone involved in the project will be regularly consulted during the project, to obtain feedback and suggestions for improvement.
- All injuries to be reported using the Business procedures.

2.3 MONITORING & REVIEW

2.3.1 The following inspections and audits will be carried out on site:

- Daily workplace inspections by the Site Manager
- Weekly recorded inspections by the Project Manager
- Monthly Health & Safety audits by the Health & Safety Consultant.

2.4 ON SITE LIAISON ARRANGEMENTS

2.4.1 Liaison with the Client:

- Regular weekly meetings to be held to be attended by the Project Manager, the Contractors Manager, Client representative and any other person affecting this project. To discuss any issues that has arisen during that week.
- The Contractors Site Manager is to establish daily contact with a representative of the Client team to discuss any issues arising from the works.
- An out of hours' number is to be provided by the Contractor and be maintained during holiday periods.
- All visitors and contractors to contact Project manager or site manager before arriving on site. Due to parking restrictions, there are no site parking available around the project.

2.5 CONSULTATION WITH THE WORKFORCE

- The workforce will be encouraged to consult with site management at every opportunity i.e. during inductions, briefings, risk assessment / method statement review meetings and weekly toolbox talks.
- Toolbox talks will be delivered on a weekly basis on subjects relevant to the works in the coming period on site.
- A health and safety notice board will be placed at the site welfare facilities, highlighting current information including traffic management plan, updates on legislation and a description of the works in progress each week.
- A spot it and stop it comments box will be placed in the canteen for the operatives to inform Interserve's site team of any Health and Safety concerns they may have.

2.6 ARRANGEMENTS FOR EXCHANGE OF DESIGN INFORMATION

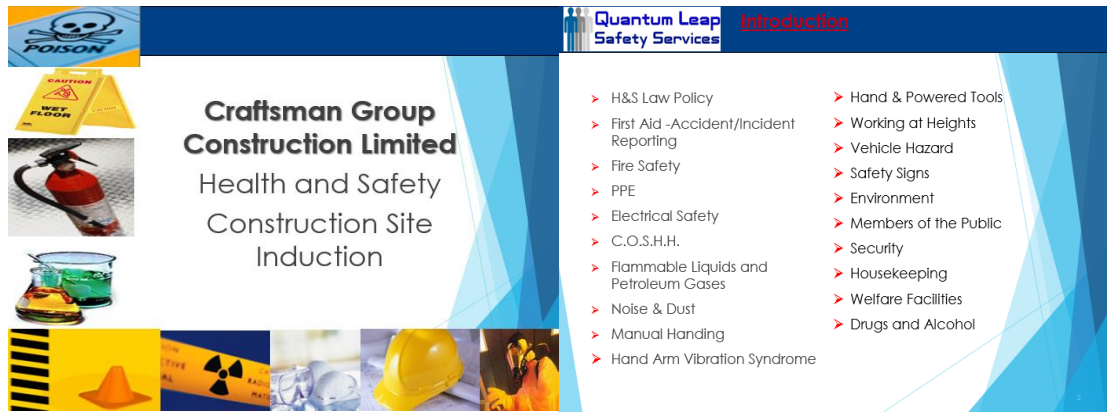
- The arrangements for the exchange of design information between the project team are via, design team meetings, project meetings, on site meetings, email and hard copies. The Project Manager is normally the point of contact and channel between the designers and contractors.

2.7 MANAGEMENT OF DESIGN CHANGES

- All requests for modifications to the design are to be submitted to the Project Manager, who will submit the modification to the design to the Client for comment / approval. Designers, manufacturers, installers and suppliers will provide all necessary information, to allow a full review of the potential impacts brought about by the design changes. Any identified design change which has a significant impact on the method of work previously agreed, planned or unforeseen, will be brought to the attention of the Principal Designer, risks assessed and new methods of control outlined in a new method statement and amendment to the Construction Phase Plan. The revised RAMS will then be re-briefed to applicable operatives.

