

CONTRACT

SWANSEA ROAD READING

CONTRACT NUMBER

029

CLIENT

SOVEREIGN HOUSING DESIGN & BUILD LIMITED

CONSTRUCTION MANAGEMENT PLAN

05TH JANUARY 2020

REVISION NUMBER	REVISION DATE	NATURE OF REVISION	APPROVED BY
1	23/02/2021	Updated to include information on wheel washing facilities	Ian West

Prepared by: Carl Mulkern

.....
For and on behalf of:

Helix Consulting & Project Management Limited

Swansea Road - Construction Management Plan

Issue Date 05.01.2021

Prepared by Carl Mulkern

For Helix Construct & Project Management

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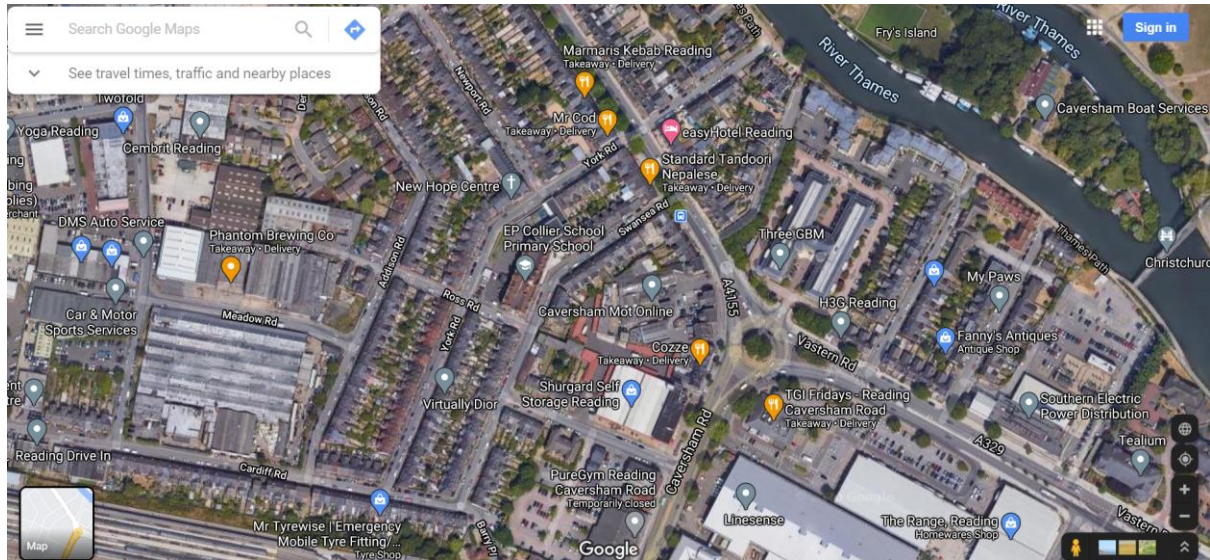
1. Introduction

The purpose of a construction management statement or construction management plan is to outline the approach to be taken for managing construction works. The statement ensures that possible impacts that may arise from the works have been appropriately identified, managed and minimised.

Swansea Road - Construction Management Plan

2. Site Location & Conditions

The site is bound to the North and East by the A4155 leading to both Caversham and Reading centre. The River Thames is further North of the A4155. To the West there is a primary school. Directly to the West and South are residential areas. To the South and West are commercial properties consisting of a self-storage unit and an MOT centre.



3. Site Plan

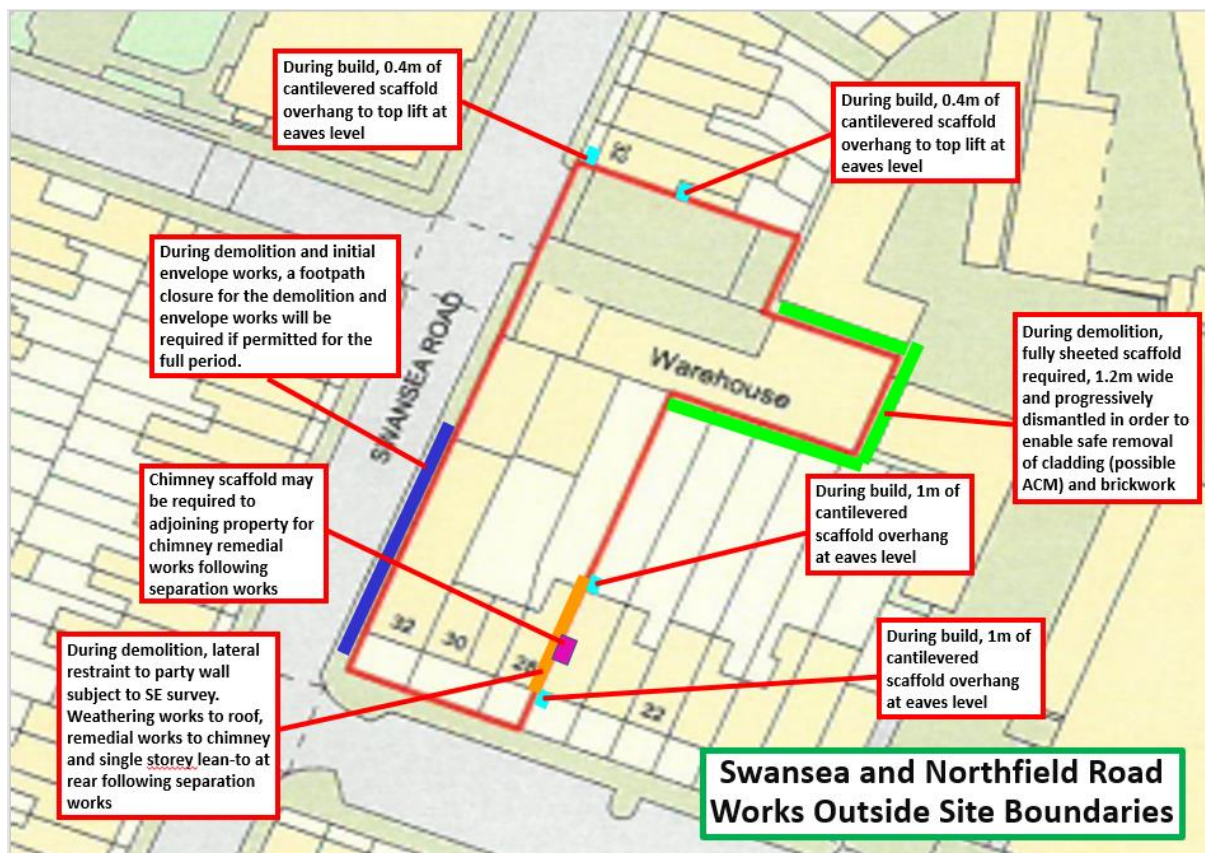
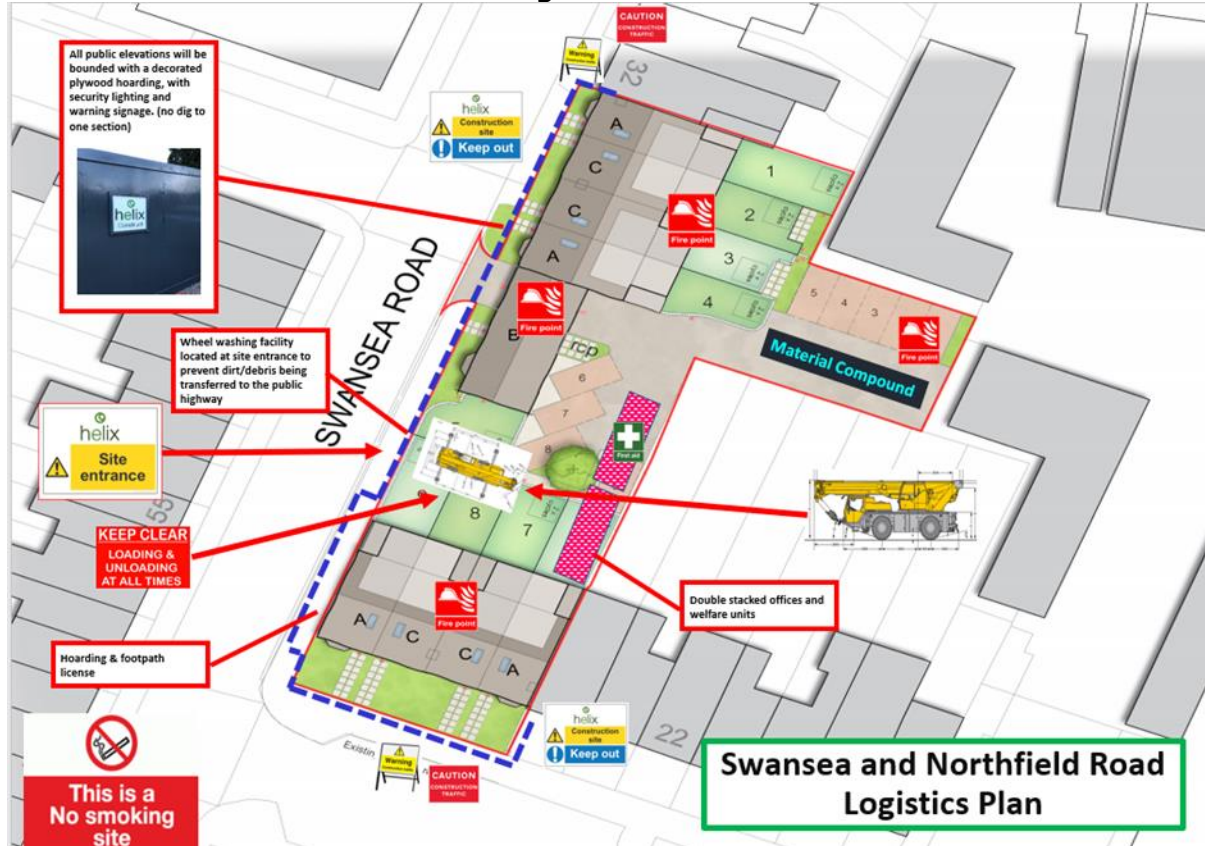
Swansea Road - Construction Management Plan



