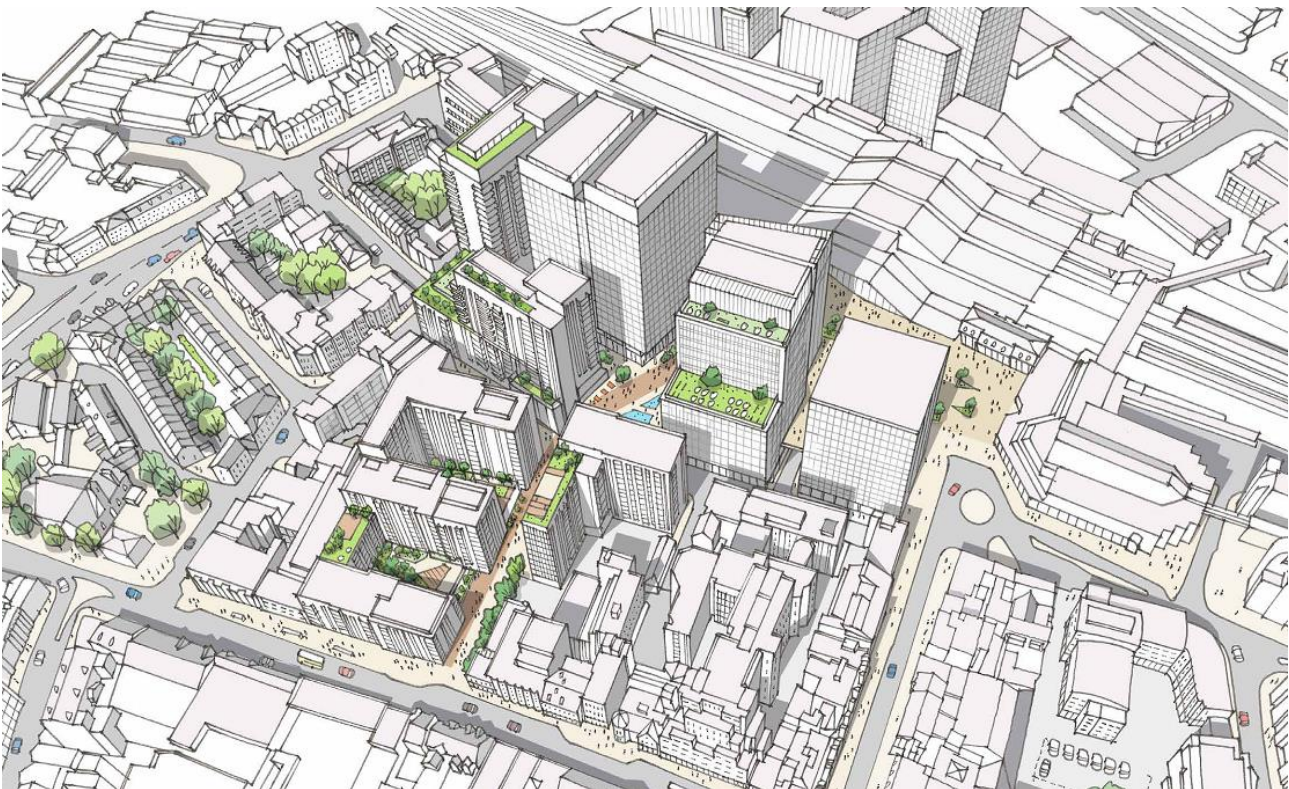


Station Hill, Reading

Construction Management Statement - Health & Safety Plan



18/07/2019	29/07/2019	09/08/2019
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Prepared By	Category 3 Checked	Approved

Suitability	Revision	Security	Date	Notes
A1	C02	Internal	08/2019	Station Hill Project

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1.0 Introduction

The purpose of this Plan is for the Management Team to demonstrate in writing how Health and Safety is to be managed during the Construction Phase of the Project.

The Plan is set out in accordance with Regulation 12(1) of the Construction (Design and Management) Regulations 2015 and is laid out in similar context to Appendix 3 of the Approved Code of Practice.

This Plan should be developed as the project progresses. The JRL Group Health, Safety and Environment Manual should be referred to as a means of identifying information included within the Plan.

Alongside the above this statement aims to discharge condition no 33 for both outline planning applications Nos: 190442 for block E and 190441 for block F from Reading Borough Council.

The condition requires the following:

No development (except for demolition works) shall take place until a Construction Management Statement (CMS) has been submitted to and approved in writing by the Local Planning Authority. The CMS shall include:

- A. The parking of vehicles and site operatives and visitors, to be shown on a Plan not less than 1:500 and to include the total amount of parked vehicles
- B. Loading and unloading of plant and materials used in constructing the development: areas to be shown on a plan not less than 1:500
- C. Storage of plant and materials used in constructing the development: areas to be shown on a plan not less than 1:500
- D. The erection and maintenance of security hoarding (including decorative displays/murals/scaffolding if required)
- E. Wheel washing facilities
- F. Measures on-site to control the deposition of dirt/mud on surrounding roads during construction
- H. The method of piling (normally restricted to auger bored or hydraulic press)
- I. Footpath Closures/Road Closures needed during construction
- J. Traffic Management needed during construction
- K. Times, routes and means of access into and from the site for construction traffic and delivery vehicles (including the removal of any associated construction waste from the site and methods of preventing deposition of materials on the public highway)
- L. A commitment to regular meetings with the RBC Street works Co-ordinator
- M. A dust mitigation and monitoring scheme during construction phases (to accord with paragraph 10.113 of the submitted Environmental Statement by Waterman Energy, Environment and Design, March 2013, as appended to Environmental Statement by Waterman, February 2019)
- N. Controls on timing of operations (to include quiet periods)
- O. External lighting
- P. A scheme for recycling/disposing of waste resulting from the construction works
- Q. Confirmation of external treatments (cleaning, render/brick repairs, graffiti removal, and window and security measures) for any building within the site which has not been demolished within one year after the first building on site has been demolished.
- R. Measures to control vermin during demolition works including capping off of redundant below ground sewers and other services.

The approved CMS shall be adhered to throughout the development hereby permitted, unless prior agreement has been received in writing from the Local Planning Authority.

We are confident that this construction management statement along with the xafinity house parking layout noted in the appendices and supplied as supporting information close out the above items A-R.

2.0 Construction Phase Plan

2.1 Project Description (Scope of Works)

The works comprise of two Blocks core E and F, comprising of 538 residential units, commercial and public amenities spaces.

Midgard Limited is the Principal contractor for the works.

Midgard Limited is a company of the JRL Group of Companies, and hence can at any time during the construction of the works, call upon the directly controlled resources of the Group.

