



Construction Phase Plan Façade Refurbishment Works

**Chatham Square
Honister & Hewitt Buildings
Reading RG1 7LY**

Rev 01 - 3 August 2021

Document Issue Record

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Fill Metallbau UK Ltd

This Construction phase Plan has been produced from information obtained from the Employer and the Employers Agent and initial site visits. It is expected that this plan will be reviewed, updated, and revised on a regular basis to take into account any new or significant changes to the risks associated with the work or in the effectiveness of the controls that have been put in place.

Revision	Date	Details	Issued to
Rev: 0	9 July 2021	First Issue	Graeme Keenan – Chatham Square Management Damian O'Hara – Hallas & Co Julian Bohling – OSP Architecture Steve Walker – Hydrock Consultants Anton Winkler - Fill Metallbau UK Ltd Nick Hall – Warburton Associates Steve Rawlings – Rawlings Safety & Training Services
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INTRODUCTION

This Construction Phase Plan has been developed from the Pre-construction Information provided by the Employer and the Employers Agent and will be further developed as the project progresses through the construction phase.

Method statements, risk assessments and COSHH assessments will be made available to relevant persons as stand-alone documents and appended to this Construction Phase Plan. Method Statements and Risk Assessments will always be available on site for reference by relevant persons.

The list of contents above identifies the sections contained within the document where further detail of the Health and Safety arrangements for each subject may be found. Supporting information is included in appendices included at the back of this document.

1. DESCRIPTION OF PROJECT

The project involves the refurbishment of elements of the external façade to two high-rise mixed-use / residential blocks in Reading city centre known as Honister & Hewitt Buildings and includes:

- a. Partial road (lane) & pavement closures to the surrounding access roads
- b. The erection of perimeter hoarding to the site boundary
- c. Erection of site compound with temporary offices, welfare and electricity provision
- d. Erection of independent scaffold to various elevations of both buildings
- e. Provision of materials hoist
- f. Installation of mastclimbing work platforms for external access to the curved elevation of the Hewitt building
- g. Provision of mobile elevating work platforms to access the façade at various locations
- h. Removal and reinstallation of the existing wall plank rainscreen cladding panel system
- i. Removal and replacement of existing insulation with non-combustible insulation
- j. Installation of vertical and horizontal cavity barriers to rainscreen areas
- k. Removal and replacement of existing render wall system
- l. Removal and replacement of existing insulation to render wall system with non-combustible insulation
- m. Installation of vertical and horizontal fire barriers within the render wall
- n. Removal and replacement of timber decking to balconies and terrace areas with non-slip aluminium decking
- o. Removal and replacement of existing roofing materials
- p. Temporary works
- q. Removal, storage and re-planting of existing trees located in the landscaped border to the north of the Hewitt Building.

a. KEY DATES

Anticipated Date of commencement: 9 August 2021

Anticipated construction period: approx. 46 weeks

Completion date: 24 June 2022

b. WORKING HOURS

Standard Working Hours - Monday to Friday 08:00hrs – 17:00hrs
 Saturday 08:00hrs – 13:00hrs
 Sundays and Bank Holidays – No works permitted
 No construction or associated deliveries shall take place outside of the above hours without written prior approval from the Local Planning Authority.

c. ACCESS ARRANGEMENTS

Access to the site will be managed from the site compound which will be set up on land to the south of Honister building near the junction of Albert Street and Chatham Place as agreed with Reading Borough Council. Access to working areas will be via secure access gates within the perimeter hoarding. Any internal access into the building will be coordinated with Chatham Square Management's facilities team.

The footpath along Chatham Street may have to temporarily closed off whilst the initial enabling works progress. Such closures, that will require pedestrian diversions around the adjacent roundabout at the junction with the A329 will be clearly signposted and maintained on a daily basis.

No wheel washing facilities are envisaged due to the works being carried out adjacent to completed roadways and footpaths.

d. CAR PARKING

All contractors will be encouraged to use alternative transport to access the site as there is no on-site parking available.

All contractors requiring the use of their vehicles will be informed of the available parking at the relevant time upon request. There are several public car parking facilities available within close proximity of the project: Q-Park at Chatham Place and Reading Civic B at Castle Street. Parking in nearby residential streets is limited to two hours maximum and will not be encouraged.