4. Programme



Swansea Road - Construction Management Plan



6. Accident & Emergency Details

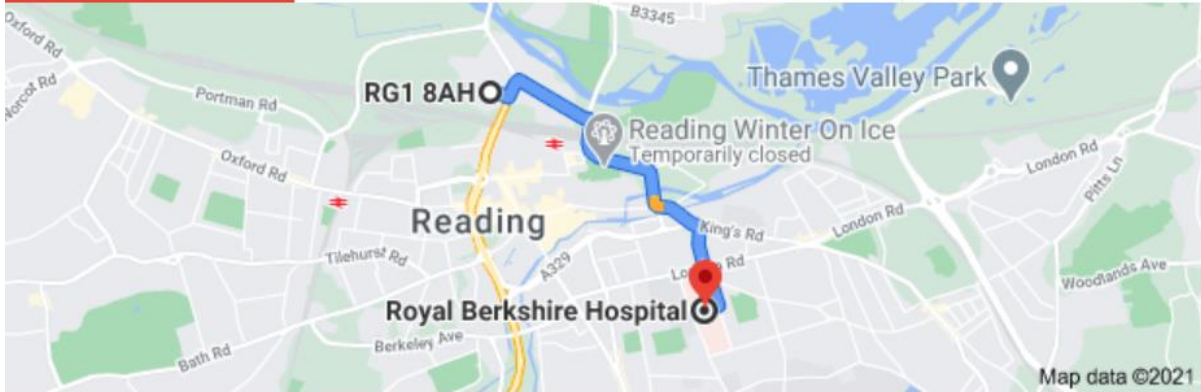
The nearest A+E is located at:

Royal Berkshire Hospital,
London Road,
Reading,
RG51 5AN

Phone – 0118 322 5111

RG1 8AH, Northfield Rd, Reading

Royal Berkshire Hospital, London Rd, Reading RG1 5AN



5 min (1.5 mi) via Vastern Rd/A329

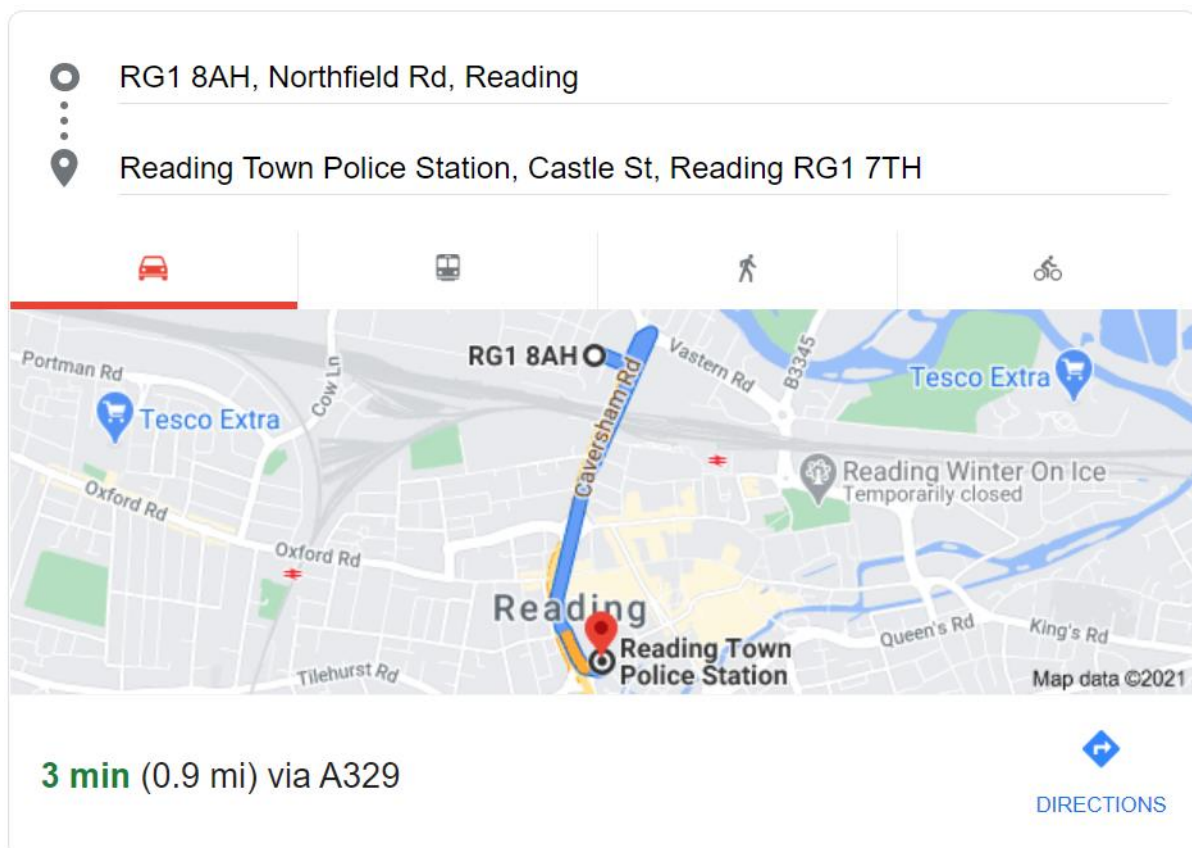
 DIRECTIONS

Rev. 1 – 23/02/2021

7. Police Station Details

The nearest Police Station is located at:

Reading Town Police Station,
Castle Street,
Reading,
01865 841148

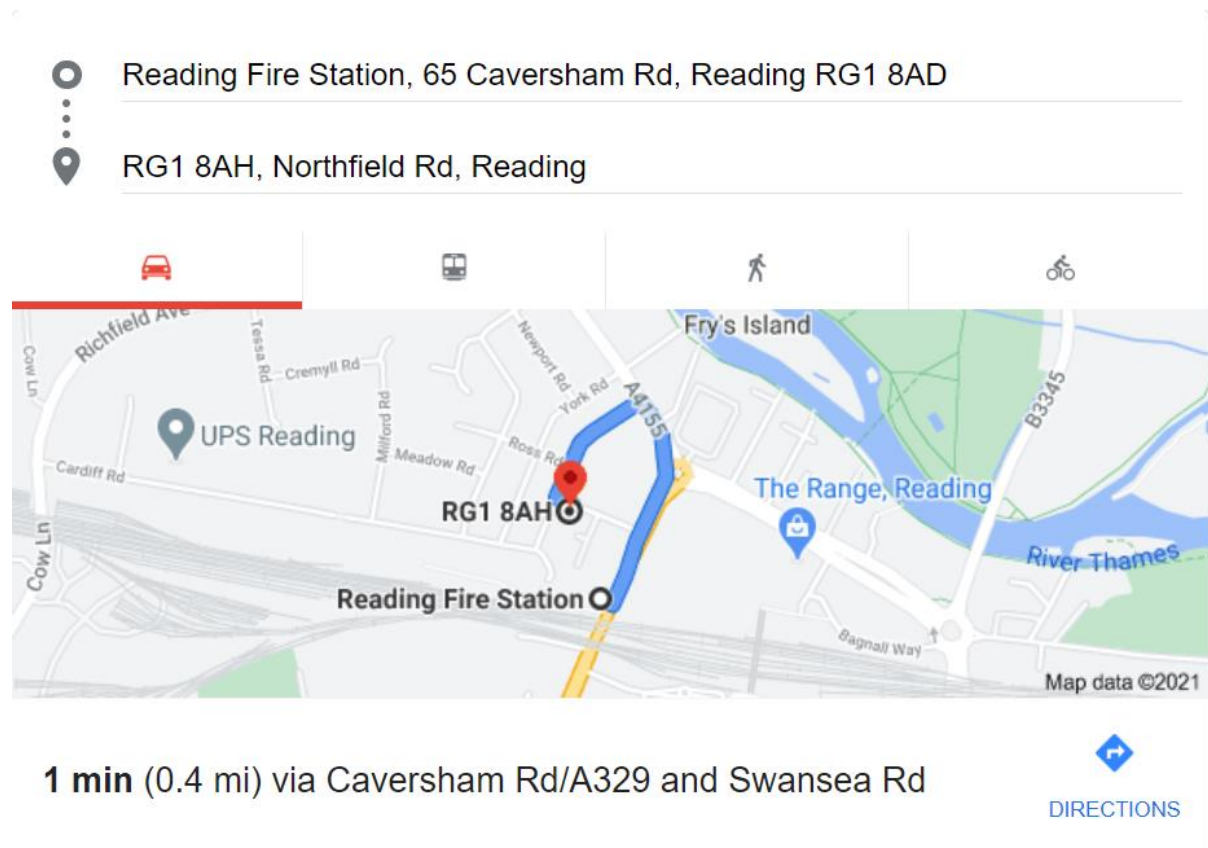


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8. Fire Station Details

The nearest Fire Station is located at:

Reading Fire Station,
65 Caversham Road,
Reading,
RG1 8AD



Swansea Road - Construction Management Plan

9. Existing structures

The site predominantly comprises of disused property which is due for demolition. Asbestos has been identified in areas and will be removed prior to demolition.

Existing records and plans/ Pre- Construction Information Supplied by the Client

The Pre-Construction Information has been issued by the Principal Designer and the preparation of this Construction Phase Plan has been achieved by review of the Pre- Construction Information File and by referring to the drawings, reports and ancillary information provided by the clients and the Principal Designer.

10. Existing mains/services

Survey information for all previous services which include Mains drainage, mains water supplies, mains electrics and gas will be obtained, and arrangements made to remove/make safe ahead of any works in the areas affected.

The existing services if any will be located, identified and positions marked ahead of disconnection and start of cut and fill/ground improvement works.

11. Historical Use of the Site

The site was previously used as commercial premises and domestic housing.

12. Site investigation reports

To be carried out in line with planning permission.

13. Contamination/Ground Conditions

Report to be carried out in line with planning permission.

14. Asbestos Report / Removal

AIB has been identified in several locations. Refer to Materials Report for further details. These materials must be removed by a licensed asbestos removal contractor under full controlled conditions. The statutory 14 days notification to the HSE will apply.

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Asbestos cement products has been identified on site. Refer to Materials Report for further details. These materials should be removed and disposed of correctly prior to general demolition of the site.

Asbestos cisterns have been identified at 32 Northfield Road (warehouse) Ground floor. These materials should be removed and disposed of correctly prior to general demolition of the site.

Report attached as Appendix 1.

15. The Existing Environment

The site was previously occupied by a manufacturing company and residential buildings. All of which are to be demolished. The site borders Swansea Road and Northfield Road on the North, West and South side. The site also borders residential and commercial properties on the North, East and South side. Opposite the site to the North-West, where it boundaries Swansea Road, there is a Primary School.

The Work Area Helix Consulting & Project Management will have sole possession of the site during the construction phases.