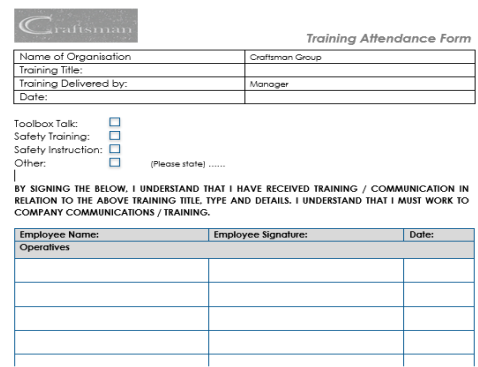
2.8 SITE INDUCTIONS

- All new starters and visitors will be subject to the project specific inductions, and any Client site specific inductions. The inductions will involve a presentation and be updated to reflect any changes to the site conditions, traffic managements and fire plans etc.



2.9 ON SITE TRAINING

- In addition to site inductions all operatives will receive weekly tool box talks on subjects relevant to their health and safety and the work taking place on site. Any changes to RAMS will be assessed and any extra training required from this procedure will be identified and delivered to the relevant staff.



2.10 EXCHANGE OF HEALTH & SAFETY INFORMATION BETWEEN CONTRACTORS

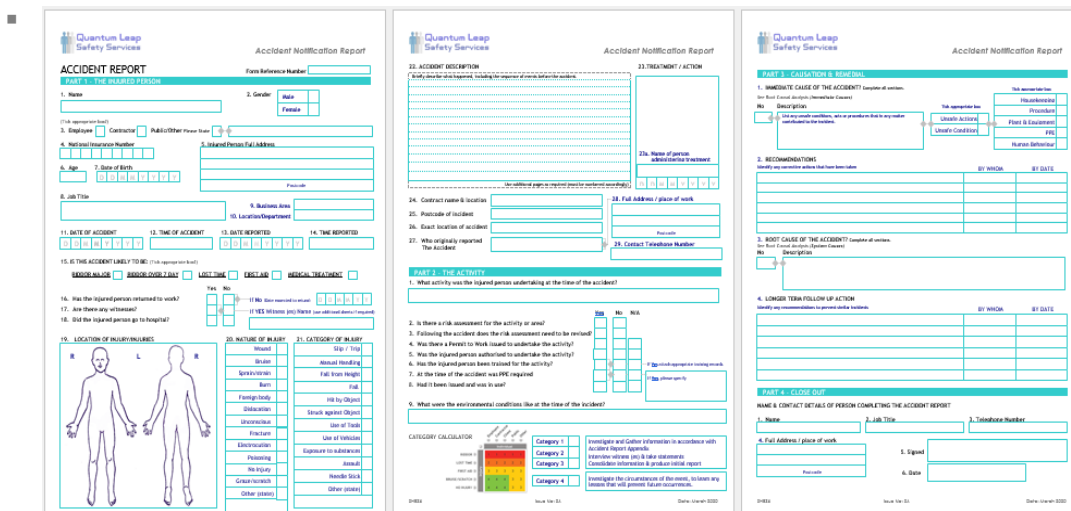
- The Contracts manager or Site Manager are to ensure all subcontractors have a copy of the Construction Phase Plan and are aware of the risks and hazards on site. They are to hold weekly co-ordination meetings with their sub-contractors and their supervisors and the exchange of health and safety information will be dealt with at these meetings, which will be recorded by the Project Manager or in his absence the Contractors Site Manager.

2.11 THE SELECTION & CONTROL OF CONTRACTORS

- All contractors appointed to carry out the works are to be appointed from the approved list of suppliers, who have demonstrated their competence for this type of work. The appointed contractor has to show that their procedure for checking competence of their sub-contractors and supply chain is equivalent to the procedures as a minimum requirement, or they can appoint sub-contractors already approved by the business.