Parking for visitors may be made available within the underground car park that is accessed from Alfred Street however this will only be in agreement with Chatham Square Management

e. DRESS CODE

All personnel will be suitably dressed for the work they are undertaking. Appropriate PPE will always be worn, with a minimum requirement of a hardhat, hi-visibility vest and safety footwear. Compliance with any necessary Covid 19 regulations with regards to face masks will also be adhered to – refer to “Health Risks” section h below.

f. EXISTING RECORDS AND PLANS

Some drawings relating to the existing works as provided by Hallas & Company from the time of the original construction works in 2013-2015 are available. These drawings include those showing the layout of the rainscreen and render installation and roof layouts.

Datasheets, for the existing Wallclad planked rainscreen system manufactured by GP Facades and both the Duo Plus & the Epsitec render systems manufactured by Sto and Wetherby respectively are available along with some of the original installation drawings produced by HA Marks Construction.

g. KEY PARTICIPANTS

Employer Address	Chatham Square Management Company Limited c/o Blenheims Estate & Asset Management 15 Young Street (Second Floor) Kensington London W8 5EH
Contact Telephone	Graeme Keenan 0207 368 4171
E-mail	gkeenan@blenheims.co.uk
Employers Agent Address	Hallas & Co West 15 Crane Mews 32 Gould Road Twickenham TW2 6RS
Contact Telephone	Damian O'Hara 07879 668035
E-mail	damian@hallasandco.co.uk
Planning Architect Address	OSP Architecture Broadmede House Farnham Business Park Farnham GU9 8QT
Contact Telephone	Julian Bohling 01252 267878
E-mail	julian.bohling@osparchitecture.com

Principal Designer Address	Fill Metallbau UK Limited Unit 810 6 Mitre Passage Greenwich Peninsula London SE10 0ER
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E-mail	timothy.bennett@fill-uk.com

Principal Contractor Address	Fill Metallbau UK Limited Unit 810 6 Mitre Passage Greenwich Peninsula London SE10 0ER
Contact Telephone	Steve Callow 07465 992030
E-mail	steve.callow@fill-uk.com

h. PUBLIC COURTESY

Courtesy and tact will always be used when dealing with residents, staff, visitors and members of the public. Anyone found to be behaving in a disrespectful manner including using foul or abusive language or gestures, “wolf whistling,” using suggestive remarks etc. may be dismissed from the project.

i. F10 NOTIFICATION

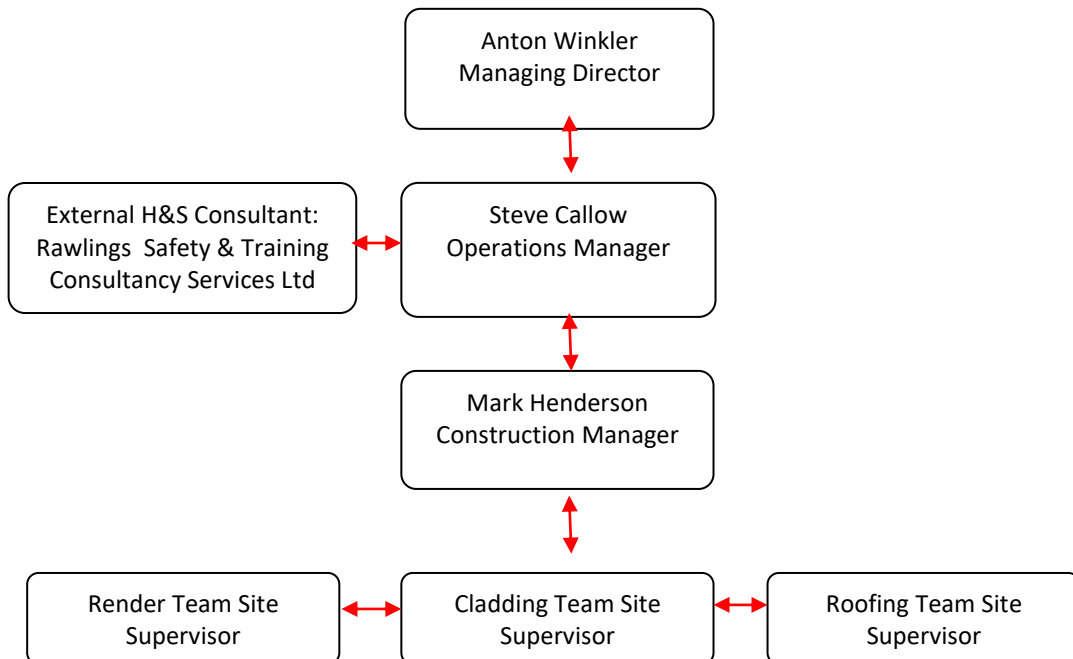
This project is notifiable and a copy of the F10 notification will be displayed on the site noticeboard. The F10 shows a project start date of 9 August 2021 and a 46-week on-site project period however the earliest date of possession is now 16 August 2021.

j. ADJACENT LAND USE

The surrounding area comprises high-rise residential units, commercial properties and retail units. There are other building works progressing on adjacent buildings and regular coordination will take place between the relevant parties

2. MANAGEMENT OF THE WORK

a. FILL UK MANAGEMENT STRUCTURE



b. RESPONSIBILITIES

As described within the Fill-UK Health and Safety Policy document.