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Construction Management Statement - Health & Safety Plan

Below is an overview of the construction schedule which will run over 156 weeks in total starting from 2nd December 2019

- Site mobilisation 6 weeks.
- Piling works 12 weeks. (piling will be restricted to auger bord or hydraulic press)
- Substructure up to podium (level -1) May – November 2020
- Overall completion 156 weeks

2.2 Programme Details

Section	Event	Commencement Date	Completion Date
	Commencement of Works on Site		
Section 1	Enabling works	02/12/19	23/03/2020
Section 2	Piling, Ground Works, Core slip	18/02/2020	01/02/2021
Section 3	Super Structure	01/09/2020	01/10/2021
Section 4	Cladding	01/10/2020	01/07/2022
Section 5	Fit out	01/10/2020	01/10/2022
Section 6	Roof Finishes	01/01/2021	01/04/2022
Section 7	External Works	15/07/2021	08/10/2022
	Completion of Works on Site		08/10/2022

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Construction Management Statement - Health & Safety Plan

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Community Liaison Plan

Throughout the construction the Midgard on-site project management team will be liaising with relevant external bodies through regular meetings. These will be held with the RBC Street works Coordinator and any other relevant external bodies to keep communication channels open, assessing progress in relation to individual and project programmes, any variation in the duration will be assessed against community implications.

To help achieve this we will propose site meetings at least every two weeks with the site management team and relevant external bodies. The meetings are held not only to discuss progress but also to discuss detailed design and health, safety & environmental issues.

The community liaison plan is produced to outline our commitments for the project and moving forward it will consider the affects the construction of the development may have on the local community and relevant community organisations.

The identified commitments revolve the following key aims:

- To build, support and maintain positive and healthy community relations
- To encourage and promote responsible contractors and workforce
- To encourage and ensure site safety
- To help, guide and support workers to lead responsible, safe and rewarding lives within the community
- To create and maintain a good working relationship with key partners and residents groups by listening to and responding to prioritised concerns

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Construction Management Statement - Health & Safety Plan

2.4 Existing Information

This Construction Phase Plan has been drawn up by Midgard Limited for Lincoln MGT for the development of the Station Hill, Reading Development. The CMP is primarily intended to detail methods of the construction phase in order to reduce the impact to the local community and businesses. It identifies the risks and hazards relating to the works, in order to develop a plan suitable for managing health and safety in the construction phase.

The construction phase of the Station Hill project needs to be carefully controlled so as not to limit the impacts on the environment and the local community. Both the client and the construction contractor have key responsibilities in ensuring that these environmental impacts are controlled adequately. Management during the construction works will be delivered through the development of a Construction Phase Plan. It will detail how construction works will be undertaken and managed in accordance with the Planning Application, Planning Conditions, contractual and legislative requirements and construction industry best practice.

Lincoln MGT is the joint venture company responsible for delivering the Station Hill development. It brings together the combined resources of Lincoln Property Company and MGT with extensive experience in investment and delivery of significant projects.

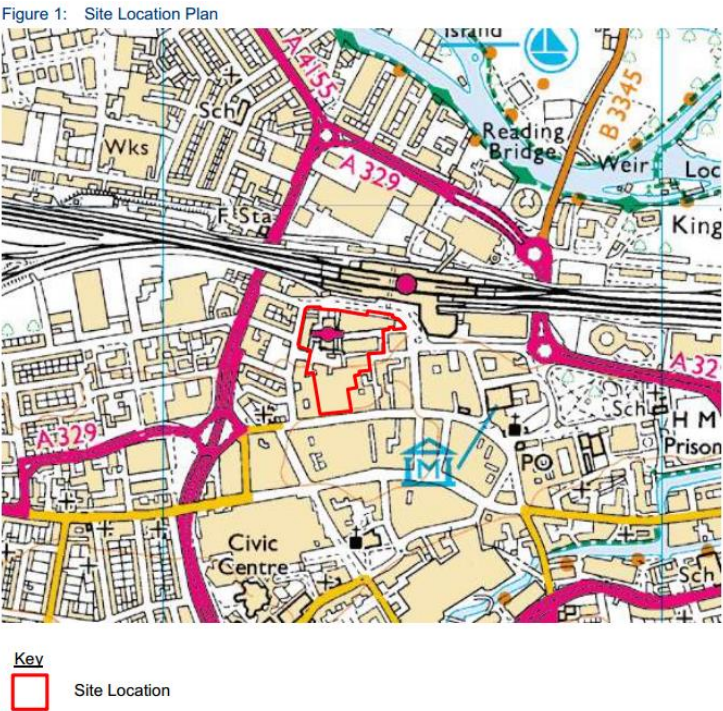
Since acquiring the site in June 2018, Lincoln MGT has worked with Reading Borough Council to develop a renewed vision for Station Hill, which includes:

- High quality apartments built to specifically cater for the needs of renters
- On-site maintenance and professional management team
- On-site security
- A very visible, experienced and institutional landlord that residents can talk to on a daily basis
- Amenities – Managed, communal courtyard and rooftop gardens and leisure spaces
- Long-term interest in the building and local environment from the landlord
- Affordable housing pepper-potted throughout the scheme

Station Hill, Reading
Construction Management Statement -
Health & Safety Plan

2.4.1 Site

Address: Station Hill, Garrard Street, Reading, RG1 1NB.



The site is located in the centre of Reading. It is situated between the Friar Street and Gerrard Street with Reading Train Station to the North and the A329 to the West. The site is split in two parts with a central walk way through the middle called Friars Walk.



Station Hill, Reading

Construction Management Statement - Health & Safety Plan

2.4.2 Phasing of Works

Construction works start in December 2019 with the site set up around 6-8 weeks prior, with the erection of site hoardings. The overall project is expected to last approximately 2 years.

Site working hours will be:

- 08.00 to 18.00 on Monday to Friday
- 08.00 to 13.00hrs Saturdays,
- No working Sundays or Public Holidays

The project involves the design and build of 2 residential blocks named Block E & F, comprising of 538 residential units:

- Block E – 370 units
- Block F – 168 units

The units are to be finished to a high standard (achieving CfSH) and there are also a number of commercial units situated on the ground floors of the blocks (to BREEAM Excellent 2018).



2.4.3 Boundary Protection

Demolition works started in 2019 with the erection of site hoardings as shown by the drawing below. All existing buildings on the site will have been demolished when the Midgard works commence therefore no external treatments will be required. The hoardings will be reviewed on completion of demo works to ascertain if they need to be replaced. The plywood hoarding will include external lighting, viewing panels and be dressed in the necessary marketing dia-bond. It will be inspected on minimum weekly basis.

To control and minimise dirt and dust on the public highway and surrounding roads, we will ensure that when vehicles leave site they will be checked to ensure that wheels are clean and washed and that vehicles are appropriately loaded and sheeted.

Station Hill, Reading
Construction Management Statement -
Health & Safety Plan



2.4.4 Site Logistics Plan

Midgard has developed an initial logistic plan outlining the proposed sequence of works to provide a safe construction environment and decanting process.

The Project Manager will ensure that all companies/suppliers requiring access to the site are allocated a specific arrival slot and that it is their responsibility to arrive within the specified time period. This will be managed through a delivery system and logistics team on site with 'Just in Time' deliveries. This will be via a Delivery Booking system managed by a full time logistics manager to approve and control deliveries. Any vehicles arriving outside the allocated time period will be refused entry and be asked to arrange an alternative time, unless capacity exists on-site to accommodate vehicles at the time of arrival. Contractors/suppliers will be advised that repeated failure to comply with the agreed traffic management procedures will result in them being taken off the project.

Details of agreed access/egress routes will be issued to all suppliers and subcontractors when they are appointed to the project. Further to this, weekly logistic meetings will be held to provide look ahead of deliveries, laydowns, and plant movement to ensure a co-ordinated deliverable approach can be maintained.