2.12 REPORTING & INVESTIGATING INCIDENTS

- All accidents and incidents on site are to be reported to the Site Manager within 30 minutes. All accidents are to be recorded in the accident book and any incidents are to be recorded on the incident report form. The Site manager will inform the Health and Safety Consultant of all accidents and incidents occurring on site and he will determine the level of investigation required and who should be involved.
- Where a reportable injury or fatality, occupational disease or dangerous occurrence has occurred that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Site Manager is to gather all the information required for reporting and inform the Health and Safety Consultant who will attend site and complete the report in line with the Regulations.
- Any accident / incident on site will be subject to an investigation and will have a post-accident / incident report form completed, to determine the root cause, any other contributory factors and how to prevent a recurrence. On completion of the investigation, the Construction Phase Plan and RAMS will be reviewed and amended to reflect the outcome of the investigation and all operatives will be.



2.13 RISK ASSESSMENTS METHOD STATEMENTS & SAFE SYSTEMS OF WORK, APPROVALS

- The Health and Safety Consultant and Projects Manager will prepare the Construction Phase Plan, agreeing how the Project will be managed and the significant health & safety risks controlled. As part of this process they will also prepare the project specific risk assessments and method statements using the approved Company documents.
- Where we appoint sub-contractors they must ensure that the sub-contractors RAMS are provided to the Site Manager in the approved format for approval, prior to works commencing on site.
- Point of use checks will be carried out on all risk assessments.
- Copies of the Construction Phase Plan and all RAMS should be made available at the site signing in point.

2.14 WELFARE & HYGIENE

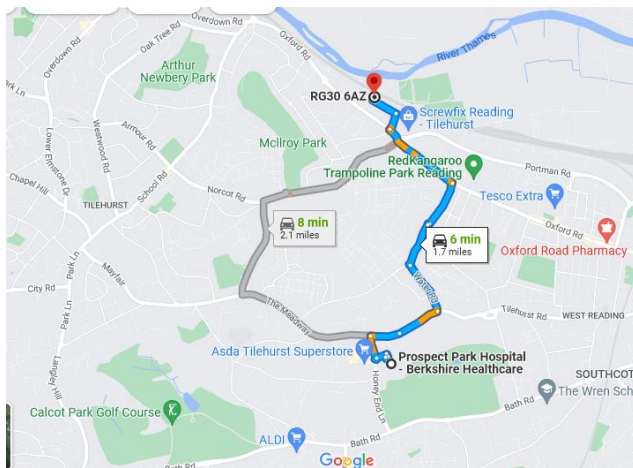
- The Company will provide the provision of welfare facilities will be met, as a minimum these should comply with schedule 2 of the Construction (Design & Management) Regulations 2015. Whilst it is a Client duty to ensure these are provided, The Company as Principal Contractor must provide these.

2.15 SITE RULES

- All operatives & visitors must receive the appropriate site inductions prior to starting work / accessing the site.
- The Client security requirements for each site are to be adhered to at all times, site access will be restricted to authorised personnel only. Site manager to be contacted before arrival on site.
- The minimum requirement for PPE on site is safety boots , helmet, Hi-Vis gloves, safety goggles.
- You must have been briefed on the relevant risk assessments and method statements prior to commencing work.
- Reporting for work whilst under the influence of alcohol or drugs and the consumption of same on site is strictly prohibited and will result in removal from site.
- Smoking is prohibited on site unless in dedicated smoking areas.
- Any hot works, entry to confined spaces, temporary works, demolition, excavations, work on live services and entry to areas containing asbestos are subject to a permit to work system.
- Pedestrian movements only in designated walk ways, away from vehicle movements.
- Use of ladders only to be used as a last resort for means of access. Where ladders are used a specific risk assessment must be provided to prove that the use of safer forms of access has been considered and are unsuitable.
- Defective or damaged plant must not be used and should be reported immediately to the site manager.
- Mobile towers and scaffolding must only be altered by trained competent persons.
- Plant and machinery must only be used by competent persons properly trained in their use.
- No transistor radios / CD players / MP3 players or headphones are permitted on site.
- No photography of any kind allowed on site without the appropriate Client permission being sought.
- Rubbish and debris to be removed and cleaned up on a daily basis.
- Fire extinguishers must only be used by trained personnel and must not be used for any purpose than extinguishing fires.
- Do not remove guards from any machines.
- Persons who have not received a site induction must not be allowed to work on site.