The Construction Manager has the overall responsibility for managing Health and Safety on the project.

c. HEALTH AND SAFETY GOALS FOR THE PROJECT

- The project will be managed to:-
- achieve 'best practice' standards and to exceed the minimal legislative requirements.
- avoid accidents and near misses through the identification and management of all significant risks.
- protect and promote the Health, Safety and Welfare of all groups of people who could be affected by the works and to ensure there are no incidents of harm or adverse effects on health because of the project activities.
- ensure no complaints or notices are issued from the regulating authorities.

d. ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

The site management team will undertake and record any findings from regular site inspections, and undertake any corrective measures identified.

Regular health and safety meetings will be undertaken with representatives of all sub-contractors on site.

e. COMMUNICATION AND LIAISON

Client liaison

The primary communication channel for the management of day-to-day construction activities will be between the Property Manager and the Site Management Team to ensure that all interested parties are informed via the quickest and simplest means of any activity that may affect them.

Communication and team liaison functions will be supplemented by regular weekly informal progress meetings which are to be held at site level.

f. CONSULTATION WITH THE WORKFORCE

Fill-UK Limited encourage the active participation of employees and sub-contractors in matters of health and safety and operate an open-door policy on site where operatives and sub-contractors can approach the construction manager regarding any health and safety concern that they may have.

The construction manager will provide regular updates regarding any matters of health and safety via regular site safety and progress meetings and by toolbox talks relevant to the site activities or under circumstances when there are any changes to the work program, the working environment or in the event of any unsafe act or conditions having been identified.

g. EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS

Fill-UK Limited will ensure that a copy of this Construction Phase Plan is made available to all sub-contractors, together with any other relevant project information relating to identified risks. Contractors will be required to participate in any site progress and safety meetings, toolbox talks or any other discussions relating to matters of health and safety to ensure that relevant information is shared between all stakeholders.

h. FIRE AND EMERGENCY PROCEDURES

Fire and Emergency procedures will be coordinated with the existing arrangements for the occupied building and agreed between the relevant parties. All personnel conducting work activities on site will be provided with an informative site induction which includes the actions to be taken in the event of a fire (i.e. alarms, means of escape, use of firefighting equipment and mustering points).

The emergency contact details for the construction manager and any other responsible personnel will be displayed at the site entrance.

A site attendance register will be kept of all personnel on site so that in an event of an emergency or fire drill, all personnel can be accounted for.

If the site is evacuated for any reason, it is imperative that all site personnel attend the assembly point to ensure that they are accounted for and that no-one instigates a search operation unnecessarily. No personnel will be permitted to re-enter the site until the all-clear has been provided by the construction manager or his nominated representative.

Firefighting equipment will be provided by Fill-UK Limited and will be located at exit routes and any other strategic points within the work area identified by the fire risk assessment. All personnel are instructed that they must only attempt to put out a fire if they are trained in the use of the fire-fighting equipment and that it is safe to do so. A copy of the fire plan will be displayed in the welfare facility and at fire equipment locations.

The construction manager will be responsible for ensuring that workplace inspections are completed and recorded to ensure that there are no risks of fire and that any firefighting equipment remains accessible and in good condition.

Any hot work activities will be controlled by a hot work permit and will be issued daily by the construction manager.

The local Fire & Rescue Station can be found at:

Royal Berkshire Fire & Rescue Service
65 Caversham Road
Reading RG1 8AD

In an emergency dial 999

i. ON SITE TRAINING

Induction training

All operatives to this project will attend a site-specific induction provided by the construction manager. The induction will identify the site-specific safety management arrangements including fire evacuation, parking arrangements, permits to work, expected behaviors and the site rules.

All personnel will only be allowed to work on this project if they can demonstrate or show that they can recognize and understand the safety information provided to them.