The drawings below show the final site set up which will be in place from site start to the end of the works, the welfare and site offices will continue to be located in the Xafinity House.

Asbestos – ACE survey highlighted that asbestos is present within Xafinty House and has not yet been removed. Midgard are aware of this and will ensure that anyone who is liable to disturb asbestos during their normal work, or who supervises those employees, gets the correct level of information, instruction and training so that they can work safely and competently without risk to themselves or others.

Construction Parking – Construction parking will be limited to the car parking area under Xafinity House and contractors will be encouraged to car share and use public transport to site to decrease the sites carbon footprint in line with the CCS – Considerate Constructor Scheme requirements and guidelines.

Temporary Live and Dead Services – McGees will provide all information of existing services, dead and live which will be reviewed and dealt with appropriately.

INSERT LOGISITCS PLAN

Station Hill, Reading

Construction Management Statement -

Health & Safety Plan

The main site set up will be an office block containing the necessary welfare, drying room and toilets. The site welfare facilities will conform to Midgard's standards.

A notice board will also be provided at the entrance of the site detailing the out of hours emergency contact numbers etc.

The location of the site offices, welfare, access routes, emergency exits, first aid points and firefighting equipment will be displayed on the site notice board. It will be revised, as appropriate, as the work progresses.

Site inductions will be carried out for all persons who require access to work to the site either to work or visit. Records will be kept on all personnel accessing the site including dates, times, name, company, reason for visit and who they are visiting.

All visitors will be required to wear Personal Protection Equipment (PPE). As a minimum this consists of protective footwear, hi-visibility jacket/vest, gloves, light eye protection and safety helmet.

Access onto site will be via a biometric and code turnstile system called Clock Face which includes facial recognition for time, attendance and access control. 24/7 security with CCTV monitoring/recording will also be present ensuring a constant presence is maintained on site.

Implementation of Midgard's Health/Safety and Environmental management system includes the safe planning of our work activities, implementation of policies and procedures and public protection measures.

2.4.5 Site Security

Midgard will provide site security during working hours to ensure that any person entering site have signed in. Also provide overnight and weekend security for the whole of the project. All areas will be regularly checked and an 'on call' back up service will be available for site security. CCTV cameras will also be operational

2.4.6 Delivery & Handling of Materials

All deliveries will be planned and managed by our qualified traffic marshals.

Details of the agreed access/egress routes and times will be issued to all our suppliers and subcontractors and we will instruct them that all of their drivers must comply with the route to take to site. The use of residential streets is to be avoided. This will be policed as far as practical.

A 'Just in Time' policy will be implemented for the supply and delivery of all construction materials with precast elements being lifted directly into position where possible.

The safe vehicle one way system has been identified and allowed for on the access strategy to the building from the podium slab, via Gate 1 as per the attached SWEPT analysis and will be under the control of a traffic marshal. Midgard will take all necessary measures to maximise segregation of third parties from construction traffic.

Station Hill, Reading

Construction Management Statement - Health & Safety Plan

2.4.7 Traffic Management

The Construction Design and Management Regulations 2015 [CDM 15] Regulations 17,27 and 28 states that it is the responsibility of the Principal Contractor [PC], for controlling the access onto site, vehicles, the boundary of the site and the security and the traffic routes.

This contract will then lend itself to have a Traffic Management Plan, which will have a review process at the appropriate times and continue to be a live document throughout the many changing faces of this contract

The main aim of the regulations is to ensure that by giving adequate consideration to the use of and the movement of vehicles and pedestrians at the planning stage, many of the risks posed by site traffic can be minimised or avoided.

2.4.8 Purpose

This Plan will form a platform from which all traffic management related hazards are identified, risks assessed and controls are defined. The works will also be done with the aim of minimising its impact on the travelling public outside the contract and ensure the safety of the construction workforce and the public.

2.4.9 Responsibilities

2.4.10 Organisational Responsibilities

This section sets out the organisation to be informed consulted or permission gained to alter or manage routes to sites.

The site is within the Berkshire borough, this borough is to be consulted with in the event of any changes that may coincide with lane closures in the surrounding area. Police & Emergency services, who will need to know any changes to routes around the site.

2.4.11 JRL Group Responsibilities

2.4.12 Site Manager

The Site Manager shall appoint a Site Traffic Coordinator [STC]. The site manager may decide to undertake these duties.

The STC will implement and maintain the Traffic Management Plan (TMP) arrangements and makes sure that the TM scheme on the public highway complies with Chapter 8 of the Traffic Sign Manual.

The STC will liaise with the above organisations (in paragraph 3.1) as and when the need arises.

2.4.13 Site Traffic Coordinator [STC]

The STC will be responsible for the implementation and maintenance of the TMP to make sure that the scheme is compliant to Chapter 8 of the Traffic Sign Manual.

The STC will be identified by wearing a blue hardhat and yellow Hi visibility vest with 'Site traffic coordinator' written on the back. If this role is being undertaken by the Site Manager then the higher ranking Black hat will be worn to identify the supervisory figure.

The STC will brief the Gateman/Traffic Marshall in the contents of the TM plan and any changes when they happen.



2.4.14 Traffic Marshals [TM]

The Traffic Marshal will be responsible to the Site Manager/STC for the policing of the gate and the control of movement of vehicles and mobile plant entering and leaving the site.

He will also inform the relevant site personnel of visitors and deliveries and direct them to the appropriate destinations on site, via the correct routes. He will be a competent Traffic Marshal (given suitable training and instruction). The TM will be identified by wearing a yellow hardhat and an orange hi-viz vest or coat with the words 'Traffic Marshal' written on the back of it, to denote his position.



2.4.15 Traffic Banksman [TB]

The Traffic Banksman will be responsible to the Site Manager/STC for the control of all vehicles and mobile plant within the site. The TB will work closely alongside the TM to ensure the fluid and safe movement of traffic into, around and off the site.

He will be a competent Traffic Banksman (given suitable training and instruction). The TB will be identified by wearing a Red hardhat and an orange hi-viz vest or coat with the words 'Traffic Banksman' written on the back of it, to denote his position.

Station Hill, Reading Construction Management Statement - Health & Safety Plan



**TRAFFIC BANKSMAN
RED HELMET**

2.4.16 Procedure

2.4.17 Traffic Routes

The TM Plan requires that the works will be organised in such a way that the traffic routes are suitable for the passage of vehicles using them with regard to locations and width of lanes.

- Traffic routes will not be approved unless:
- Vehicles can use the traffic route without causing danger to themselves or other road user.
- Pedestrian access or egress is sufficiently separated from vehicle routes as will enable the pedestrian to see any approaching vehicle or plant.
- There is sufficient separation between vehicles and pedestrians, or where this is not reasonably practicable or in an emergency there are other means for the protection of pedestrians;
- There are effective means of warning of the approach of any vehicle.
- Any footpath or highway closures will be applied for and managed through the site management and relevant channels. Newsletters will be handed out to inform local residents and businesses.
- Most traffic restrictions are subject to the Road Traffic Regulations Act 1984 which will be followed and the applications made to Reading Council borough for permission to do so.