2.16 FIRE & EMERGENCY PROCEDURES

- The Company will prepare a fire and emergency management plan for the project, which should take into account any issues or specific requirements of the site, this plan should comply with the guidance contained in HSG 168 Fire Safety in Construction and must be in place, prior to a start on site. Fire plan to be included in appendices.
- Map and details of nearest A&E hospital.
- Prospect Park Hospital
- Honey End Lane Tilehurst,
Reading, RG30 4EJ



2.17 DRUGS & ALCOHOL POLICY

- We are committed to providing a safe environment for all employees, clients, Client personnel, visitors, contractors and members of the public.

We will not tolerate under any circumstances, the use of illegal substances, non-prescribed drugs and / or the misuse of other substances including alcohol by its employees or contractors whilst in the course of their duties for the company.

We are mindful of the Human Rights Act, relating to personal freedom, however the use of illegal substances, non-prescribed drugs and alcohol can give rise to significant health and safety risks to those whom we owe a duty of care, therefore any person found to be under the influence of illegal substances; drugs or alcohol will be removed from site and not allowed to work on The Company projects in the future.

2.18 FIRST AID PROVISION

- We are committed to providing a safe environment for all employees, clients, Client personnel, visitors, contractors and members of the public.
- Site first aiders are: Site manager.

2.19 SITE SECURITY

- Site will be secured by hording around the site. Only authorised personnel will be allowed.
- 2.4 meters hording will be provided around perimeter where existing property barrier not in place
- Temporary hording to be installed with locked access for only permitted personnel or contractors.

2.20 MANAGEMENT OF TEMPORARY WORKS

- Where temporary works are required we will manage these in order to comply with BS5975:2008 Code of Practice for Temporary Works Procedures and the

This form is applicable to:		All Regions / Business Units and work locations (offices & construction sites)	
To be completed:		As early as possible for each new contract	
To be completed by:		Site Manager and QSHE Consultant	
EMERGENCY CONTACT DETAILS			
In case of emergency or crisis the following people should be contacted as soon as possible			
Site Manager			
Site / Regional Office Location			
Project Name:		Contract No:	
Address of Site Location:		Updated By:	
Phone User (optional):		Job Title:	
Telephone:		Mobile:	
Emergency Contact:		TBC	
Emergency Procedures			
ACCIDENT / FIRE OR DANGEROUS OCCURRENCE PROCEDURES When a serious accident occurs, the procedures below must be followed: • Observe the accident location and status of the injured person. • If there is a risk of further injury, move injured person to safety. • Call for immediate medical assistance or emergency service (See Emergency Contact numbers). • Ensure that first aid is administered as required by a person trained in the art. • Notify Management and Safety co-ordinator. • Appoint a suitable person to travel with the injured person to the hospital. • Notify family of injured person and if required arrange for their transport to the hospital. • Gather all information immediately about the accident and events leading up to it. • Enter the accident in the accident book. Complete Accident Report Form. • Give every assistance to QSHE Inspector whenever they carry out an investigation.			



Permissible Stress Design of Formwork and SIM 02/2010/04 The Management of Temporary Works in the Construction Industry.

- A temporary Works management Plan is to be prepared prior to any works starting on site.

3 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SAFETY RISKS

3.1 DELIVERY & REMOVAL OF MATERIALS FROM SITE

- All deliveries will be via new site entrance and all deliveries will have the aid of banksman. All unloading will be by the use of self-unload lorries or site forklifts.
- Site delivery times are Monday to Friday 8:30hrs-16:30hrs

3.2 DEALING WITH SERVICES ABOVE & BELOW GROUND

3.2.1 Overhead Services

- Work close to overhead cables should only be carried out when there is no alternative and only when the risks are acceptable and are properly controlled. All work adjacent / in close proximity to overhead power lines / cables will be carried out in conjunction with HSE Guidance note GS6 (Fourth edition) Avoiding Danger from Overhead Power Lines, utility company guidance, and the The Company permit to work system. The relevant The Company must be involved for all works of this nature.
- Risk assessments, method statements and safe systems of work must be prepared prior to the issue of any permit to work adjacent to overhead services; this includes scaffolding operations, machine movements and demolition etc.