Toolbox talks and briefings

Toolbox talks will be conducted weekly as a minimum and will be utilized for the purpose of providing training opportunities and to allow the exchange of information during the execution of the project. Details of toolbox talks and attendance registers will be recorded and will be available on site for inspection by any third party.

j. PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND METHOD STATEMENTS

Risk assessments and safe methods of work (RAMS) will be produced by Fill-UK Limited and by all contractors working on the project. Works will not be allowed to progress where RAMS have not been approved. The construction manager will ensure that the RAMS are suitable and sufficient for the work being undertaken and will ensure that any workers or contractors that may be affected by the work activity have been made aware of the risks and that they understand the risk control methods.

Contractor's supervisor's will be responsible for briefing their workforce on the RAMS and the operatives will sign the briefing sheet as acknowledgement of their understanding.

k. REGULAR LIAISON BETWEEN PARTIES ON SITE

Fill-UK Limited shall direct and co-ordinate other contractors via:

- Contract conditions;
- The prequalification of contracts;
- The Method Statement and Risk Assessment process;
- Weekly progress and co-ordination meetings which include safety as an agenda item;
- Written instructions;
- Daily verbal liaison on site.

I. REPORTING AND INVESTIGATION OF ACCIDENTS AND INCIDENTS INCLUDING NEAR MISSES

The construction manager is responsible for ensuring that any accidents are reported and recorded within the Accident Book which is held on site, and if required, to ensure that any injuries, diseases or dangerous occurrences are reported using form F2508 to the HSE as defined by RIDDOR 2013.

Following an accident or dangerous occurrence an incident investigation will be completed and the results of any investigations will be communicated with all contractors and members of the workforce to prevent recurrence of any similar incidents.

m. SELECTION AND CONTROL OF CONTRACTORS

All contractors working under the control of Fill-UK limited will be selected via the Fill-UK procurement process and only contractors that satisfy the necessary criteria to include competency and financial ability to complete the work will be contracted for the project.

The Health and Safety performance of contractors will be measured by Fill-UK during the contract period to ensure that the agreed standards are maintained.

Contractors must provide evidence to demonstrate that they are monitoring their own performance during the construction period.

The construction manager and supervisors will monitor all site operations throughout the working day. Any contractor found working outside the scope of a safe system of work or risk assessment will be stopped and asked to review their working practices.

n. SITE INDUCTION

All personnel, including contractors, working on this project will be provided with a site induction that outlines the overall company safety objectives and provides any specific information relating to the site rules prior to allowing them to start work on the project.

Contractors shall take responsibility for the safety and task specific training of their own personnel.

A site-specific induction will include the following:

- The site rules.
- Emergency procedures including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment.
- Permit-to-work systems.
- Security arrangements.
- Hearing protection zones.
- Minimum requirements for Personal Protection Equipment.
- Arrangements for housekeeping, materials storage and waste.
- Information relating to delivery of materials.
- Information relating to the location of welfare facilities.
- Arrangements for first aid.
- Arrangements for reporting accidents and other incidents.
- Details of any planned training, such as 'toolbox' talks.

o. SITE SECURITY & LIGHTING

Exclusion zones will be set up using “herras” type fencing and hoardings around scaffolding and mastclimbing work platforms. Such hoarding will be specifically designed for the location it will be erected in. The contact details of the construction manager and the out of hours emergency contact number will be clearly displayed on the outside of such hoardings. Scaffolds will also be fitted with alarms and CCTV.

Adequate security arrangements will be provided to ensure that the site always remains secure. These arrangements will be reviewed during the development of the project to ensure that they remain adequate and relevant to the site as the work and risk profile changes. The site boundary will be inspected daily to ensure it remains secure and records will be kept to this effect. Any graffiti or fly posters will be removed as soon as reasonably practicable.

110V Task lighting will be provided on the mastclimbing work platforms and on the scaffolding and within the site compound and welfare areas. Such lighting will be turned off at night so there will be no lighting on the scaffold when the site is shut. Debris netting will also be provided on both the mastclimber and the scaffolding which may impact on the levels of natural daylight entering the building.

It is also essential from a safety and security perspective that the top hung open out vents (windows) are restricted to the designated 100mm opening during the works. Such restriction is necessary to prevent the mastclimbing platforms hitting open windows and to prevent unauthorized access onto the scaffolding.

p. SITE RULES

The construction manager will ensure that anyone working on site will be made aware of the site rules during the site safety induction. Any person found having disregard for these rules and standards may be requested to leave site immediately.