2.4.18 Vehicles

Any vehicle being used for construction work will:

- Be driven in a manner that is safe.
- Be loaded in a way that it can be driven, operated or towed safely.
- Have suitable steps taken to prevent unintended movement of the vehicle.
- Have the person in control of the vehicle the capability to give adequate warning to any person liable to be at risk from the movement of the vehicle.
- Be fully aware of weight restrictions and exclusion zones on the site.
- Be fully aware of the TM plan speed restrictions on approach to the site and speed restriction on site - 5mph.
- To that end no person shall;
- Be allowed to ride on, or in a vehicle unless a proper place has been provided for that purpose.
- Be required or permitted to remain on any vehicle during the loading or unloading of any loose material, unless a safe place has been provided for that purpose.

Where any vehicle is being used in the proximity of any excavation, pile-bores, edge of ramp or embankment, suitable and sufficient measures will be taken to prevent the vehicle overrunning the edge or falling in the bore.

2.4.19 Vehicle Analysis

Anticipated traffic movements will vary throughout the programme period, as will the size and type of vehicle. As a general rule the number and size of vehicles will be greater during the earlier phases of the project whilst our scope of the ground and structural works are underway. Traffic will decrease as the internal and finishes works are carried out.

To quantify the possible impact we attach a matrix showing the anticipated traffic that will be generated by our various elements of the project, and the type of vehicles that might be expected to service each of these trades.

Construction Phase		Type of vehicle Key: Black = No. per day Red* = No. per week Blue* = No. total					Period	
Activity	Area/volume	Large lorry & tipper	Concrete wagon	Articulated	Large Box Van	Van	No. of Days	No. of Week
Mobilisation & Prelims								
Skips (6 yard)	-	/						
Crane	Erection Dismantle			/		/		
Substructure								
Piling		/						
Excavation		/						
Foundations		/			/			
Drainage					/			
Superstructure								
Concrete frame			/					
Miscellaneous		/	/	/	/	/		

2.4.20 Site Entrances

There is currently 1 site access/s on the site. The main vehicle gate is on the Garrard Street. The pedestrian access to the site is via a separate entrance gate on Greyfriars Road. The pedestrian entrance will always be as close as possible to the welfare facilities to allow a safe access to these facilities for the operatives to change and ensure they have the correct Personal Protective Equipment on prior to entering the site itself.

Traffic exiting the site will turn left /right out the gate entrance.

At the site entrances any visitors will be ushered through a safe segregated walkway to the site offices to meet with the site management for a site induction.

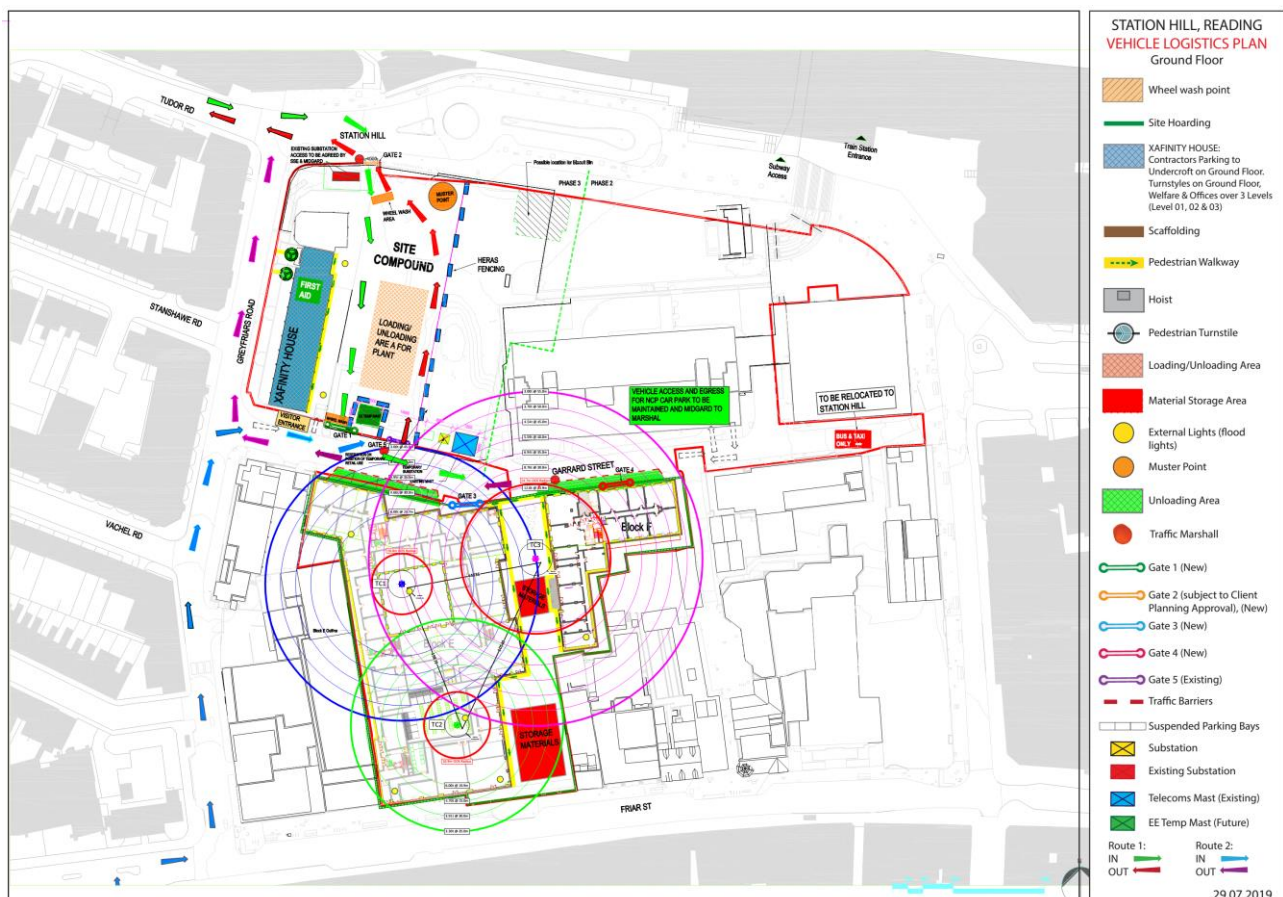
The gates will be controlled all the time via the Gatemen/Traffic Marshals. When the Gate is not in attendance then the gates shall be closed.

2.4.21 Loading and unloading arrangement – Site deliveries/collection activities

All delivery vehicles will drive into site with the assistance of the traffic marshal to the designated loading/unloading area. Traffic marshals will halt pedestrians and cyclists while vehicles are entering and leaving the site. Once the vehicle is unloaded or loaded, the vehicle will leave site under the TM's guidance.

As a general rule, construction vehicles will only be allowed to park on site for the purposes off loading and unloading. All sub-contractors are to inform site management of any deliveries coming to site.

The TM will be responsible for the control and coordination of all aspects of material deliveries and movement. A tower crane will be provided to facilitate easy and quick unloading of delivery vehicles.



2.4.22 Details of how pedestrian and cyclist safety will be maintained

When vehicles are entering or leaving the site, these will be supervised by a Traffic marshal.