3.2.2 Underground Services

- A permit to work is required prior to any excavation works on site. Before this can be issued the following are required to be in place:
 - A ground penetrating radar survey to identify all services on site.
 - Information from utility companies showing positions of services.
 - All services clearly marked on the ground with different colours for identification. (These will require regular inspection to ensure they are visible at all times) A drawing for the area to be excavated should also have services information marked on it and be issued to the foreman managing the work on site.
 - Risk assessment, method statement and safe system of work must be prepared, for excavating around services, taking account of the above information, the guidance contained in HSG 47 Avoiding Danger from Underground Services and utility company guidance for safe methods of excavation around services. Showing what method of excavation can be used around services and the minimum distances they can be used.
 - Operatives will require to be trained in the RAMS and safe systems of work, to include the markings used for services. Where major excavation works are taking place around services, a daily briefing will be required to inform operatives of the services present prior to work taking place.

3.3 ACCOMMODATING ADJACENT LAND USE

- Pedestrian and vehicular access will be maintained to the property.

3.4 PREVENTING FALLS OF PEOPLE & EQUIPMENT (WORKING AT HEIGHT)

- The measures taken will comply with the requirements of the work at height regulations 2005 and must ensure that:
 - All work at height is properly planned and organised.
 - Those involved in work at height are competent & properly trained.

- The risks from work at height are properly assessed & appropriate work equipment is selected and used.
- The risks of working on or near fragile surfaces are properly managed.
- The equipment used for work at height is properly inspected and maintained.
- **Note 130kg duty rating is the The Company minimum standard for step ladders and hop up access platforms. Light trade 110kg and domestic 90/95kg access products are not allowed on site.**
- The Work at Height Access & Information Tool Kit (WAIT) on the HSE website is a useful source of information for selecting the most appropriate type of access equipment.

3.5 MAINTENANCE OF PLANT & EQUIPMENT

- As a minimum The Company will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lifting Equipment Regulations 1998 for all lifting equipment.
- As a minimum these should include:
 - Details of pre-use checks prior to bringing the plant into operation and when it is moved on site.
 - Daily user checks prior to using the equipment.
 - Weekly recorded checks by a competent trained person.
 - Regular maintenance checks in line with manufacturers recommendations.
 - How the conditions the plant is used in will change the requirements for maintenance.

3.6 MAINTAINING THE STABILITY OF STRUCTURES

- The Company will maintain the stability of the buildings we are working on, especially during projects involving demolition, cutting openings or structural alterations, tying in scaffolding or support systems, loading existing buildings with materials and during construction of new buildings or parts of buildings.
- Where temporary works are involved these must be carried out in line with the requirements of BS5975:2008 Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Formwork and SIM 02/2010/04 The Management of Temporary Works in the Construction Industry.

3.7 CONTROL OF LIFTING OPERATIONS

- All on site lifting operations will be undertaken in accordance with HSE publication L113. The Safe Use of Lifting Equipment: Lifting Operations & Lifting Equipment Regulations 1998.
- All crane operations are subject to development of a lifting plan, by a competent appointed person. The contents of this plan should include:

- Crane details (Make Model, Serial No., JIB, Hook Height, Base Type, Counter Ballast, Safe Working Load, Maximum Operating Wind Speed and Contact Details).
- Test certification for crane.
- Lifting equipment used.
- Test certification for lifting equipment.
- Details of the lift to be undertaken, to include RAMS.
- Persons/parties involved.
- Lift supervisors qualifications and competence.
- Lift drivers qualifications and competence.
- Cranes location.
- Ground conditions, details of underground services and vaults and overhead obstructions.
- Traffic Management Plan.
- Any other relevant details.