1. All site operatives and visitors must ensure that they are included in the site attendance register.
2. All personnel shall attend a relevant site induction training session.
3. All tasks on site will be undertaken in accordance with a suitable risk assessment that has been agreed by Fill-UK limited prior to commencement.
4. All accidents and near miss events must be reported to Fill-UK Limited.
5. The minimum PPE to be worn by all personnel is safety boots, hard hats and hi visibility waistcoat or jacket. Additional PPE is to be worn as identified within the relevant risk assessment.
6. Safety signs and notices must always be complied with.
7. Areas where hazards exist must have appropriate barriers and signs erected to prevent access.
8. Smoking is prohibited.
9. Radios, personal stereos or any other electronic device utilizing earphones must not be used.
10. All items of site electrical plant must be 110v or battery operated, unless prior arrangement has been agreed for specialist works.
11. Any person found to be interfering with or misusing any barriers, signs, fixtures, fittings or equipment provided in the interest of health, safety and welfare will be excluded from site

q. WELFARE FACILITIES, FIRST AID AND A&E HOSPITAL ARRANGEMENTS

The welfare facilities and the site office will all be located within a secure compound area that will be constructed on the land to the south of the Honister building. Welfare facilities will be provided in accordance with the Construction Design and Management regulations 2015.

The construction manager will ensure that high standards of hygiene and cleanliness are maintained within the welfare facilities through regular inspections and a suitable cleaning schedule.

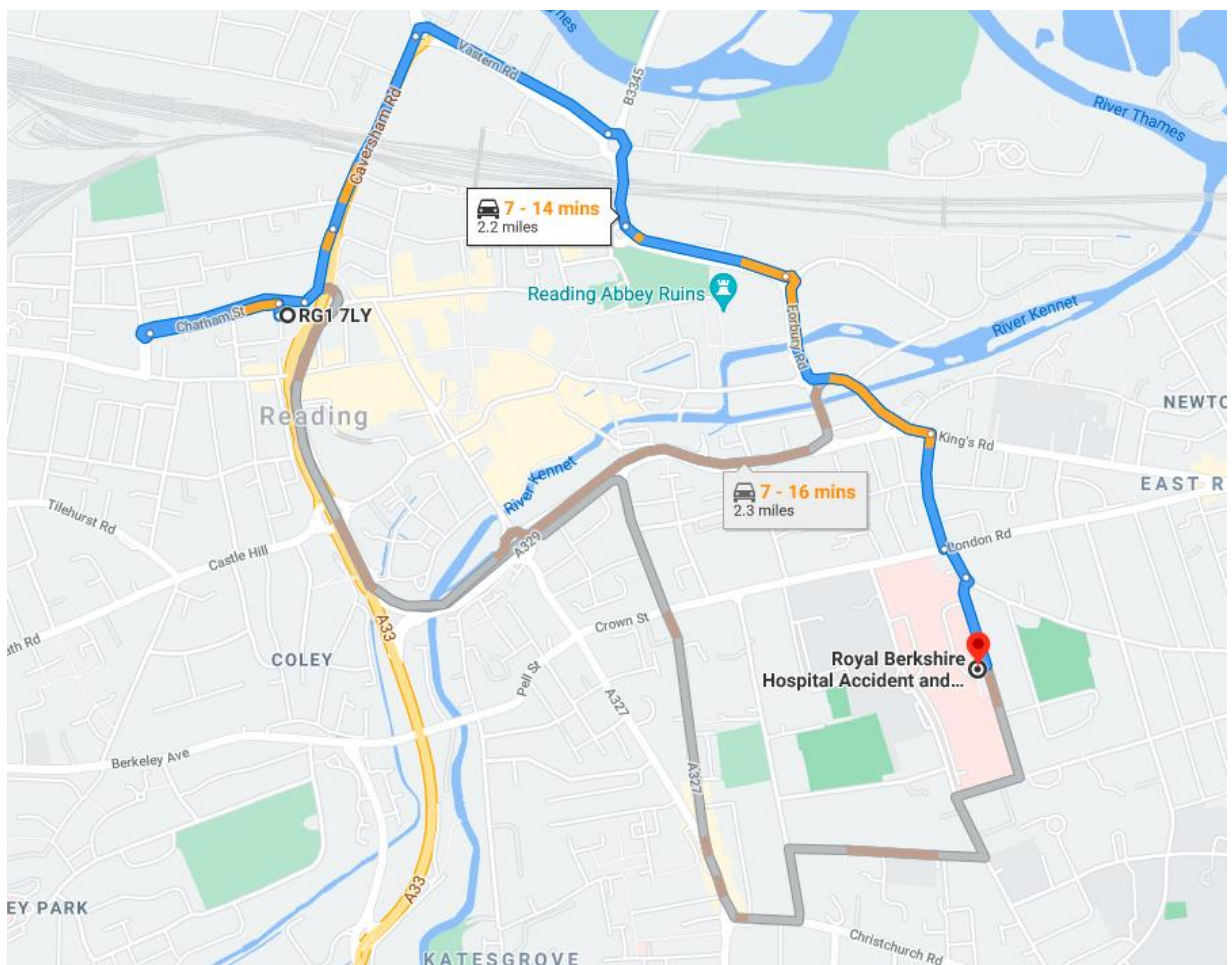
The first aid facilities including the first aid kit, eye wash station and accident book will be kept in the site office. Additional first aid and / or eye wash facilities may be installed at locations convenient to work areas as the construction phase develops and will be subject to review by the person responsible for first aid. All site operatives and visitors will be provided with information regarding the location of the first aid facilities and the identity of the first aiders at the site induction.