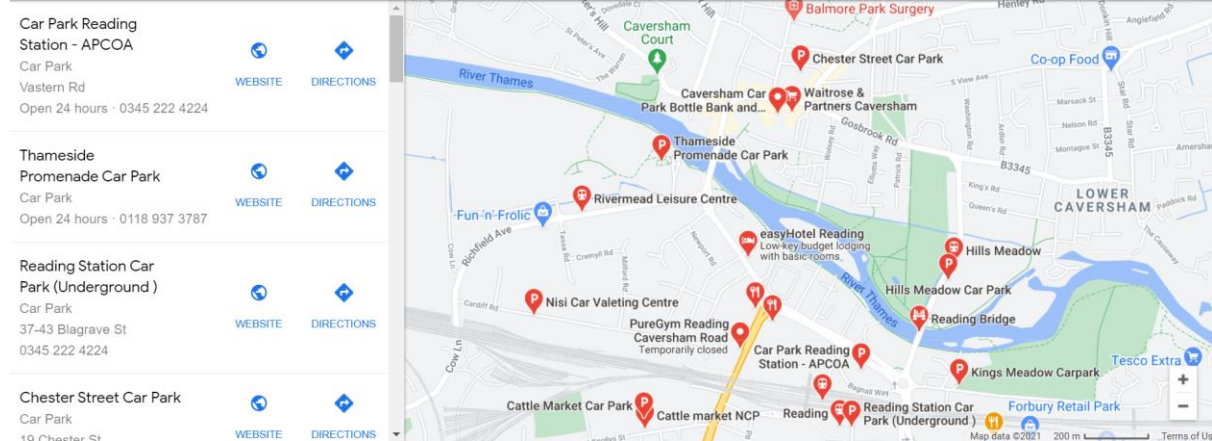
16. Access & Egress from Site

Vehicular access to site will be via the existing Swansea Road only, and all contractors are reminded that the law takes precedence on local authority Highways. Proposed site logistics plan referred to in the appendices should summarise the initial intent which will be developed and revised on a continual basis as work proceed.

17. Traffic Systems/Parking

Local speed limits apply throughout the area. A parking area for workers and visitors will be provided on site where possible. When necessary visitors and or worker will need to utilise local parking facilities as identified below. A separate traffic management plan will be implemented on site and indicated where appropriate. Care will be taken not to obstruct neighbouring occupants, roads and footpaths.

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18. Delivery Times

Our aim is to avoid local congestion and inconvenience so we will schedule deliveries on a “one in-one out” basis. We will avoid deliveries between the hours of 08.45-09.30 and 15.00-16.00 or after 16.30.

Site deliveries will only be accepted at agreed times and dates, and never out of permitted site working hours as dictated by the planning permission. All major deliveries (an example being abnormal loads) will be agreed with the Local Authorities Highways department and notified to local residents and business users. All deliveries will be booked in with the Site Manager at least 24 hours prior to arrival, site access will generally be from 8am to 5.00pm. All loading and unloading of deliveries and plant will take place within the confines of the site boundaries which are defined by solid timer hoardings or Heras fencing. The reversing of vehicles shall be avoided or controlled by banksman. Strictly no reversing without a banksman. Drivers must report to the Site Manager.

19. Traffic Routes

All materials will be delivered to the site entrance located in Swansea Road and then distributed ensuring that the traffic management plan is adhered to. After the substructure works are commenced, material will be off loaded from vehicles using a telescopic forklift and placed within the material storage areas until distributed on site for use.

20. Fire Brigade Access & Fire Escape Routes

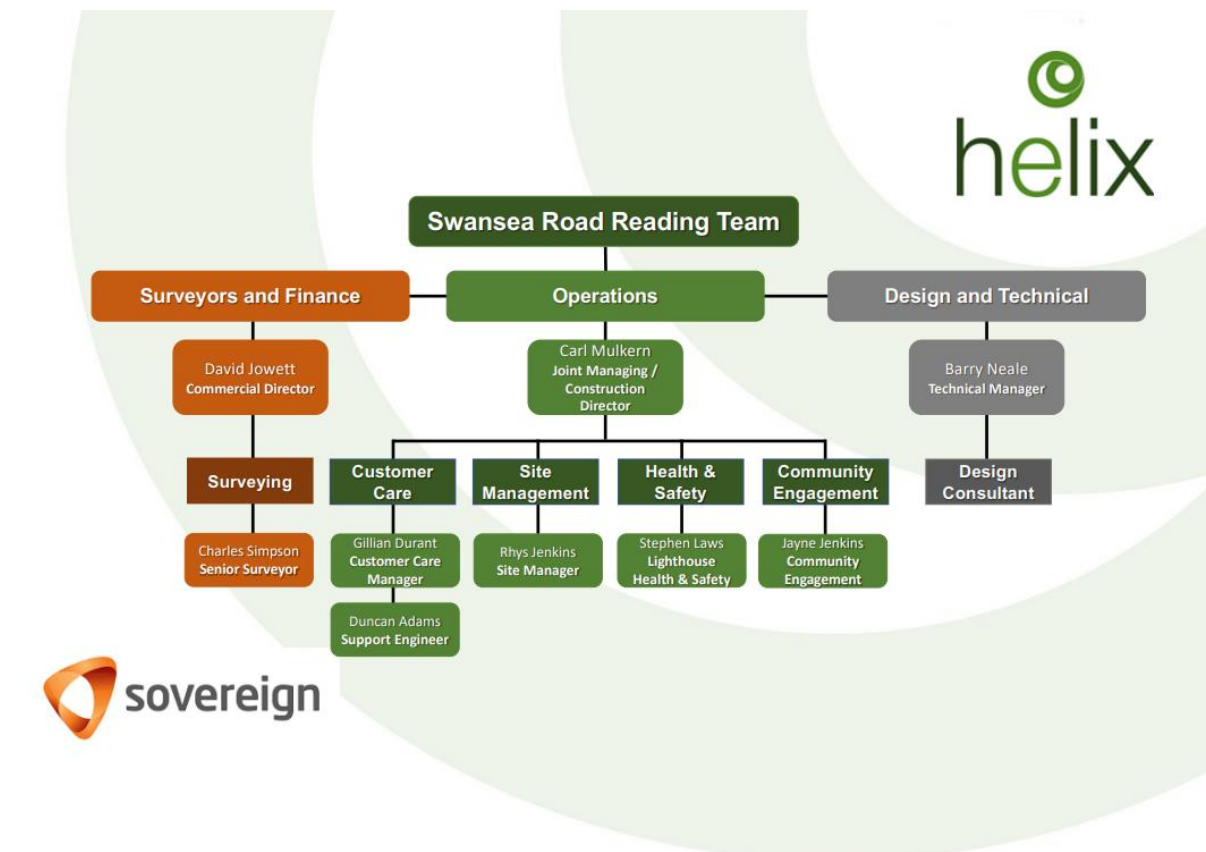
Under no circumstances will any site operations affect access for the Fire Brigade including completed and occupied phases of the project. Materials, plant and the like are to be kept clear of the Highway and emergency routes at all times.

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21. On Site Storage

All plant and materials will be delivered to the relevant site compound where there will be containers and a lay down area to accommodate. Distribution to work areas will be provided by telehandler equipped with cameras and warning lights / alarms. Telehandlers will not be required to run on public roads or outside of the site boundaries.

22. Management Responsibilities



The essential structure to implement this plan is shown in the diagram above, together with a summary of the duties of each person that follows:

Construction Director / Joint Managing Director

- Overall implementation of safety policy including provision of adequate resources
- Project planning for safe sequence of operation
- Ensure the selection of competent contractors
- Project Method Statements – major items
- Oversee quality and progress x Sourcing of materials and suppliers

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- Progress and coordinate information for H&S File

Site Manager

Appointed health and safety coordinator

Daily visual safety inspections

Co-ordination and control of contractors – package management

Environmental issues

Day to day control of site activities, quality and programme

Environmental issues

Project planning for safe sequence of operation

Project risk assessment including COSHH, noise and manual handling – smaller items

Fire and Emergency coordinator

Scaffold coordinator

Permits to Work (excavate, hot works etc)

Site Inductions

Health and Safety Consultants – Lighthouse Safety

- Advise on all H&S compliance and audit
- Advise on all H&S matters
- Site health and safety inspections/Audits
- Accident/incident investigation Construction Health & Safety Plan 19

Specific duties of Construction Director

The Site Manager will assist in discharging the following duties.

- Review the construction phase health and safety plan produced and provide adequate staffing of the project to enable all of the functions identified in the plan can and will be implemented.
- Brief all Project Managers and Site Managers on their role within the health and safety plan and ensure that all managers understand their health and safety responsibilities.
- Plan the strategy for the construction of the project in a way that will minimise safety hazards to the workforce. Be aware that the safest method of proceeding must always be used.
- Organise any sub-contracting in a way that minimises risk and minimises the ability of the available site team to control the sub-contractor.
- Ensure that the prequalification of sub-contractors is carried out including the pre-start meeting, and that this is documented and that all insurances are checked and in place.
- Ensure adequate competent supervision and an appropriate risk assessment and method statement for the sub-contract work

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activities.

- Ensure that scaffolds and temporary works (propping, shoring etc.) are properly designed by a competent engineer and drawings produced that show clearly the requirements of the scheme, including the allowable loadings.
- Assist with risk assessments particularly developing those indicated in the project health and safety plan and ensure that those supervising high risk items understand the requirements of the method statements.
- Always make the time to discuss safety issues with the safety adviser, review with him or her safety inspections and reports received and take action where necessary to improve the plan.
- Lead by example and by a determination not to tolerate poor safety performance. Always consider safety ahead of production.

Site Manager

- Maintain the working section files in good order, up to date and ready for inspection at any time.
- Implement the provision and maintenance of safe working environments and systems of work. Ensure compliance with statutory and company regulations and all other regulations applicable to construction and related industries.
- Assist with risk assessments particularly developing those indicated in the project health and safety plan and ensure that those supervising high risk items understand the requirements of the method statements. Construction Health & Safety Plan
- Control all contractors and sub-contractors. To establish safe and healthy systems of work, provide written instructions to establish working methods to clearly define the sequence of operations, make assessments, and outline potential hazards at each stage of the operations. Monitor records, registers and other documentation as required.
- Control all site-based activities and packages including the adequate supervision of such works by suitably trained and competent persons.
- Ensure that all site plant and equipment is safe to use, mechanically sound, free from defects, properly maintained and where applicable, copies of the statutory, test and/or thorough examination certificates are up to date and available while the plant or equipment remains on site.
- Ensure that all users of plant and equipment are adequately trained and authorised to use the equipment.
- Ensure that all personal protective equipment identified by risk assessment is available and used, and that where necessary training in the maintenance and use of the equipment is provided.
- Establish procedures for fire and emergency action to be taken in

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the event of serious and imminent danger, to appoint a competent person to implement the procedures laid down and ensure that the competent person(s) nominated, have received sufficient training to undertake those duties.