3.8 WASTE MANAGEMENT

- Waste materials, debris etc. will be removed from the workplace daily and placed in dedicated skips for recycling wherever possible. Waste skips will be hired from licensed waste removal contractors. All relevant disposal, waste transfer and tip certification will be kept on site throughout the duration of the contract for auditing and reporting purposes.

3.9 EXCAVATION, DEALING WITH POOR GROUND CONDITIONS & CONTAMINATED LAND

- Possible presence of contaminated land.
- Ground structure, this will dictate the type of shoring required.
- Position of water table.
- Underground services.
- Method of preventing collapse.
- Adjacent structures which may be undermined by the excavations.
- Use of plant in the excavation combustion engines should be avoided where the fumes can build up in a trench, use of electric tools where there may be a build-up of water etc.
- Protection to prevent vehicles, operatives and plant falling into the trench.
- Safe entry into excavation.
- Working at height.
- Confined spaces.
- Means of preventing build-up of water in excavation.
- Unexploded ordinance.
- Any other safety issues.
- Regular inspection of excavations by a competent person
- Guidance can also be found on the HSE website and in the following HSE publications:
 - HSG 150 Health & Safety in Construction.
 - CIS64 Excavations what you need to know.
 - CIS 47 Inspections and reports.

3.10 TRAFFIC MANAGEMENT

- Not applicable for this project

3.11 STORAGE OF MATERIALS

- Consideration must be given to the amount of material stored on site and how it is stored to prevent spillages and collapse of stacked materials etc. The contractor should consider delivery of materials on an as required basis.
- Where possible the use of hazardous materials on site should be avoided but where this is not practicable they should be stored in line with The Company operate manufacturer's recommendations and current legislation in secured containers.
- Diesel fuel should be stored in double tank or bunded containers and emergency spill kits must be kept on site.

3.12 CONFINED SPACES

- Prior to any work commencing on site the Site Manager should establish with the Client and Principal Designer the existence of any confined spaces.
- A permit to work system for confined space entry must be adhered to at all times and the Health and Safety Consultant must be consulted on any issues concerning confined spaces.
- The contractor carrying out the work must prepare risk assessments, method statements and safe systems of work to be approved by the Client and Health and Safety Consultant prior to the permit to work being issued. **All work in confined spaces must comply with the requirements of the Confined Spaces Regulations 1997.**

3.13 PERMITS & APPROVALS

- The Company operate a permit to work system for the following activities:
 - Working on live services
 - Asbestos
 - Confined spaces
 - Excavations
 - Hot Works
 - Working at height
- The Contractor must ensure that permits are issued prior to commencing any of the works on the above list.

3.14 DEALING WITH THE PUBLIC & CLIENT STAFF

- As the project is on site, the Contractor is to ensure the site is secure at all times, to prevent unauthorised access by staff, visitors and members of the public. (As detailed in section 2.19 of this plan). Where work in occupied areas is required, the Contractor is to detail how they will manage this interaction to include risk assessments, method statements and safe systems of work, to be approved by the The Company Project manager, prior to work commencing on site.

3.15 WELLS, UNDERGROUND EARTH WORKS & TUNNELS

- Not Applicable for this Project

3.16 WORK IN OR NEAR WATER

- Not Applicable for this Project

3.17 WORK IN A CAISSON OR COMPRESSED AIR WORKING

- Not Applicable for this Project

3.18 WORKS INVOLVING EXPLOSIVES & UNEXPLODED ORDNANCE

- Not Applicable for this Project

3.19 DEMOLITION

- Only fully competent demolition contractors are to carry out demolition work and a demolition Management Plan must be in place prior to any demolition work taking place.

3.20 ANY OTHER SIGNIFICANT RISK

- Not Applicable for this Project

4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT HEALTH RISKS

4.1 MANUAL HANDLING

- Site Manager will safely manage manual handling on site, to comply with the requirements of The Manual Handling Operations Regulations 1992 (amended 2002). Guidance is available in the manual handling section of the HSE website and in HSE publication Manual Handling at Work INDG 143 (Rev 3).