The contact details of the first aiders will be displayed on the site noticeboard.

The nearest A&E Hospital to this project is:-

The Royal Berkshire Hospital
London Road
Reading RG1 5AN

Hospital location map and directions



- **Start:**

Reading RG1 7LY, UK

- 0.0 Head **north** on **Alfred St** towards **Chatham St/A329**
- 0.0 Turn **left** onto **Chatham St/A329**
- 0.2 At the roundabout, take the **3rd** exit and stay on **Chatham St/A329**
- 0.5 At the roundabout, take the **1st** exit onto the **A329** slip road to Caversham/Henley/A4155
- 0.6 Merge onto **Caversham Rd/A329**
- 0.8 At the roundabout, take the **3rd** exit onto **Vastern Rd/A329**
- 1.2 At the roundabout, take the **3rd** exit and stay on **Vastern Rd/A329**
- 1.3 At the roundabout, take the **1st** exit onto **Forbury Rd/A329**
- 1.5 At the roundabout, take the **2nd** exit and stay on **Forbury Rd/A329** Continue to follow A329
- 1.9 Turn **right** onto **Eldon Rd**
- 2.1 Continue straight onto **Craven Rd**
- 2.1 At the roundabout, take the **2nd** exit and stay on **Craven Rd**
- 2.1 Turn **right** onto **Royal Berkshire Hospital** Destination will be on the right

Arrive: Royal Berkshire Hospital, London Road, Reading, UK

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE SAFETY RISKS

a. ACCOMMODATING ADJACENT LAND USE

The Hewitt & Honister buildings are bordered by other commercial properties, high-rise residential units, hotels and retail units. Adjacent properties and their residents should not be affected during the project by any works being undertaken. As outlined within this plan due consideration will always be given to the residents and visitors attending the two properties along with staff working in the commercial units at the base of the two buildings. Additionally, due concern will also be given to the requirements of the occupiers of adjacent properties.

b. CONTROL OF LIFTING OPERATIONS

All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and will be planned and supervised by suitably qualified and competent operatives.

All lifting operations will be conducted in accordance with a specific method statement and risk assessment developed for the operation. A detailed lifting plan will be submitted to the construction manager before the operation is to commence and must include the maximum weight of the load and radius of the lift, the type of lifting equipment required, the competency details and training records of the operatives involved, and the locations of the principal operations e.g. position of the crane, lifting point and landing area.

Before any lifting operation commences, the construction manager will ensure that all precautions and controls in the lifting plan are in place and that the relevant certification of operatives and plant is copied into the site records.

c. DELIVERY AND REMOVAL OF MATERIALS (INCLUDING WASTE)

Access for unloading of deliveries and the removal of waste will be from the site compound with vehicles accessing the area via Alfred Street. All deliveries and waste collection will be programmed by the construction manager to cause minimum disruption to local businesses avoiding peak travel times when possible.

Adequate road traffic directional signage will be positioned on both Chatham Street, Chatham Place and Alfred Street to advise of restrictions around the perimeter of the site. All deliveries and collections will be controlled via the use of trained Traffic Control Marshalls to ensure minimum disruption to third party users of footpaths and road systems.

The details of the site access and egress routes will be communicated with all suppliers prior to deliveries taking place and included within the site induction. Periodic review of the adequacy of the road signage, the access route and management of vehicles will be undertaken, and any improvement opportunities will be communicated and implemented via the established communication routes.

No plant or materials will be permitted to be stored outside of the construction area and storage facility located within the site compound which will be positioned to the south of the Honnister Building. Materials will also be stored on the scaffold crash deck for distribution to the work face by the goods hoist or mastclimbing work platforms.