- Establish a good working relationship with any appointed workforce safety representative attend site safety meetings whenever possible, co-operate with the Safety Adviser in the production of information related to all safety matters, ensure that copies of any correspondence, reports, etc., concerning any safety issues on projects, are forwarded to the Health and Safety Adviser and Construction Director/ Senior Construction Manager, for information and where appropriate, action.
- Ensure that all incidents, injuries and dangerous occurrences are promptly reported
- Fully complete the accident report provided in the accident book.
- Investigate accidents and dangerous occurrences and co-operate fully with the project Safety Adviser as required in the accident investigation.
- Ensure that all registers, records, and certificates are kept up to date and available for examination, that all statutory abstracts, notices, posters, safety information placards and site responsible persons names and emergency telephone numbers are displayed at the appropriate location on site.
- Co-operate with the visiting safety adviser at all times, accompany him or her on their site inspection tours, and ensure that items recorded on safety inspection reports are actioned in a timely manner.
- Lead by example and by a determination not to tolerate poor safety performance. Always consider safety ahead of production.
- Ensure Senior Site Managers/Site Managers/Assistant Site Managers/Supervisor/Foreman are responsible to the Project Manager for implementing the requirements of the project health and safety plan under his or her control.

Senior Site Managers/Site Managers/Assistant Site Managers

- Ensure that all activities under his control are adequately assessed and all foreseeable hazards are eliminated or controlled to establish and maintain places and systems of work that are safe and without risk to health and that safety devices, equipment and protective clothing are provided and correctly used.
- Give health and safety instructions, and see they are obeyed.
- Do not permit individuals to take unnecessary risks, encourage them to report any defects or other problems that may adversely affect their health and safety, or that of others.
- Co-ordinate with the sub-contractors and all others affected by the works, in the exchange of information and co-ordination of

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measures and procedures, to be taken in the event of emergency, dangerous occurrences or risks arising from or connected to any site undertakings.

- Establish procedure for daily and weekly safety inspections and monitor that all activities are undertaken in a safe manner.
- Satisfy themselves that the employees under their control are properly supervised and have received information and instructions on risks associated with the tasks being undertaken, see the necessary certificates of training or suitable certificates of competence.
- Undertake induction if required, toolbox talks and task briefings ensuring that all workers under their control have been given an appropriate task briefing that explains the relevant method statements.
- Select appropriate toolbox talks that reinforce the task briefing and provide these to the work force in a careful and sincere manner.
- Co-operate with the safety adviser at all times; accompany him or her on site tours and action items on the inspection in a timely manner.
- Set a good example of all times, by adopting safe systems of work, pass on information and instruction at task allocation briefings.
- Discourage improvisation, encourage the correct wearing and use of personal protective equipment.
- Ensure that only trained and authorised personnel operate items of plant.

23. Site Rules for the workforce

All site operatives and visitors will receive a site induction before they can access or work on the project. There are two separate inductions.

1 Covid 19 induction – safe working practices to prevent transmission of Covid 19

2 General site rules and site specific induction

General Site Rules

- Before commencing work all personnel must attend a safety induction.
- All personnel will present CSCS cards and CPCS cards which will be checked against the electronic database for validity
- Appropriate Personal Protection Equipment shall be worn. Every accident and near miss event must be reported to site management.
- Any person found to be interfering with or misusing fixtures, fittings

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or equipment provided in the interest of health, safety and welfare would be excluded from site.

- Smoking and vaping will not be allowed on site, except in the designated smoking and vaping area.
- Visitors must report to the site office and sign the visitor's book and will be allowed entry at the Site Managers discretion. Whilst on site visitors must wear the appropriate PPE.
- Vehicle drivers must wear the appropriate PPE when in construction areas (when outside vehicle). Vehicles are not to be reversed in construction areas unless under the control of an authorised banksman.
- Safety signs and notices must be followed. Do not enter unauthorised areas.
- Personal stereos / iPod etc are not to be used.
- Mobile phones must not be used when operating plant or equipment or while undertaking work activities. Phones may only be used in safe areas.
- The consumption of alcohol and drugs is prohibited. Anyone found under the influence of drugs or alcohol will be excluded from site.
- Permission must be obtained from HC&PML prior to any photography or video filming on site.
- Site fire and emergency alarms, equipment and instructions are designed to protect you. They must be followed.
-

Site Specific Rules

- All personnel are required to wear a safety helmet, safety footwear and high visibility vests in construction areas.
- Minimum dress code. No bare torsos minimum of T shirt under hi-vis.
- Shorts will not be allowed under any circumstances.
- All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's safe systems of work (method statements).
- No person is to operate any mechanical plant or equipment unless they have been trained and have been certificated as competent.
- Any mechanical plant or equipment found to be defective is not to be used.
- All Electrical Plant must be PAT tested
- Ladders or stepladders are only to be used as work platforms for non-repetitive tasks of short duration where no safer alternative is available.
- Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.
- Proprietary hop ups may be used up to 600mm height only. Thereafter properly constructed podium steps or mobile towers are to be used. Mobile towers without guard-rails must not be used.

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- Bandstands may be used only if fitted with proprietary guardrails, toe boards and access.
- No one, other than scaffolders under the direction of the site management, is permitted to adapt, adjust or interfere with scaffolds, tubes, fittings and ties etc.
- Food is only to be consumed in the designated welfare / mess areas.
- No person, other than a designated and qualified electrician, is to make connection / disconnection, other than at approved plug and socket points, or make alteration to the temporary electrical supply.
- Portable tungsten halogen lamps are not permitted.
- No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.

24. Environmental issues/ precautions

The site will operate within the constraints, procedures and practices of an environmental management plan. The plan will be established, strictly adhered to and implemented prior to the start on site. The works and performance will be monitored throughout the duration of the works. The environmental management plan will cover all areas of environmental management, including protection of ecology and wildlife.

All retained trees and bushes including root protection areas will be protected throughout the duration of works.

25. Wheel wash facilities.

At the point of where operatives vehicles and delivery vehicles enter and exit site, wheel wash facilities will be provided. This will be by means of a jet wash and surface water filtering and collection or a proprietary wheel wash. This will ensure that any vehicles leaving site will not transfer mud, dust or debris onto the public highway. In order to eliminate the issue and likelihood at source, all site access roads and haul roads will be tarmacked and maintained in a clean condition.

During times where, material movements from site may be excessive, or during exceptionally inclement weather a road sweeper/cleaner will be utilised by our specialist groundworks sub-contractor, both inside the site and to surrounding roads outside the site.

26. Control of dust and dirt emissions from site.

We plan to be proactive by eliminating the source of dust by using tarmac haul roads, damping down, mechanical sweeping etc but we will monitor emissions during construction activity and review any processes and controls where excessive dust and emissions are generated and implement additional control measures where required.

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27. Waste control/recycling.

Site waste generated will be kept to a minimum with carefully selected materials to reduce the amount of waste generated by the construction process. The waste that is generated will be segregated into different waste streams to enable recycling. We aim to ensure that 99.5% of waste generated by this development is recycled with 0.5% or less going to Landfill. Site waste will be removed by a local licensed waste management contractor

28. Working hours

The permitted site working hours will not be exceeded as set out in the planning permission. If an emergency or health & safety matter requires any works outside the permissible working hours written permission will be sought from the local authority.

29. Construction Noise and Vibration Management

All practicable methods of noise control will be applied during construction works to minimise noise (including vibration) at all site boundaries. The general principles of noise management are given below.

Control at source

Equipment – noise emission limits for equipment brought to site.

Equipment - Method of directly controlling noise e.g. by retrofitting controls to plant and machinery.

Equipment – Indirect method of controlling noise e.g. acoustic screens.

Equipment - indirect method of controlling noise e.g. benefits and practicality of using alternative construction methodology to achieve the objective e.g. vibratory piling techniques or hydro demolition as opposed to more conventional but noisier techniques; selection of quieter tools/machines; application of quieter processes.

Control across site by:

Administrative and legislative control

Control of working hours,

Control of delivery areas and times.

Careful choice of compound location.

Physically screening site,

Control of noise via Contract specification of limits,

Noise Monitoring, to check compliance with noise level limits, cessation of works until alternative method found

Many of the activities which generate noise can be mitigated to some degree by careful operation of machinery and use of tools. This may best be addressed by toolbox talks and site inductions.

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30. Landscaping proposals

To be updated when available.

31. Measures for protection and to protected species and their habitats during construction.

This will be controlled in line with planning permission

32. Bats

The demolition process will be monitored for bats in accordance with the planning permission conditions.

33. Japanese Knotweed

No invasive species have been identified. A post demolition survey will be carried out.

34. **CONSTRUCTION PHASE HEALTH & SAFETY PLAN**

Contract Number: **029**

Contract Name: **Swansea Road, Brackley**

Plan Prepared By: **Carl Mulkern**

Date of Initial Issue: **05.01.21**

Revision Date	Comments	Initials

Details of Site Reviews

Date	Changes	Signature

* All periodic reviews and any changes made are to be recorded above.

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PART 05	APPENDICES' TITLE / NAME OF APPENDICES'	DATED
APPENDICES' 01	Asbestos Survey Report S02694	Rev: 14/02/2020
APPENDICES' 02		Rev: DAY-MONTH-YEAR
APPENDICES' 03		Rev: DAY-MONTH-YEAR
APPENDICES' 04		Rev:___ DAY-MONTH-YEAR
APPENDICES' 05		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 06		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 07		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 08		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 09		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 10		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 11		Rev:___ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 12		Rev:___ DAY-MONTH-YEAR 00/00/0000

ADD APPENDICES AS REQUIRED

**NOTE: THE DOCUMENT LISTED ABOVE IS PREPARED IN
SEPARATE PARTS - WHICH COMBINES TO FORM**

PART 1

DESCRIPTION OF THE PROJECT

INTRODUCTION TO CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

This document provides information to enable Helix to meet its obligations as Principal Contractor under the Construction (Design and Management) Regulations 2015, which under Regulation's 22, 23 and 24 identifies the 'duties of Principal Contractors'; to plan and manage health and safety in the construction phase and cooperate and consult the work force.

This document further develops the information provided by the Client – the Pre-Construction Information.

The principal aims are to control health and safety on the project by the following methods:

1. To record the health and safety arrangements and organisation necessary to ensure, as far as is reasonably practicable, the health and safety of all persons who may be affected by the works and the monitoring procedures to ensure compliance, taking into account the risks involved in the construction works.
2. To coordinate activities of all Contractors to ensure that they comply with the relevant Health & Safety Legislation and to encourage all involved to work together.

Project Description and programme details including any key dates

The new build construction of 9 dwellings with all associated infrastructure works, hard landscaping, soft land scaping.