The general public/pedestrians will have right of way along the pathways that surround the site. The construction site gates will be kept closed and monitored by site security, only when deliveries are made to the site will they be opened to allow vehicles onto the site, at which time barriers will be put across the pavement to prevent access by pedestrians. These barriers will be manned by our site security. All delivery vehicles will be supervised/controlled by a banksman.

The Project Manager will also ensure that the external perimeter of the site is regularly patrolled (twice a day) to ensure that any debris is kept clear of the pavements.

With regard to cyclist safety, our banksman will pay special attention to any pedestrians or cyclist when vehicles are moved onto or off the site.

2.4.23 Control of dirt, noise and dust on the public highway

Mud and debris on the road is one of the main environmental nuisance and safety problems arising from construction sites. Midgard will make provisions to minimise this problem.

In the early stages of the project when ground works are being carried out, the area outside the vehicle gates will be constantly swept and washed down. If necessary jet washers will be used to wash down all vehicles that enter/leave the construction site.

We will also make provision for cleaning the adjoining roads daily and/or as required by an approved road sweeper. We will insist on all muck away lorry's be fully sheeted to minimise the risk of any mud over-spilling onto the highway.

We will consider spraying a fine spray to suppress dust on the following:

- Unpaved areas that are subject to traffic or wind.
- Sand, spoil and aggregate stockpiles.
- During loading/unloading of dust generating materials.

2.4.24 Plant Movements

Plant movements are to be managed by the JRL supervisors and managers in the following way:

- All plant movements on site wherever possible shall operate a one-way system
- Whenever there is a need to reverse a vehicle then a fully competent 'Traffic Banksman' will be in attendance. The driver is to adhere to the Traffic Banksman instructions.
- If the driver cannot see the traffic banksman then the driver is to stop.
- All onsite vehicles are to have 'Flashing Amber Beacons' and an all-round vision aids such as extra mirrors like Frizzle mirrors [convex], reversing cameras or banks-men.
- All site personnel are to wear yellow hi-viz vest or coat unless they are traffic marshals/banksman where the hi-viz is to be orange with the words in black stating what they are (e.g. Traffic Marshall).
- The segregation of the pedestrian on site will be by a segregated walkway running from the gate to the site facilities.
- The walkway will be constructed from fixed scaffold tubes and green debris netting.
- Trained competent operators will only operate mobile plant. Plant Operators will be identified by wearing a grey hard hat and a yellow hi visibility vest with 'Plant Operator' written on the back.



2.4.25 Site Security

The gate shall be manned at all times during site working hours. If the gateman has to leave his place of work then the gates are locked shut.

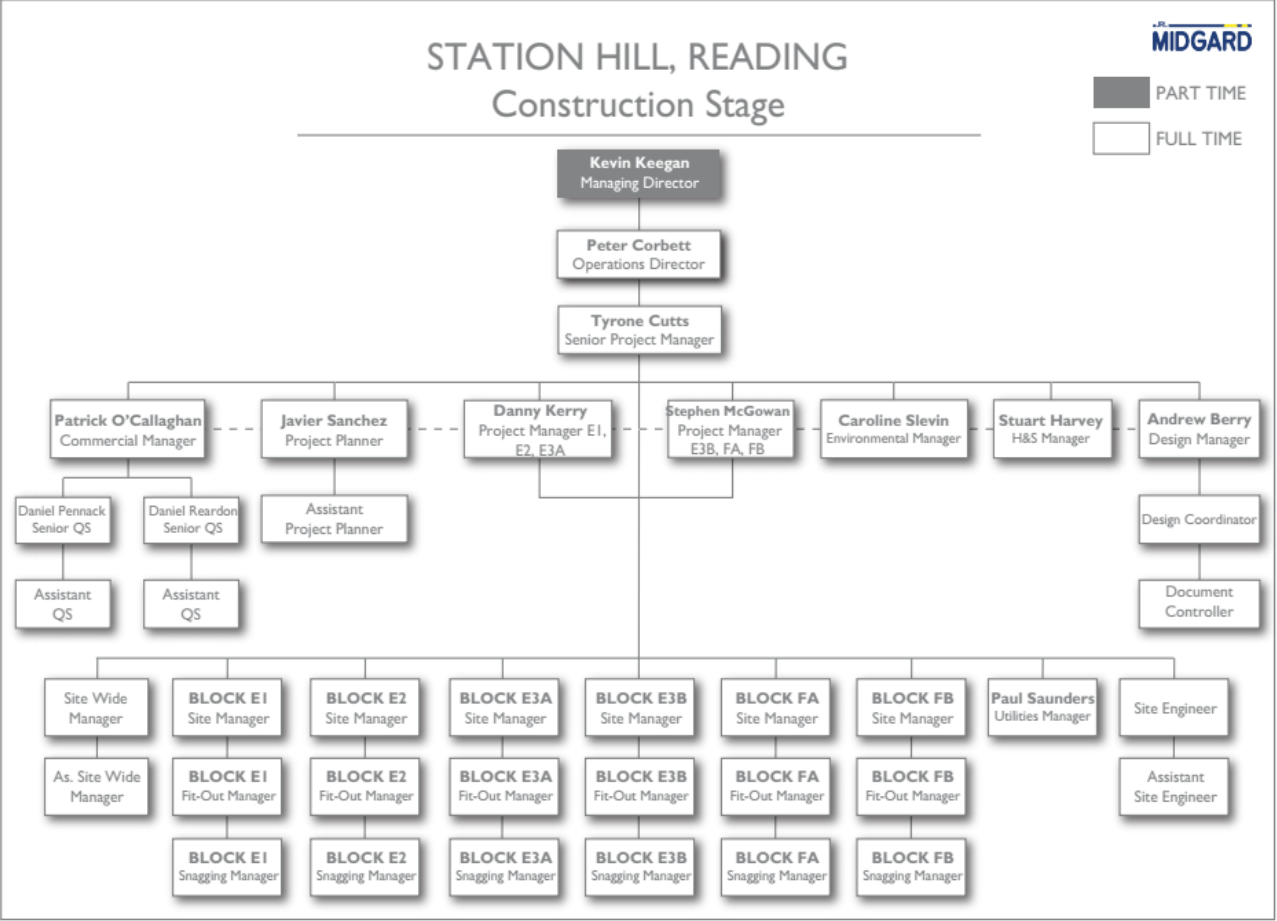
2.4.26 Site Liaison Officer

JRL will designate one of the site management team as a Liaison Officer who will be responsible with dealing with any queries raised by the local residents. He or She will also notify the local residents of any major activities or plant movements which may disrupt their daily routines by a 'letter drop' to the residents who may be effected should the event arise.

The Liaison Officers contact details will be clearly displayed on the site hoarding.