Waste will only be transferred by licensed waste carriers and copies of waste transfer notes will be retained on site for inspection. Any hazardous waste materials will be identified separately and managed according to the relevant waste code.

Where appropriate special arrangements will be made for recycling construction waste products. Such materials are however likely to be limited to packaging materials and surplus metalwork. Enquiries will be made regarding the disposal of existing insulation materials to the rainscreen areas however it is not envisaged the insulation to the render areas can be recycled.

d. MAINTENANCE OF PLANT AND EQUIPMENT

All plant and equipment will be maintained in accordance with the manufacturer's instructions to meet the requirements of the Provision and Use of Work Equipment Regulations 1998.

All plant and equipment will be subject to an inspection and test regime including daily pre-use checks, weekly inspections and planned preventative maintenance including portable appliance testing. All records of inspection and testing will be recorded and retained on site and will be available for inspection. All portable electrical equipment will either be powered by battery or 110-volt supply. The 110v electrical equipment will be Portable Appliance Tested (P.A.T) at least every 3 months in accordance with HS (G) 107, Electrical Safety on Construction Sites.

All plant and equipment on site will be maintained by authorized and competent individuals who will also carry out visual daily inspections. Any plant or equipment identified as defective will be immediately withdrawn from use and either repaired or replaced.

e. WORK AT HEIGHT

Working at height shall be undertaken in accordance with the Work at Height (Amendment) Regulations 2007. All work at height will be conducted following a suitable and sufficient risk assessment that takes into consideration the hierarchy of control where the primary objective is to avoid work at height where practicable. Due to the nature of the project, work at height cannot be avoided therefore safe systems of work and suitable control measures will be developed to reduce the risk of working at height. Safe working platforms and collective fall prevention methods will be utilised in preference to any individual fall protection devices.

Personnel selected for work at height will be trained in the work activity and in the use of any fall prevention equipment and anyone operating access equipment such as mastclimbing work platforms or MEWPS will be trained and competent in their use and will carry the appropriate operator's identity card. All work at height will be carefully planned to minimise risk to workers, third parties on site, staff working at 101 Old Hall Street and members of the public.

All tube and fitting scaffold erected for access purposes or around the perimeter of the building for the protection of pedestrians will be erected to an approved design by a competent CISRS trained scaffolding contractor to current best practice standards and all scaffold erection and dismantling will be conducted using NASC guidance SG4. The construction manager will ensure that the scaffolding is inspected by a competent person every 7 days or earlier following any significant event and records maintained of all inspections completed.

Mastclimbing work platforms and MEWPS will be used for the installation works. Mastclimbing work platforms will be erected by competent contractors to ensure that suitable strength and stability is built into the design and the installation of any platform to accommodate the maximum working loads required to complete the work. Any tie-back support to the existing building will be tested and certified prior to operation of the mastclimbing platform and the complete assembly will be thoroughly examined and tested prior to initial use and will be regularly inspected during operation. The construction manager will retain copies of the handover certificates and records of maintenance and inspection on site for the duration of the project.

Mobile Elevated Work Platforms (MEWPS) may be utilised in areas where mastclimbing platforms are not suitable. MEWPS will be operated and maintained in accordance with the manufacturer's instructions, operated on stable and level surfaces.

All Mastclimbing platform or MEWP operatives must be competent in the operation and use of the specific equipment and will have received adequate training in the safe operation and emergency arrangements for the equipment being used.

At the end of each shift mastclimbing platforms will be lowered to ground level, ignition keys removed and power isolated so the platform cannot be operated. The access gates through the site hoarding will be secured with padlocks during the working day and will be locked to prevent unauthorized access into the work area at the end of each shift.

4. HEALTH RISKS

a. ASBESTOS

Asbestos is not considered to be a risk due to the age of the building.

b. EXPOSURE TO UV RADIATION

Exposure to UV Radiation from the sun is not considered to be a significant risk at the start of the project however as the project timeframes extend into the spring and summer months in 2022 then appropriate clothing and sunscreens will be specified to protect against the effect of UV Radiation.

c. MANUAL HANDLING

Wherever possible, manual handling tasks will be avoided by redesigning the workplace or using mechanical equipment.

Materials will be distributed to achieve the minimum amount of manual handling activities possible and where handling of materials manually cannot be avoided then a suitable assessment of the risks shall be conducted taking into consideration, the task, the load, the working environment and the individual's capability.

Where team lifting has been identified as being the safest method to manage manual handling activities then the operation will be controlled by a team leader with clear and concise responsibilities provided to the other team members.