Mandatory site PPE requirements are as follows: safety boots, hard hat and Hi-Viz jacket. It is also likely that other PPE will be required that will be task specific and identified through the development of subcontractor RAMS

Project – CDM Stakeholders

Role	Organisation	Contact	Email
Client	Sovereign Housing Association	???	???
Principal Designer	???	???	???
Principal Contractor	Helix Construct Ltd	Carl Mulkern	carl@helix.limited
Other	Lighthouse Safety	Stephen Laws	stephen@lighthousesafety.co.uk

PART 2

MANAGEMENT OF THE WORK

(a) MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Whilst the Construction Phase Health and Safety Plan details the 'chain' of command, it is important to clarify the individual roles in relation to health and safety on site.

1. The construction lead and Directors of Helix Parent Holdings Limited will have overall responsibility for:
 - a) Ensuring that the procedures laid down in the Construction Phase Health and Safety Plan will be fully implemented. They will also be responsible for the updating of the Plan, as and when required, accommodating items such as Method Statements, Risk Assessments and Sub-contractors Safety Policies as these become available.
 - b) To ensure that sub-contractors have been given sufficient information to enable them to fully plan and implement their works with regard to the safety of their operatives and others who may be affected by their actions – this should include results of any surveys such as ground contamination, asbestos samples, traffic restrictions, public access, etc.
 - c) It will also be the responsibility of the construction lead to ensure that the relevant information such as Method Statements, Risk Assessments, Health & Safety Policies are obtained from sub-contractors for inclusion in the Health & Safety Plan.
2. The construction lead and his team will be responsible for the day to day implementation of the Health & Safety Plan as follows:
 - a) Statutory Requirements - recording of inspections; scaffolding, excavations, lifting appliances, etc., in the Site Safety Register.
 - b) Induction of all new starters using the Standard Site Induction Form.

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- c) Tool Box Talks
 - d) Ensuring that operatives have the necessary skills are adequately competent to enable them to adequately perform the given task or job, e.g. abrasive wheels, cartridge tools, dumpers, forklifts, MEWP's, etc. (This will be achieved by having sight of a relevant training card, CPCS or similar approved, for the appropriate item of plant being used and entering details of it in the Site Safety Register.)
 - e) Ensuring the sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives and that any operation carried out by them which may affect others will be fully communicated to the affected persons through discussion on site and if necessary written information.
 - f) To ensure, that there is free flowing information and feedback on site at all levels. Engagement with the workers and allow all aspects of safety to be discussed with an upwards as well as downwards exchange of information to/from all contractors on site.
3. The construction lead will audit the Health & Safety Plan during their visits to site.
4. It is the duty of all supervisory staff, including sub-contractors' Supervisors, to ensure that at all times works are carried out safely and that the relevant regulations are being fully complied with.
- Disciplinary measures will be issued for minor breaches of safe working practices.
- Serious breaches will result in removal from site of the offending person/persons or company.
5. The construction lead will provide guidance and advise staff to help the implementation of the Construction Phase Health and Safety Plan and safety in general on site.
6. The aim of all projects shall be for accident free, injury free and incident free environment.

HEALTH AND SAFETY GOALS FOR THE PROJECT

The project will aim to deliver:

- A zero-accident frequency rate (AFR).
- No reported cases of Occupational Ill Health as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.

It is the policy of Helix Parent Holdings Ltd (HPHL) that, so far as is reasonably practicable, the health, safety and welfare of employees, sub-contract personnel, site visitors and the general public will not be endangered by the activities of the Company.

Management, supervisory staff and all other Company employees who authorise work will be responsible for ensuring that suitable and sufficient health, safety and welfare facilities are made available and working conditions that are, so far as is reasonably practicable, without risks to health, safety and welfare are provided.

All statutory duties and provisions will be complied with and it is a duty of all Company

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employees to constantly assess methods of work and working places to ensure such compliance.

All employees and sub-contractors are required to adopt systems of work and to maintain places of work that are, so far as is reasonably practicable, without risks to themselves or to any other person.

STANDARD SETTING

HPhL will only accept the very highest standards especially when it comes to health and safety.

We believe that our own company procedures exceed health and safety legislation and we insist that our contractors and sub-contractors rise to our standards.

We have an internal audit system to ensure the highest standards are maintained and are detailed within this section.

The following standards are identified as minimum standards, which we expect all sub-contractors to work to and comply with:

The Health and Safety at Work etc. Act 1974

Health and Safety Offences Act 2008

The Management of Health and Safety at Work Regulations 1999

The Lifting Operations – Lifting Equipment Regulations 1998

The Provision and Use of Work Equipment Regulations 1998

The Construction Design and Management Regulations 2007, (Parts 1–5)

The Work at Height Regulations 2005

Control of Vibration at Work Regulations 2005

The Control of Noise at Work Regulations 2005

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Environmental Protection Act 1990

JCoP for Fire Prevention on Construction Sites, 7th Edition

Any current legislation not identified above

*Clients Safety Rules as identified in the Pre-Construction Information provided wherever applicable

As stated, the above are minimum standards and we further expect all work carried out on this project to be undertaken in accordance with all relevant Approved Codes of Practice, Codes of Practice, British Standards and guidance notes. Sub-contractors must ensure that when preparing safe systems of work and proposed methods of work that these systems and methods take into account all such standards and Helix Group Subcontract and Appointment Appendices.

ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

1. The management of health and safety during the Construction phase will be carried out by the implementation of:
 - a) Company Safety Policy.
 - b) Risk Assessments.

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- c) Method Statements for high-risk activities.
 - d) Site Safety Inspection of the work in progress to ensure compliance with items (a)–(c) above.
2. It is the responsibility of the construction lead and externally appointed health and safety advisor to monitor and develop the Health & Safety Plan to ensure the following:
- a) A common approach is developed for managing Health & Safety at Work.
 - b) Assessments are prepared by contractors as required by the Management of Health & Safety at Work regulations.
 - c) The provision and use of designated welfare arrangements.
 - d) The implementation of the Construction Phase Health and Safety Plan.
 - e) Modifying and updating the Construction Phase Health and Safety Plan as and when necessary.
 - f) The issue of, where appropriate, rules for a safe working environment.

The following levels of monitoring will be implemented on the project.

Level 1:

Evaluation of effectiveness of Company Policy for Health, Safety and Welfare at Work together with the availability and compliance with risk assessments - Audit Items:

- 1. Scaffolding.
- 2. Excavations.
- 3. Lifting Appliances.
- 4. Demolition.
- 5. Plant, Hoists, Mechanical.
- 6. Fire Precautions.
- 7. Welding/Burning/Cartridge Tools.
- 8. Roofing Work.
- 9. Steelwork.
- 10. Falsework.
- 11. Protective Equipment.
- 12. Training.
- 13. Electrical items.
- 14. Safe Systems of Work.
- 15. Safety Management.
- 16. Materials Storage.
- 17. Means of Access.
- 18. Site Housekeeping.
- 19. Environmental Pollution.
- 20. Welfare Facilities.
- 21. Security/Hoardings.
- 22. Occupational Health.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

In so much as the Construction (Design and Management) Regulations 2015 places duties on the Principal Contractor to develop the Construction Phase Health and Safety Plan, we

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also need to conform to various other safety legislation, such as the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, which require the establishment of company policies, procedures, etc.

To this end the Construction Phase Health and Safety Plan needs to be read in conjunction with the following:

SAFETY POLICY AND MANUAL

A copy of this document can be accessed on every site.

SITE SAFETY REGISTER

In order to comply with our obligations regarding the recording of inspections and statutory requirements, we have devised a Site Safety Register, which incorporates all the necessary statutory requirements such as scaffolding, excavations, lifting appliances, etc., together with our own company requirements, such as checks on fire extinguishers, issue of PPE, record of certificates for plant and equipment, records for induction.

We would emphasise that whilst these documents are physically separate from the Construction Phase Health and Safety Plan, they are an integral part and should be used as such.

(c) ARRANGEMENTS FOR:

(i) REGULAR LIAISON BETWEEN PARTIES ON SITE

Sound communications are seen as an essential element of every project undertaken by HPHL. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible. Health and safety forms an important item on the agendas of the monthly meetings that take place which involve the management team, the Client's representatives and the contractors. Contract employees are encouraged to voice ideas and views.

Site induction for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose suggestions for improvements.

Design information, as it is received, is reviewed by the site management and, where required, the Safety Manager to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the CDM Co-ordinator where deemed necessary such as design and build. Where no hazards are identified the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high risk, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.

(ii) CONSULTATION WITH THE WORKFORCE

Full worker engagement is required in order to ensure every project member accepts and implement their responsibilities under health and safety.

Toolbox talks will be carried out by contractors and our own staff if deemed necessary. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the Helix team will identify any further talks required which may be required to be undertaken by the Subcontractor

(iii) THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, DESIGNERS, PRINCIPLE DESIGNER, PRINCIPLE CONTRACTOR AND CONTRACTORS ON SITE

All project design and relevant information is accessed via the HPHL Dropbox system.

(iv) HANDLING DESIGN CHANGES DURING THE PROJECT

The design and information flow is managed and recorded all through the Dropbox, Doc Hosting or BIM 360 in line with HPHL working practices.

(v) THE SELECTION AND CONTROL OF CONTRACTORS

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the competence and commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made. As a minimum the following will be carried out to meet these statutory duties:

1. The contractor's competency questionnaire must be treated as a separate item, not attached or included as tender documents.
2. The HPHL team member on receipt of any completed questionnaires with all the associated documents from contractors/sub-contractors will forward them to the construction lead.
3. The construction lead will evaluate the responses to the contractor's competency questionnaire. All responses will be assessed dependant on the amount of information given, plus other documentation when applicable.
4. On completion of the questionnaire and evaluation HPHL will ensure the results are filed on the HPHL Dropbox. All other associated documents will be filed within the specific contractor/sub-contractor file held on the Dropbox.

SELECTION PROCEDURES

1. CONTRACTORS AND DESIGNERS

Where possible HPHL selects contractors, designers and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the company. Those where there is no previous experience are subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarised as follows:

a) Designers Sub-contractors.

A primary requirement is membership of a bona fide professional body. This must be supported by successful experience in the type of contract and environment for which the designer is being considered. Sufficient suitable qualified people and sufficient resources must be available to enable the standards imposed to be

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achieved and the designer must have adequate knowledge of health and safety and associated legislation.

b) Contractors/Sub-contractors.

When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy.
- A capacity to manage health and safety adequately by on site supervision.
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high risk elements.
- The ability and resources necessary to ensure compliance with the health and safety regime of the project.

c) Construction Skills Certification Scheme (CSCS)

All contractors and sub-contractors are to be made aware of HPHL's commitment and expectations regarding CSCS and having a fully qualified workforce, the requirement for CPCS, IPAF, CISRS and CSCS cards. During the contract the conduct and attitudes of the contractor are monitored. Persistent failure to maintain the standards required may result in the contract being terminated.