3.0 Management of the Works

3.1 Management Structure



3.2 Responsibilities

3.2.1 Project Manager Duties

- Be aware of the requirements of the Group health and safety policy and arrangements;
- Monitor the health and safety performance on the projects under their control including the effectiveness of project management teams in maintaining suitable health and safety standards, and take such action as is necessary to remedy any shortcomings;
- Ensure that staff under their immediate control are familiar with those parts of the health and safety policy and procedures that affect them or the activities in which they are engaged;
- Ensure that the health and safety policy and procedures are being implemented fully and report any shortcomings to their Managing/Operations Director.
- Ensure that tender information is adequate to cover good standard methods of working and that information with respect to a safe system of work e.g. Method Statements; is in place prior to commencing operations on site;
- Determine at the planning stage, where practicable, in consultation with the project management team and Group Safety Manager the:
 - Most appropriate methods of working;
 - Welfare facilities to be provided;
 - Responsibilities of contractors and others;
 - Most suitable materials to be used;
 - Arrangements for the protection of members of the public, especially children.
- Arrange pre-start meetings to discuss safe working methods and other site health and safety requirements;
- Ensure that the proper procedures are followed for the reporting and recording of all incidents;
- Ensure that all staff under their control are trained in accordance with the company's Health and Safety Policy
- Set a personal example of safe behaviour.

3.2.2 Construction Manager Duties

- Organise the site so that work is carried out to the required health and safety standard with minimum risk to operatives, equipment and materials;
- Know the requirements of the health and safety policy and arrangements;
- Ensure that the health and safety policy and arrangements are being implemented;
- Ensure that staff under their immediate control are familiar with those parts of the health and safety policy and project health and safety documents which affect them or the activities in which they are engaged;
- Ensure that every operative under their control is inducted before work starts for the first time and the induction is recorded
- Ensure that the requirements of the company's health and safety and environment management systems as set out in this manual are observed;
- Ensure that all registers, records and reports are maintained and that "competent persons" are appointed to supervise operatives, operate plant and machinery;
- Liaise with their site supervisors, foremen and operatives to ensure that risk assessments or safe systems of work are provided, checked and deemed as adequate prior to the work starting on site;
- Ensure that task specific permits are obtained / issued before work commences
- Ensure that the company procedures are followed for the reporting and recording and investigation of all incidents including near misses;
- Arrange delivery and storage of materials safely and plan and maintain a tidy site;

- Ensure that all operatives and others under their control on site fulfil their duties with regard to health and safety;
- Encourage the workforce to work in a safe and tidy manner;
- Make provision to prevent unauthorised access to site so far as it is reasonably practicable to do so;
- Ensure all personnel working on or visiting the project receive relevant site safety information through the induction programme and tool box talks;
- Liaise with the group safety managers to actively promote health and safety on site
- Undertake regular health and safety inspections of their project as set out in this manual and accompany the group safety manager during their scored audit visits;
- Set a personal example of safe behaviour.

3.2.3 Site Supervisor Duties

- Organise sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials;
- Ensure that all site employees receive tool box talks in relevant risk assessments and safe systems of work;
- Ensure that all new arrivals to site attend the site Induction and are given adequate information and instruction;
- Plan and maintain a tidy site;
- Ensure provision of adequate access/egress;
- Ensure that the working methods established promote healthy and safe working conditions and do not require or allow persons to take unnecessary risks.
- Make sure that suitable protective clothing is available where appropriate and that it is used.
- Ensure that all machinery and plant, including power and hand tools are regularly checked and are in good condition and that any defects are reported to the relevant line manager.
- Ensure that appropriate fire-fighting appliances are maintained on site;
- Ensure that adequate first-aid facilities are established and are available;
- Co-operate with the Health, Safety and Environment Managers or Advisors and act on their recommendations;
- Ensure that new or transferred employees receive tool box talks in relevant risk assessments and safe systems of work;
- Ensure that statutory notices are displayed, and that statutory registered are being maintained up to date;
- Set a personal example of safe behaviour

3.2.4 All Operatives Duties

- Observe and comply with the requirements of the Group policy and health and safety arrangements;
- Attend site induction prior to work on any new site.
- Use the correct tools and equipment for the job, including safety equipment and protective clothing.
- Keep tools in good condition.
- Report to supervisor any defects in plant or equipment.
- Develop a personal concern for safety of themselves and others, particularly newcomers and young people.
- Avoid any improvisation which may entail unnecessary risks.
- Warn new personnel of known hazards and risks.
- Refrain from horseplay and the abuse of welfare facilities.
- Report incidents, which have led or may lead to injury, co-operate in the investigation of accidents and suggest ways of eliminating hazards.

- Wear adequate and suitable PPE, including suitable safety footwear.

3.2.5 Safe Lifting Team (Appointed Person, Lifting Co-ordinator & Lifting Supervisor)

- Organise the duties for a crane supervisor, crane operator, slinger/signaller and others involved in the lifting operation (Safe Lifting Team are named in the Internal Site Coordinators Schedule listed at the beginning of this document).
- Follow the requirements of legislation, regulations, and codes of practice that relate to lifting duties.
- Follow the requirements for basic, standard and complex lifts.
- Identify the capabilities of different types of crane and their limitations for given lifting operations.
- Identify the maintenance, inspection, thorough examination and testing requirements for lifting equipment and accessories.
- Specify the setting up, erection, levelling and dismantling requirements for different types of lifting equipment and lifts.
- Specify the requirements when planning the lifting of persons.
- Allocate the different types of lifting accessories for various applications.
- Identify the relevant information relating to different types of lifting accessories, i.e. markings, certificates, thorough examination reports, etc.
- Specify the sling sizes and angles for different types of loads.
- Specify slinging techniques for various types of loads including balanced, unbalanced and loose.

3.2.6 Permit to Work Co-ordinator Duties

- Development of a PTW system.
- Preparing and registering permits to work.
- Inspecting to check that defined precautions are in place prior to start of work.
- Monitoring compliance of workers to the PTW requirements.
- Cancelling or closing out of permits.
- Inspecting to check that work areas are left safe prior to permit cancellation.
- Collecting and filing all closed permits to a file on site.

3.2.7 Temporary Works Co-ordinator (TWC)

- Be appointed in writing.
- Be employed by JRL GROUP.
- Ensure that the Temporary Works Register is complete and maintained.
- Have the necessary experience and competence to carrying out his duties under this procedure.
- Ensure that a proper and adequate EDB or a standard design solution has been established and is suitable
- for actual site conditions.
- Visit site to review actual conditions.
- Ensure that any necessary site investigation information is available or, in its absence, to ensure that, if necessary, such investigation is carried out and the information provided.
- Ensure that a satisfactory design is carried out.
- Ensure that the design is checked for concept, structural adequacy and compliance with the brief. (The checking Designer may be from the same company as the Temporary Works Designer). Where necessary
- design should be checked by the Principal Contractor or permanent works designed.
- In conjunction with the ED, when appropriate make the design available to and co-ordinate with other

- interested parties e.g. Permanent Works Designer, Piling Designer.
- Decide if a method statement is required and instigate its production.
- Ensure that such a method statement is adequate for the purpose, or adequately noted on the drawings, including any requirements in respect of loading or bringing into use.
- To supervise any tests that may be required or deemed appropriate prior to loading or bringing into use of the temporary works.
- Ensure Temporary Works are inspected and conforms to the construction status drawings.
- Arrange for regular inspections, checks and maintenance of Temporary Works which are to remain loaded
- for extended periods. The frequency of inspections must be agreed with the Designer. Written records of these inspections are to be kept.
- Liaise between site, the Designer and ED.
- To ensure that the appropriate permit to work has been issued

3.2.8 Temporary Works Supervisor (TWS)

- Be appointed by the Responsible Person
- Have the necessary experience and competence to carry out his duties under this procedure.
- Ensure that all materials are inspected and are in good condition, prior to installation.
- Ensure that the Temporary Works are installed as per the design in any sequence specified.
- Ensure that the Temporary Works are fully inspected before final independent inspection is carried out.
- Report any faults or changes to the Temporary Works Co-ordinator.
- Ensure that the Temporary Works are not used until an appropriate Permit has been issued.
- Ensure that safe access, egress, working areas and public protection are provided and maintained.
- Not allow removal of the Temporary Works without an appropriate permit.