Passenger / goods lifts will be incorporated onto the scaffolded elevations to reduce the requirements for the carrying of materials to height.

d. REDUCING NOISE, VIBRATION AND DUST

The planning consent controls for creation of any noise will always be adhered to and all personnel on site will be informed of the limitations during the site induction.

Any power tools and equipment will be selected to ensure that the most up to date equipment is made available so far as reasonably practicable and that equipment is adequately maintained to ensure that noise levels are kept to a minimum.

Work methods will be arranged so as to ensure that noise levels are maintained as low as reasonably practicable and that any activity that has the potential to create either construction dust or vibration will be assessed to ensure that personnel and members of the public are not exposed to harm as a result of these activities.

Collective measures will be incorporated when managing dust to include water suppressant and tools fitted with vacuum extraction. RPE will be face fit tested and compulsory for any drilling into concrete. At all times a priority will be to ensure that no dust infiltrates to private dwellings through open windows. To this affect it will be suggested that occupants keep windows closed when works are being carried out in the immediate vicinity of their residence

Radios or any other audio equipment is not permitted.

e. ALCOHOL AND DRUGS

The site will operate a strict Alcohol and Drugs policy where anyone found to be using any prohibited substances will be excluded from site and project.

f. USE OF HAZARDOUS SUBSTANCES

All substances used on site will have suitable and sufficient COSHH risk assessments that will be retained by the construction manager. All operatives will be made aware of the risks associated with the materials by means of toolbox talks and all operatives shall sign an attendance sheet or a copy of the risk assessments to confirm their understanding. All substance will be stored as detailed by the manufacture's health and safety data sheets and all materials must be properly labelled. Inventories will be kept to the minimum quantities required to ensure continuity of operations.

Materials that are flammable, toxic or hazardous by their nature such as explosive cartridges for fixing tools will be stored in locked, ventilated containers away from any office, store or other flammable substances. All such substances will be removed from the work area at the end of each working day and where feasible and safe to do so, removed from site.

Any contractor that intends to introduce substances onto the site must first advise the construction manager and provide a safety data sheet and COSHH risk assessment for the substance prior to delivery.

g. CUTTING AND GRINDING

The use of cutting tools and abrasive wheels will only be permitted by those with the appropriate training. Where practicable, cutting stations will be set up in locations to limit the effect of any noise or dust created by the activity. Dust control and suppressants will be used and sound reducing barriers installed to limit the effect of noise and where identified by a risk assessment, appropriate PPE will be worn.

Should any cutting or finishing be required at the installation point then the work will be managed to limit any effect upon residents and any third parties.

Hot Work: Where any cutting activity creates a risk of fire, the hot work activity will be controlled using a Hot Work Permit to work system that considers the location, potential fire hazards, suitable emergency procedures and any requirements for a trained fire watcher.

h. COVID 19

Coronavirus still poses a serious threat although most restrictions were lifted on 19 July 2021 in England. Whilst cases are high and rising everybody needs to continue to act carefully and remain cautious. The Construction Leadership Council "Site Operating Procedures" will remain as reference documents, particularly in relation to social distancing, cleanliness of common contact surfaces, particularly in welfare facilities and planning of work to minimize close working.

The requirement for close contacts of people in England who have tested positive for Covid to self-isolate will not apply after 18 August 2021. From that date close contacts will not have to self-isolate if they have received both doses of a vaccine or if they are under 18.

Workers must still self-isolate immediately if they:-

1. Have any Covid symptoms
2. have tested positive
3. live with someone who has symptoms or has tested positive
4. arrive in England from a red list country or from an amber list country and have not been fully vaccinated

Where possible designated access routes will be set up providing a one-way entry and exit route to access points and welfare facilities. Hand sanitizing stations will also be in place at the main site entry and exit points as well as within the welfare facilities and site offices.

5. THE HEALTH AND SAFETY FILE

a. INFORMATION TO BE PROVIDED

The following information will be provided (as a minimum) to the Principal Designer for inclusion in the Health and Safety File.

The level of detail will be proportionate to the risks likely to be involved to those repairing, maintaining, cleaning, or demolishing the works or otherwise working on the completed structure, or who may be affected by such works.

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (for example surveys or other information such as load testing)
3. Key structural principles incorporated into the design of the structure
4. Any hazards associated with the materials used (for example hazardous substances or special coatings which should not be burnt off).
5. Information regarding the removal or dismantling of installed materials.
6. Health and safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and markings of significant services, including underground services, gas supply equipment, firefighting services etc.
8. Information and as-built drawings of the structure and its plant and equipment.

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