(vi) THE EXCHANGE OF INFORMATION BETWEEN CONTRACTORS

So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Construction Phase Health and Safety Plan, together with design information and the health and safety standards that apply are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments/method statements.

(vii) SITE SECURITY

Each site set up is planned and set out based on the needs and constraints of the project.

Generally, the site compound will be set up and consist of:

The site office/welfare compound/site area will be bounded with Heras fencing 2 meters high with anti-climb mesh or a plywood hoarding. Where applicable specific access /egress points to the main site area will be established

The access gates to the site will be securely locked outside normal working hours and kept closed during the working days to prevent unauthorised access.

A site plan indicating the site boundary and all access points is contained within this document.

When a contract is in an area where a genuine concern exists about employees 'off site' personal safety, the externally appointed safety advisor is to carry out risk assessments to ensure that control measures are in place to identify and effectively mitigate these risks.

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(viii) SITE INDUCTION

All persons including visitors are to be inducted by the Site Manager or a member of the HPHL Team immediately on arrival.

Site inductions are to be specific to the contract being undertaken.

(ix) ON SITE TRAINING

1. The training of direct employees is the responsibility of HPHL, Supervisory staff will receive training in their responsibilities as required.

Direct employees required to carry out key tasks e.g. forklift, scaffolding, etc., will be provided with the necessary training.

2. Contractors will be expected to ensure that all of their operatives are trained not only in the specific task/duty they are contracted for (roofing, scaffolding, excavating, demolition, etc.) but also in the general awareness towards health and safety (CoSHH, noise, dust, etc.).
3. All Contractors must be fully aware of their statutory duties.
4. The responsibility of the recording and retaining of Safety Training is the Company's Safety Manager.

(x) WELFARE FACILITIES AND FIRST AID

The Site leader will establish the welfare and first aid requirements before work starts, taking into account sub-contractors requirements if applicable.

Suitable and sufficient Health and Welfare Facilities (as required by Schedule 2 of the CDM Regulations 2015) will be established on site.

The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel on induction training. The first aid provision will be considered and matched to the size and nature of the project.

Names of qualified persons appointed in accordance with the Health & Safety (First Aid) Regulations 1981 will be clearly displayed at an appropriate location on site.

SPECIFIC SITE HEALTH AND WELFARE FACILITIES AND FIRST AID ARRANGEMENTS

- a) On day one of the contract a temporary welfare facility may be provided until the 'permanent' units are fully established. This will contain an office, a canteen, toilet and changing room as a minimum (suitable for up to 8 people). It is expected that this will be in place at the earliest opportunity within the project.
See Site Layout Plan attached.

- b) The site cabins will be connected to the mains electric or powered by generator (following a survey by the local electricity supplier) by competent persons and all installations will be in accordance with BS 7375 or similar.

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- c) The permanent site accommodation will be maintained in good order.
- d) First aid box and Accident Book will be maintained in the site office.
- e) The named trained First Aider or appointed person(s) will be identified accordingly
- f) The Site team will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Special Welfare Arrangements Where short-term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, a Risk Assessment is to be carried out, identifying the minimum requirement, which should include:

- (a) Drinking water container.
- (b) Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy).
- (c) Hand cleanser in dispenser.
- (d) Paper towels or other suitable means of drying hands.
- (e) Storage facilities for protective clothing.
- (f) Adequate first aid equipment.
- (g) Mobile telephone or other means by which the emergency services are called.

Before work commences, the Site Team must make arrangements for the use by operatives of convenient sanitary and welfare facilities throughout the duration of the work.

SITE PLAN

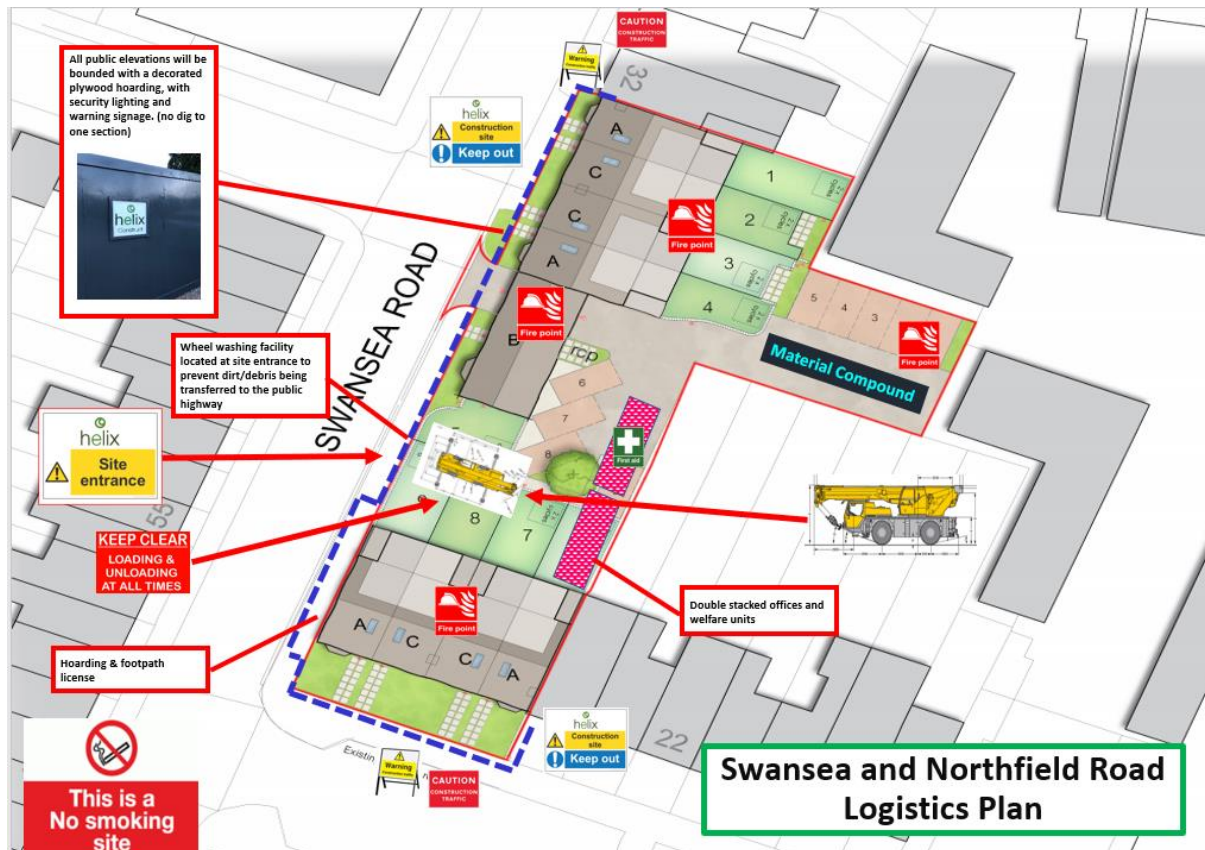
At the end of this section is a site plan identifying the following items

Identify Site Boundary and Access / Egress points to the site.
Identify Site Accommodation Welfare Facilities.
Identify Pedestrian and Vehicle Routes.
Identify Location of First Aid Facilities.
Identify Fire Points and Fire Assembly Points.
Identification of any designated Smoking Area.
Identification of wheel washing facilities/location

Project Related Risks – (Residual)

1. Asbestos to be removed as per report.
2. Buried services – a sumo survey will be carried out in order to locate and identify and existing services.
3. Live services – all utilities apart from MCW will be disconnected prior to demolition.

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(xi) THE REPORTING OF ACCIDENTS AND INCIDENTS INCLUDING NEAR MISSES

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. The procedure to be adopted in each case is as follows:

Accidents Involving Injury

All accidents, no matter how minor, are to be entered into an accident book.

Note: Where a site or project does not have the immediate facility to record any incident on Info Exchange they should be recorded on the related forms within the Register.

1. Minor accident to employee:
 - a) Ensure details have been entered into the site accident book.
 - b) Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days, i.e. weekends) because of injury, HPHL will ensure that an HPHL Director completes a F2508 notification.
 - c) If injured employee is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes a specified 'major injury'.

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2. Minor accidents to any other person
 - a) If the other person is an employee of another company, the responsible person at the workplace should notify his employer and ensure the accident book is completed
 - b) The construction lead will ensure that a copy of the F2508 is completed and issued
3. In the event of a specified major injury or a fatal accident occurring to **ANY PERSON** arising out of or in connection with our work, immediately telephone the construction lead or available Director of Helix.

All accidents will be investigated and results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to head office. These documents must be made available, if requested, to the Enforcing Authority or safety representative.

SITE FIRST AIDERS

First Aid facilities are held in the site offices marked FIRST AID. First aiders are easily identified by the first aid sticker on their hard hat.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT

1. The injured person is to make their way, if able, to the nearest first aid facility, or raise the alarm by whatever means available.
2. If the First Aider is not present, the injured person is to contact a member of staff who will:
 - a) Send for First Aider or Appointed Person
 - b) Reassure the injured person.
3. No first aid to be administered without the presence of the First Aider.
4. If the injured person is unable to go to the site office, a colleague should advise the First Aider and take him to the scene of the accident.
5. The First Aider will ensure an ambulance is called if required.

MAJOR ACCIDENT OR INCIDENT REQUIRING EMERGENCY PROCEDURES

1. On witnessing accident/incident if it is not possible to aid the injured, obtain help, **do not endanger yourself.**
2. Immediately find a supervisor who will direct a First Aider, emergency services or Appointed Person to the scene.
3. The First Aider and the Site Safety Supervisor will assess the situation, arrange for the emergency services to be called and ensure access to the incident is clear, wait for emergency services and direct them to the scene.

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4. First Aider to stop with the injured person.
5. Contact the prescribed persons to advise of the incident by telephone and fax.

(xii) THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND WRITTEN SYSTEMS OF WORK

- a) All necessary Method Statements and Risk Assessments will be prepared and kept in separate method statement files, which are held on site.
- b) 'He who creates the risk - creates the necessary Method Statement/Risk Assessment'. All activities carried out by a Subcontractor will be subject to the submission and approval of site-specific RAMS.
- c) The requirement for a Method Statement will be highlighted to the sub-contractor at the pre-order meeting and the requirement thereof forms part of the contract documents.
- d) All such Method Statements/Risk Assessments must be available on site prior to that operation commencing. These will comply with the requirement of the Health and safety Policy to ensure that they are sufficient in detail and, if acceptable, will be signed on site by all operatives who will agree to comply with the Method statement/Risk assessment at all times. If at any stage of the work the Statement requires revision, then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

(D) SITE RULES INCLUDING DRUGS AND ALCOHOL POLICY

This will include but is not limited to:

Safety Organisation/Safety Manager
First Aid Facilities/Welfare
Project details
No go areas/Boundaries
On-site smoking rules
Reporting Procedure
Personal Conduct/Disciplinary Measures
Personal Safety 'Off Site'/Local Area Risks
Consultation Meetings/Safety Concerns
Waste Management/SWMPs

Chain of command
Emergency procedures
Emergency areas, fire point, alarm system

- Risk Assessments/Method Statements/Safe Systems of Work are to be complied with.
- If for any reason the system detailed needs to be altered in any way, work must stop, and the sub-contractor notified immediately so that a Risk Assessment/Method Statement can be revised and re-issued.
- Personal Safety: Irrespective of local risks employees should report any concerns to the site management.