Appendices: BO-JRLG-SM-XX-FL-Z-0001 Temporary Work's Flow and Procedure

4.0 Risks

The pre-construction risks associated with the site / premises have been highlighted in the following documents which have been recognised by Midgard and can be found in the appendices:

- Arcadis-GB-10027139-Reading Station Hill-Reading
- CRTKL_UK_050-170073-Station Hill-South Site-Reading - Ramboll Stage 4A Risk Information available on the CRTKL BIM360 portal and the DRR Issue Report 2019-08-09 open issues available on the Arcadis BIM360 portal.

It includes information on the availability and location of relevant existing records / plans / service drawings / H&S file / survey reports.

5.0 Project Health & Safety Objectives

Specific to the project we aim to:

- Ensure everyone who enters the site is inducted in the JRL Group processes.
- Take necessary steps to prevent access by unauthorised persons to the construction site.
- Ensure that facilities for welfare, in accordance with the CDM Regulations 2015 are provided throughout the construction phase.
- Ensure that specific measures are included in the Construction Phase Health and Safety Plan concerning work which falls within one or more of the categories set out in Schedule 3 of the CDM Regulations 2015.

- Ensure all JRL Group health and safety management process are implemented.
- Ensure effective cooperation with those engaged in the construction work and consult them on matters connected with health and safety.
- Reinforce behavioural safety at all levels through both programmed and site activities.

6.0 Risk Assessment and Safe System of Work

The following describes how the JRL group carries out a risk assessment:

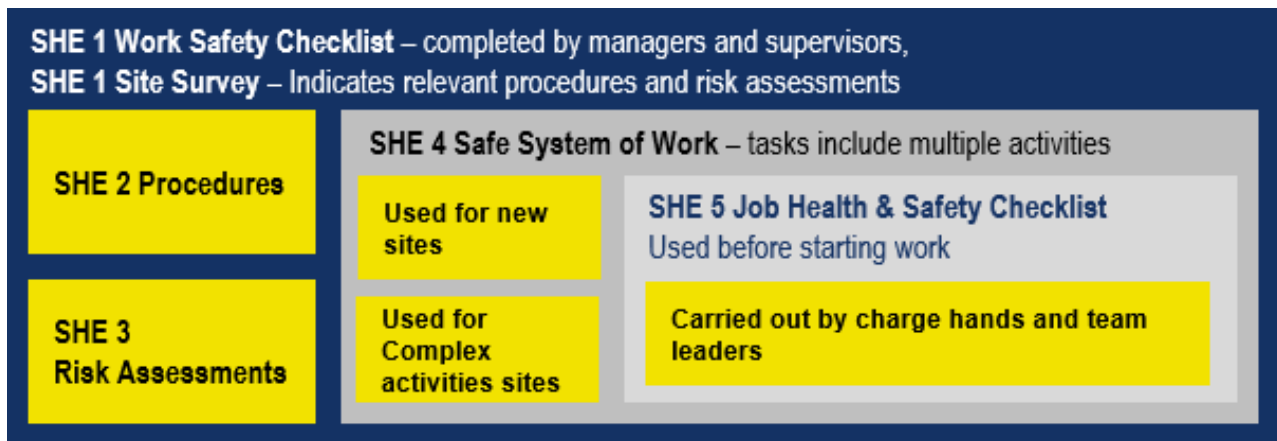
- Initially, managers and supervisors survey the overall site & operations using the SHE 1 Work Safety Survey Checklist form.
- The completed form then helps Managers and Supervisors select the relevant Health and Safety Guidance (HSGs) found in section 3 and procedures in section 2 of the Manual. The Work Safety Survey Checklist automatically selects appropriate HSGs and HSPs as sections are completed.
- The key Health and Safety procedures (HSPs) in cover activities and topics where we must always comply with an agreed practice.
- For tasks that include multiple activities the Safe System of Work Form is used to develop a work plan, providing all the documents and information required for more complex activities on site.
- Finally, A Safe System of Work Form is partially completed automatically upon filling out a Work Safety Survey Checklist form via the intranet site. SHE 5 is the work checklist for Charge hands or team leaders to ensure that regular checks are carried out on key safety issues.

[BO-JRLG-SM-SHE-FM-Z-0001 Work Safety Survey Checklist](#)

[BO-JRLG-SM-SHE-FM-Z-0002 Key Health & Safety Procedures and Health & Safety Information Sheets](#)

[BO-JRLG-SM-SHE-FM-Z-0004 Safe System of Work Form](#)

6.1 SHE Process



6.1.1 Plan Safe – Key Health and Safety Procedures

[BO-JRLG-SM-SHE-FM-Z-0002 Key Health & Safety Procedures and Health & Safety Information Sheets](#)

Health and Safety Procedures (HSPs) have been developed for a number of key processes in the JRL group and are listed in this document. For these processes it is essential to follow the instructions set out in the relevant HSP. No deviation should be made from the procedure unless specifically agreed by your health and safety advisor.

6.1.2 Plan Safe - The Risk Assessment Form

[BO-JRLG-SM-SHE-FM-Z-0003 Risk Assessment Guide and Briefing Template](#)

The Risk Assessment form template should be used for single work activities for which Risk Assessment is required. The project Health and Safety Advisor should be consulted when completing these forms.

6.1.3 Health and Safety Guidance (HSG)

BO-JRLG-SM-SHE-FM-Z-0003 Risk Assessment Guide and Briefing Template

Generic risk assessment guidance for regular activities which are carried out in the JRL Group has been developed and can be used as the base for creating site specific risk assessments. The guidance can be used to help to create Risk Assessments. It is very important that only the information relevant to the specific site being assessed is used. In addition, specific controls which are relevant to the site and which are not in the HSG must be included.

6.1.4 Plan Safe – Safe Systems of Work

BO-JRLG-SM-SHE-FM-Z-0004 Safe System of Work Form

For tasks that include multiple activities, Safe System of Work Form, is used to develop a work plan, providing all the documents and information required for more complex activities on site.

Additional information should be included, for example, sequence of main job tasks. When completed, this document provides a full work plan or method statement for the work.

Where the Safe System of Work and been developed using the Safe System of Work Form, it is important to communicate the main points of the system to those who will be carrying out the work. Note: it is absolutely essential to ensure that section L of the Safe System of Work Form is completed otherwise the form is considered as invalid.

7.0 Monitoring & Auditing

7.1 Monitoring

We need to monitor our activities both to ensure we are doing what we say and that we have a record of our actions. This part explains the forms we use to monitor activities and how to use them.

NB: Monitoring of sub-contractors is dealt with in section 7 of the HS&E Manual, 'managing contractors'.