4.2 USE OF HAZARDOUS SUBSTANCES & ARRANGEMENTS FOR HEALTH MONITORING

- Wherever possible The Company will attempt to eliminate the need for hazardous substances on the project, however where the use of hazardous substances is un-avoidable the we need to detail how we will safely manage their use on site, to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002. Guidance can be found on the COSHH section of the HSE website.

4.3 ASBESTOS

- Asbestos ACM are removed by competent contractor prior to site works. Acknowledgement Certificate to be provided by Client

4.4 REDUCING NOISE & VIBRATION

- The Company will manage the issues arising from unsafe levels of noise and vibration on site, to include controls for the protection of operatives and others affected by the works, especially when working in occupied buildings. To comply with the requirements of The Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005.

4.5 CONTROLLING EXPOSURE TO UV

- Not Applicable for this Project

4.6 OTHER HEALTH RISKS

- Not Applicable for this Project

5 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT ENVIRONMENTAL RISKS**5.1 ENVIRONMENTAL RISK MANAGEMENT PLAN**

- The Company will prepare an environmental risk management plan to show how we will manage the risks to the environment arising from the works, these may include:
 - TPOs – Hedgerows etc. - protection of trees, hedgerows and possible nesting birds.
 - Rivers – Ponds – Canals etc. – suitable barriers etc. for working near water to prevent people machinery falling in, greater possibility of rats on site and increased risk of Weil's Disease (leptospirosis), therefore particular attention to disposal of food rubbish on site and personal hygiene.
 - Bats – Badgers – Newts - Slowworms etc. – protection, exclusion, time restrictions for works.
 - Rare plants to be protected, invasive plants to be eradicated and special provisions for the works.
 - Footpaths – Bridleways etc. - Public access, public protection, site security.
 - Archaeological issues this generally entails a watching brief which should not impact unduly on this project, however the Principal Contractor has a responsibility to ensure that any archaeologists on site are fully conversant with health and safety requirements and have been inducted on their first visit to site.

6 THE HEALTH & SAFETY FILE

6.1 LAYOUT & FORMAT

Section	Contents
	H&S FILE AMENDMENT SHEET
1.0	PROJECT DESCRIPTION
	1.1 Location of the H&S file
	1.2 Construction Statement
	1.3 Structure / Building / Property Use Statement
	1.4 Project Directory
2.0	RESIDUAL HAZARDS
	2.1 Statements of Residual Hazards for User
	2.2 Statements of Residual Hazards for Cleaner / Maintainer
	2.3 Statements of Residual Hazards for Dismantler / Demolisher
3.0	HAZARDOUS MATERIALS
	3.1 Schedule of Hazardous Materials
4.0	KEY STRUCTURAL PRINCIPLES
	4.1 Description of Structural Design
	4.2 Demolition Statement
5.0	PLANT & EQUIPMENT
	5.1 Principles of Services Design
	5.2 Plant Replacement / Removal Strategy / Isolation
	5.3 Access Strategy to plant & equipment in awkward places
6.0	BUILDING FABRIC
	6.1 Cleaning & Maintenance Access Strategy
	6.2 Schedule of Access Equipment Provided
7.0	SIGNIFICANT SERVICES
	7.1 Incoming Services
	7.2 Outgoing Services
	7.3 Description of Emergency and Fire Fighting Systems
8.0	AS-BUILT INFORMATION
	8.1 As Built Drawing Register
	8.2 Location of Operation & Maintenance Manuals
	APPENDICES

6.2 ARRANGEMENTS FOR GATHERING INFORMATION

- The Company will start gathering information from contractors and designers as soon as it becomes available from the start of the project, to ensure that it is available for presenting in final draft form two weeks prior to project completion.
- On large projects with phased handovers the Health and Safety File information for each phase is to be completed prior to practical completion being issued for that phase.