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- All delivery vehicles MUST be banked in and out of the site gates.
- No Radio's permitted on site.
- All pedestrians must use only the designated pedestrian entrance gate.
- No Smoking anywhere other than the designated smoking area.

HPHL has a zero-tolerance approach to the misuse of drugs and alcohol for both direct employees and members of the supply chain.

It is the policy of HPHL that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by any persons on site, will be deemed to be a failure to comply with current regulations and legislation and may result in the individual being instructed to leave the site. The individual's employer will be contacted and informed of the action.

(e) FIRE AND EMERGENCY PROCEDURES

ACTION PLAN

SITE NAME: Swansea Road, Reading

	Details	TEL NO.
First Aid or Appointed Person	Rhys Jenkins	07761 800901
RESPONSIBLE PERSON Fire Marshall	Rhys Jenkins	07761 800901
SAFETY REPRESENTATIVE	Carl Mulkern Rhys Jenkins Stephen Laws from Lighthouse Safety	07885 653852 07761 800901 07792 543081
NEAREST HOSPITAL	Royal Berkshire Hospital, London Road, Reading, RG51 5AN	999 0118 322 5111 111
NEAREST POLICE STATION	Reading Town Police Station, Castle Street, Reading,	999 01865 841148 101
NEAREST FIRE STATION	Reading Fire Station, 65 Caversham Road, Reading, RG1 8AD	999

EMERGENCY SERVICES FIRE, POLICE, AMBULANCE - 999

NEIGHBOURHOOD CONCERNS

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SITE FIRE PLAN

CONTRACT - Swansea Road, Reading

CONTRACT No. 029

RESPONSIBLE PERSON Rhys Jenkins

- This project will require linked fire alarm call points.
- Fire points will be established as per the logistics plan per phase. The fire point locations are identified on the site logistics and fire plan drawing attached to this document.
- The planned fuel storage on site, will be bunded, with a spill kit and its own fire point for the duration of fuel storage. The materials stored on site will comprise of timber, steel and masonry products so the fire risk can be categorised as low.
- There isn't a planned need to carry out any hot works, but these activities are controlled specifically with a hot works permits relevant for the specific task should the need arise.
- The fire assembly point will be located outside the site and is identified on the site logistics and fire plan drawing attached to this document.
- One foam / dry powder and one water fire extinguisher is to be located on each raised fire point stand and identified accordingly.



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Responsible Person (RP)

The RP shall ensure that the requirements of JCoP Para 6 Sections 6.1 and 6.2 are complied with. The RP is to carry out the duties laid down in JCoP Edition 7.

The following headings are to be used as a guide for completion of the plan:

- a) Site Safety Precautions.
- b) Hot work controls.
- c) Weekly checks of fire equipment.
- d) Weekly checks of escape routes/fire brigade access, emergency lighting, etc.
- e) Liaison with the local fire brigade - names, contact details, etc.
- f) Record all fire drills and any training.

The Fire Plan (attached)

The plan must detail:

- a) Organisation and responsibilities.
- b) General site fire precautions, detection/alarm systems, temporary lighting.
- c) Location of designated smoking areas.
- d) Fire escape details and procedures for calling the fire brigade.
- e) Plan of site and temporary accommodation.
- f) Fire brigade access.
- g) Actions on the outbreak of fire.
- h) Security measures particularly in potential high-risk areas of work.
- i) Materials and storage control regime in particular flammable liquids and gases.
- j) Updating of the plan on a regular basis.
- k) Fire drill procedure and any training.

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The above headings are not an exhaustive list of the requirements however they are a minimum standard expected for a site fire plan.

The fire plan will be required from day one of the contract commencing and will then be reviewed on a regular basis.

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CONTRACT FIRE/EMERGENCY PLAN

All procedures will be in accordance with the JCoP for Fire Prevention on Construction Sites Association and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

Records will be maintained of the inspection and maintenance of fire point equipment.

The HPHL Site Manager is appointed as the Site Emergency Safety Co-ordinator for the project and is responsible for the following: (this person may also undertake the duties of the RP).

1. Procedures for: Preparing Fire Risk Assessment for each building and facilities.
Maintenance of the Site Fire/Emergency folder.
Emergency Fire Protection Arrangements.
Emergency evacuation from site.
Implementation of the Hot Work controls.
2. Implementation of weekly checks and monitoring.

Each sub-contractor is responsible for their own fire prevention equipment and no work must be allowed without suitable fire prevention procedures in place.

All projects will be equipped with a minimum of one water plus one foam extinguisher.

As the site progresses and the Fire Plan and Risk Assessment are updated, fire points will be established at various locations to suit the prevailing conditions.

Company Policy dictates that all fire extinguishers are visually checked weekly and entered into the Site Safety Register.

All emergency exit routes will be maintained and monitored by the Building/Site Manager on a regular basis.

Emergency drills will be held at regular intervals and recorded in the Site Safety Register.

EMERGENCY ARRANGEMENTS

Emergency arrangements for injuries and dangerous occurrences will comply with the Group Health and Safety Policy, the MHSWR, RIDDOR and the Group Emergency Planning Arrangements for Major Accidents or Incidents.

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Site:

Date:

CONTRACTORS ATTENDANCE LOG

Name	Company	Signature	In	Out

Please note: This form is to identify who is/is not on site in the event of
 “An emergency” - it is not to record hours worked, etc.

Please remember: to tick the ‘out’ box when you leave site.

PART 3

SITE WIDE ACTIVITIES

Activities with site wide implications, e.g. traffic control, materials storage and movement, access routes, site security and personal safety, etc., and activities which may affect the general public, are planned prior to the project commencing. Management of these is a component of the management of the site and is monitored during safety visits by the Safety Manager and Safety Inspectors.

Operational activities are assessed in writing by the management team to determine hazards and risks. Contractors are required to carry out detailed risk assessments and to produce methods by which identified risks may be either avoided or minimised. Certain high-risk operations, e.g. demolition, deep excavation, working in confined spaces, etc., are exempt from this procedure since they will automatically require detailed method statements to be produced.

Before the operations are allowed to commence, the methods proposed are submitted to the management for agreement and, in the case of all high-risk activities, must be formally approved.

The following section outlines the projects arrangements for dealing with those significant safety risks and includes:

a. Safety Risks including:

(i) 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.

Generally, wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians. This principle will include for the elimination of reversing vehicles wherever possible. The logistics traffic plan is to be made available to all suppliers and contractors working on site.

The site constraints dictate a very simple point of access and egress into the site. A vehicular gate, that will be kept closed at all times and will be used for both pedestrian and vehicle access & egress. By keeping the gate closed at all times, this means that the arrival and access of vehicles will be managed. This will be monitored by a gate man.

Regular liaison will be carried out with representatives from the various subcontract and supplier chain representatives involved in the project, regarding delivery timings and any abnormal loads.

Delivery times have been identified as:

- (i) Between 8.00am-8.45am, 9.30am-15.00pm and 16.00pm-16.30pm unless agreed previously to be outside these hours.

Adequate signage will be displayed directing traffic to/from site and traffic

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movements into/out of site will be controlled by the relevant subcontractor.

Access To / From Site

Access/egress to the site will be via the A4155 into Swansea Road.

The access to the site will be securely locked outside normal working hours.

(ii) **Dealing with Services – water, electricity and gas, including overhead power lines and temporary electrical installations**

All necessary steps will be taken to accurately locate and identify existing underground services prior to any excavation taking place. These steps will include:

- Referral to all relevant statutory authority drawings.
- Communication with the relevant authorities in order to accurately locate services on site.
- Cable Avoidance Tool (CAT) and Genny surveys of all areas prior to excavation work.
- Where necessary a non-intrusive radar survey will be completed.

(iii) **Accommodating adjacent land use**

Most building operations are inherently noisy and/or dusty and as such can give rise to nuisance for adjacent land users, we will endeavour to keep these to a minimum by the use of sprays where applicable and by ensuring that all plant used on site has the appropriate silencers, baffles, etc.

Dust and noise control measure will be used where RAMS identify.

Surplus materials will be placed in skips, for removal from site to a registered tip. All excavated material that is not required will be loaded onto suitable lorries and deposited of under licence. All demolition materials will be removed similarly.

We will not allow any fires on site for the burning of materials.

(iv) **Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures**

According to BS 6100 'Building and Civil Engineering Vocabulary', temporary works are described as: "*Works to stabilise or protect an existing building or structure that are not intended to be permanent*", or; "*Works undertaken during construction but not required to form part of the finally completed construction works*". As such, they form an integral part of most construction operations. Their importance to the successful completion of a project cannot, therefore, be overemphasised.

(v) **Preventing Falls**

All work at heights must be carried out in accordance with the requirements for access and working places contained in The Work at Height Regulations 2005, and in particular the use of risk assessment in selecting the correct work equipment, more specifically the requirements relating to working platforms, ladders, stepladders, guardrails and toe boards can be found in the schedules that are part

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of the regulations. The Site Team will ensure that work is planned to ensure that a safe access and egress and working place is provided for operatives to work at heights before work commences on site.

The Site Manager will ensure that training is provided for company supervisors where required, and proof of competency will be required for contractors involved in any work at height operation and other requirements before work commences. The Site Manager will ensure that suitable and sufficient material and equipment is provided to site for work to be carried out safely in accordance with the above standards.

(vi) Work with or Near Fragile Materials

A full asbestos survey will be carried out and a licenced asbestos remover will be appointed. The asbestos removal company will ensure they notify the HSE and will work in accordance with their safe system of work and approved RAMS.

The Asbestos Survey and RAMS are to follow and will be appended to this document once complete.

(vii) Control of Lifting Operations

All lifting operations will be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

This applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheels, winches, piling frames, excavators, draglines, cranes, etc., and to the use of all lifting gear or tackle, i.e. chain slings, ropes, slings, shackles, eye-bolts, hooks, etc. at the project

All lifting operations will be planned by an appointed person as required by BS7121. All lifting operations will require a lift plan. (Please see Appendix 6 for procedures and permits).

(viii) The Maintenance of Plant and Equipment

The requirements contained within the following regulations will be complied with as regards the use of any type of plant or equipment used on site:

- The Construction (Design and Management) Regulations 2007
- Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- Control of Vibration at Work Regulations 2005
- Noise at Work Regulations 2005

The hirer / owner will ensure that plant delivered to site is inspected before first use and that any required safety devices are available and in good working order including all safety devices and fittings (eg. flashing amber beacons).

Any defects noted which it is considered could affect the safe operation of the plant or equipment will be reported to the company responsible for the plant or equipment immediately. The equipment shall be taken out of use until the defect(s) are repaired or the item replaced.

All plant either owned or hired will be maintained in a safe and serviceable condition. Mechanical plant will be inspected on a weekly basis and recorded in the

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site register. Where required plant will be provided with a relevant test certificate. Electrical tools will be PAT tested every 3 months. Only 110v or battery powered electrical tools will be used on site

Continued

(ix) Work on Excavations and Work where there are Poor Ground Conditions

The following specific legislation and guidance contains requirements to be complied with:

- The Construction (Design and Management) Regulations 2015.
- Avoiding Danger from Underground Services HSG 47.
- Health and Safety in Excavations HSG 185.

Work will be planned to ensure that any loading imposed on the sides of excavations do not cause any collapse.

Where company staff are required to inspect excavations for safety purposes, adequate training will be provided.

Before allowing persons to enter any excavation, the supervisor should ensure that it is safe to do so.

The Supervisor or other competent person shall inspect the excavations on a weekly basis (7 days) and shall sign the Site Safety Register. All excavations are to be inspected daily, before work starts, at the beginning and end of every shift and after any event likely to have affected its strength or stability, however only one report is required every 7 days.

Suitable and sufficient excavation support systems must be provided and installed by trained operatives before operatives are allowed to enter and are to be specific in detail within the safe system of work.

(x) Work on wells, Underground Earthworks and Tunnels N/A

The site Manager in liaison with the Safety Manager will, as with general excavation works, ensure that a suitable temporary works design is prepared and approved ahead of any works taking place.

In liaison with the Safety Manager the project team will ensure a competent contractor is employed to assist in the planning, preparation and carrying out of the works.

Details of this will be included within our Temporary Works plan.

The following will be considered when producing our safe system of works:

- Air monitoring and ventilation.
- Illumination.
- Communications.
- Flood control.
- Personal protective equipment.
- Emergency procedures, including evacuation plans.
- Check-in/check-out procedures.

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- Explosives.
- Fire prevention and protection.
- Mechanical equipment.

This project does not involve the above works.

(xi) Work on or Near Water where there is a Risk of Drowning

Any work where there is a risk to operatives of drowning shall be carried out in accordance with the:

- The Construction (Design and Management) Regulations 2007.
- Provision and Use Work Equipment Regulations 1998.
- Management of Health and Safety at Work Regulations 1999.

The Site Team will ensure that the following arrangements are planned before work commences:

- Suitable fencing or barriers.
- Life belts, safety lines.
- Rescue boats.
- Rescue teams and procedures.
- Training for operatives and supervisors.

The Site Manager will ensure that all barriers, fencing and rescue equipment is provided before work commences which could place personnel at risk from drowning.

The Site Manager will ensure that only authorised personnel alter barriers, operate rescue equipment, boats, etc.

The Site Manager will ensure that all rescue equipment is checked regularly and that any defective equipment is repaired or replaced immediately.

(xii) Traffic Routes and Segregation of Vehicles and Pedestrians

Any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures, etc., will be carried out in accordance with planned requirements.

All sites are to have designated traffic routes where possible or necessary.

Traffic routes are to have site speed limits, entry and exit and any specific route to follow, clearly identified.

Pedestrian routes are to be clearly segregated and where required specific crossing points with signage incorporated. A traffic plan, including any traffic movement inside the building under construction, is to be produced in the Health and Safety Plan and displayed on site.

(xiii) Storage of Materials (particularly hazardous materials) and Work Equipment

The following specific legislation contains requirements to be complied with:

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- The Control of Substances Hazardous to Health Regulations 2002.
- The Management of Health and Safety at Work Regulations 1999.

No material or substance shall be used on site until suitable assessments are available in the workplace, all concerned are aware of, and are taking the necessary precautions to comply with the assessment and regulations.

All CoSHH related material and substances are to be stored in suitable containers, boxes, or secure chests, etc., which should be suitably marked, clearly visible and preferably located externally.

(xiv) Any Other Significant Safety Risks

None noted

b. Health Risks including:

(i) The Removal of Asbestos

All work involving asbestos in any form will be carried out in accordance with:

- Work with Materials Containing Asbestos (ACOP).
- The Control of Asbestos Regulations 2012 Asbestos.
- The Construction (Design and Management) Regulations 2007.
- Asbestos; The Survey Guide HSG 264.
- Asbestos; The Licensed Contractors Guide HSG 247.

The Site Team will ascertain at an early stage, normally by the provision of a Refurbishment and/or Demolition Asbestos Survey, whether asbestos, in any form, is likely to be present and whether its presence will impact on the workforce.

A Refurbishment and Demolition Asbestos Survey is to be carried out to establish the full extent of Asbestos present on the project.

The Site Team will ensure that any requirement to give notice of the work to the Health and Safety Executive is carried out by the licensed asbestos contractor on Form ASB5, a copy of which must be available at the site where the asbestos is to be removed (provided with the Contractors Method Statement for the works).

All method statements for these works will be approved by the Safety Manager.

A full asbestos survey will be carried out and a licenced asbestos remover will be appointed. The asbestos removal company will ensure they notify the HSE and will work in accordance with their safe system of work and approved RAMS.

(ii) Dealing with Contaminated Land

Within the built environment we are constructing more and more projects on reclaimed / remediated sites. As such it is becoming more common to deal with the legacies presented by these sites, hydrocarbons, buried asbestos etc are issues that we have had to contend with.

Taking the information provided to us by the ground investigation report we will

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develop a strategy to work safely within the ground. This may include simple controls such as good hygiene facilities and educating those on site up to more specific controls such as coveralls, RPE, gas monitoring etc all of which will be detailed in our project specific Safe System of Work and Risk Assessments

(iii) Manual Handling

The following regulations apply to the manual handling or lifting of materials:

- The Construction (Design and Management) Regulations 2007.
- The Manual Handling Operations Regulations 1992.
- Provision and Use of Work Equipment Regulations 1998.
- Lifting Operations and Lifting Equipment Regulations 1998

The Site Team will ensure that materials are handled as far as possible by machine or other aides to lifting and handling. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads in the form of site and load specific method statements.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

(iv) Use of Hazardous Substances, Particularly Where There is a Need for Health Monitoring

There are several substances that require specific health monitoring that could be used on any construction project. Lead and Asbestos being the most common. However, through CoSHH assessments we will establish what products may fall into this category, if possible, substitute their use.

If this is not possible such as where they exist in situ then we will ensure the employer of those working with said substance are aware of their duties to carryout health surveillance and request copies of medical certificates to demonstrate this process is taking place.

(v) Reducing Noise and Vibration

Given the nature of construction works many activities can give rise to higher than normal levels of noise and vibration, in order to address this we will adopt the following practices:

Control of Vibration:

- Assess the vibration risk to employees.
- Decide if they are to be exposed above the daily exposure action value (EAV)
- Implement procedures and controls to eliminate and reduce these risks.
- Provide health surveillance.
- Decide if they are likely to be exposed above the daily exposure limit level (ELV).
- If they are, take action to reduce their exposure below the limit value.
- Provide information and training
- Maintain health records.
- Keep records of and review and update risk assessments regularly.

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(v) Reducing Noise and Vibration

Control of Noise

The Site Team will ensure that information on the noise level of any plant and/or activity which is intended to be used is obtained and taken into account before commencement of works.

The Site Team will ensure that any static plant to be installed on site or in the workshop is planned to be in a position which takes account of the effects of noise on the workers or public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the Site Team will ensure that full details of anticipated noise levels and frequencies are obtained before work commences.

Measures to reduce noise levels, below those levels considered to be unsafe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Monitoring of noise levels and frequencies must be undertaken as required by the current regulations.

(vi) Exposure to UV Radiation (from the sun)

Given the very nature and environment in which construction works take place those working are at greater risk from the problems caused by ultraviolet (UV) rays in sunlight. We will make those on our site aware of the risks associated with working outdoors through induction and toolbox talks; we will ensure the following points are communicated:

Some Dos and Don'ts to avoid the dangers are:

- Do try to avoid the mild reddening which is a sign of skin damage as well as being an early sign of burning.
- Do try to work and take your breaks in the shade if you can - this will reduce your risk of harming your skin and also help to keep you cool.
- Do continue to take care when you go on holiday - your skin remembers every exposure.
- Don't be complacent; get to know your skin's most vulnerable areas (e.g. back of neck, head) and keep them covered.
- Don't try to get a tan - it's not a healthy sign. It might look good, but it indicates that the skin has already been damaged. A suntan does not eliminate the long-term cancer risk which is associated with prolonged exposure to the sun; nor will it protect against premature ageing.

PART 4

THE HEALTH AND SAFETY FILE

(a) Layout and format

The layout and format of the "Health & Safety File (H&SF)" should be tailored to suit the requirements and needs of the project

(b) Arrangements for the collecting and gathering of information

During the construction phase copies of all 'as-built' drawings are filed. Prior to hand-over these, together with equipment operating instructions, maintenance schedules, information concerning any potentially hazardous materials, special cleaning arrangements, etc., are collected and presented to the CDM Co-ordinator for inclusion in the Health & Safety File.

(c) Storage of information

Throughout the construction phase of the project the Project team will collate the information required for the project file both in hard copy and electronically, at project completion the information will be developed into the project file and a hard copy be presented to the client. A disc copy is also available if required.

NOTE: KEEP THIS PAGE AT THE BEGINNING OF THE APPENDICES FILE OR FILES

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PART 05	APPENDICES' TITLE / NAME OF APPENDICES'	DATED
APPENDICES' 01		Rev:_____ DAY-MONTH-YEAR
APPENDICES' 02		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 03		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 04		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 05		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 06		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 07		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 08		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 09		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 10		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 11		Rev:_____ DAY-MONTH-YEAR 00/00/0000
APPENDICES' 12		Rev:_____ DAY-MONTH-YEAR 00/00/0000
ADD	APPENDICES AS REQUIRED	
ADD	APPENDICES AS REQUIRED	
ADD	APPENDICES AS REQUIRED	

**NOTE: THE DOCUMENTS LISTED ABOVE ARE PREPARED IN
SEPARATE PARTS - WHICH COMBINE TO FORM
"THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN (CPHSP)"**