In addition, fundamental to the review process are the managers' health and safety meetings. Findings and observations need to be reviewed and action taken. This part allocates the review process in management meetings. The appendix of this Plan includes core agendas for various levels of health and safety meetings to be held throughout the company and on this specific project.

What are the monitoring activities and who will be involved?

The main monitoring checklists for managers and supervisors are SHE 6 A-C forms.

A copy of each checklist as described below can be found in the appendix of this Plan. Managers and supervisors should each complete a minimum of one relevant inspection per month. It is perfectly acceptable to share the duties between different managers and supervisors on site.

7.1.1 The Task Observation Checklist

Task Observation Checklist BO-JRLG-SM-SHE-FM-Z-0006A

This form should be used at least once a month by managers and supervisors responsible for directly supervising the work of others. This simple checklist allows the manager or supervisor to see that adequate risk assessments are in place.

- That the team is following the requirements of the risk assessment/s.
- That there are good standards of housekeeping.
- That the correct PPE is being worn.

It also allows the manager or supervisor to identify any specific health and safety issues and get these addressed promptly.

7.1.2 The Office Observation Checklist

Office Observation Checklist BO-JRLG-SM-SHE-FM-Z-0006B

Station Hill, Reading

Construction Management Statement -Health & Safety Plan



This checklist should be completed at least once a month by managers and supervisors responsible for directly supervising the work of others. It assesses the office health and safety, covering issues such as first aid, display screen equipment (DSE) and fire precautions.

7.1.3 The Site Observation Checklist

Site Observation Checklist BO-JRLG-SM-SHE-FM-Z-0006C

This form should be used at least once a month by managers and supervisors responsible for directly supervising the work of others. It assesses general health and safety compliance across the site in addition to checking compliance with risk.

7.1.4 Senior Manager/ Director Site Visit Checklist

Senior Manager/ Director Site Visit Checklist BO-JRLG-SM-SHE-FM-Z-0007

The senior manager's/ director site visit checklist should be carried out once a month by senior managers, contract managers, business managers and at least four a year by directors.

Senior manager's/ Directors site visit checklist is designed to reflect the senior manager/ Director's overall view of the site and so has five general questions. A copy of completed form is to be kept on file in the project office.

7.1.5 The Health and Safety Site Inspection

Health and Safety Site Inspection BO-JRLG-SM-SHE-FM-Z-0008

This form is used by the HS&E team. In carrying out a site inspection the Health, Safety and Environment team members should consider the adequacy of any related documents and records, etc. The HS&E team will regularly carry out at least two inspections of this site each month using this checklist.

It will be the responsibility of the project manager to close out all actions noted and send a signed off copy of the back to the HS&E Department.

7.1.6 Review of Health and Safety Management Meetings

Health and safety issues must be discussed as this is essential to the future of the business. This can be done at the individual business management meetings.

Including health and safety topics in meetings will provide the opportunity to monitor health and safety issues and to discuss current topics. The health and safety part of the meeting must be recorded using form SHE 9 A.

7.1.7 Business Unit/Department Meetings

BO-JRLG-SM-SHE-FM-Z-0009A Site Depot Monthly Health and Safety Meeting Agenda

Business unit/department meetings are held each month. Health and safety topics which must be discussed at these meetings include; accident reviews, risk assessments, health and safety inspection reports and/or audits and safety alerts.

7.1.8 Local Management/Team Monthly Health and Safety Meetings

BO-JRLG-SM-SHE-FM-Z-0009B Monthly H&S Meeting Agenda

Local management team meetings are held each month. At these meetings it is essential to discuss the health, safety and environment issues that directly affect and are of particular concern to the team.

Appropriate topics for discussion include; risk assessments, personal protective equipment, health and safety training, accidents and near misses, safety alerts specific to the team, health and safety inspection reports.

7.1.9 Auditing

Audits will be carried out at regular intervals by Health, Safety and Environment team. Copies of audit reports should be retained locally.

Audit template is not included in this manual, if required a copy can be requested from the HS&E team.

7.1.10 Auditing Procedure – what managers have to do

Step 1 – co-operate with the audit

All managers are responsible for co-operating with auditors to ensure scheduled audits are completed as planned. As part of this process, it is essential to ensure that audit dates are confirmed, relevant personnel are available, access is provided to relevant documents and any corrective actions are implemented and closed out.

Step 2 – ensure opening and closing meetings are attended

All managers must attend the audit opening and/or close out meetings. Where this is not possible due to management commitments, a representative should be appointed.

Step 3 – provide necessary resources to the auditor/audit team on the scheduled audit

During the audit, managers must provide a guide or responsible person(s) to take the auditor(s) around the site. The manager must also make the auditor aware of the applicable site safety rules. Whenever possible a meeting room should be made available for the opening and closing meetings. Managers must also provide access to relevant documents requested by the auditor.

Step 4 – agree and assign recommendations

Managers are responsible for agreeing with the auditor. The assignment of corrective actions must be assigned a realistic timeframe and this should also be agreed with the manager.

Step 5 – implement/close out corrective actions

Managers must acknowledge who actually closes out and implements all agreed corrective actions and the close out date. All actions must be closed out with a note of what was done. A copy should be kept in the manager's/supervisor's H&S file.

Step 6 – communicate findings

Managers must ensure that all audit findings, are reviewed at the relevant health and safety meetings.

8.0 Site Set-up and Communication

8.1 Regular Liaison Between parties on site

There will be a daily site meeting between management and representatives from each sub-contractor to discuss the days planned activities while a weekly formal meeting to plan the fort coming weeks activities will also take place. All communication with the project team will be recorded and will be available for review at request by the design team, the client, and the trades on site.

Signage and / or communications shall also be placed advising the general public of any major events.

8.2 Consultation of the Workforce

All personnel are required to attend the project health and safety induction course prior to accessing the site.

Local management team meetings are held each month at which a minimum of one site operative is to attend to represent the workforce.

At these meetings it is essential to discuss the health, safety and environment issues that directly affect and are of particular concern to the team. Appropriate topics for discussion include; risk assessments, personal protective equipment, health and safety training, Accidents and near misses, safety alerts specific to the team and health and safety inspections reports.

Toolbox talks shall be conducted by:

- Toolbox talks shall be presented to site operatives as required by the JRL Group which will include all requirements in respect of the site wide Health & Safety requirements.
- Sub-contractors shall present toolbox talks to all their own operatives on any relevant Health & safety requirements.

All toolbox talks shall be recorded and all recipients of toolbox talks shall sign to confirm that they have received and understood the contents of such talks.

Any parties that could be affected by our works will be sent correspondence to inform them of the site progress and a forecast of any planned works that may cause them inconvenience.

A site health and safety notice board will display the F10 Notification of Construction Project, JRL Group health and safety policy, a valid insurance document and other relevant documents.

Information of the activities that are planned for the week commencing will be presented written in to the planning board which will be presented in an area for all site operatives to view

A site safety board will be displayed with the following information; fire plan, traffic management plan, site emergency plan, site management team and images and names of certain operatives with specialist training competencies including first aid, slinger/signaller and abrasive wheel.

Pictorial method statement boards will be displayed where relevant showing certain work activities broken down into visually explained simplified steps for operatives to refer to.

8.3 The Exchange of Design information between Parties

Local management team meetings are held each month.

A set agenda is worked through at each meeting and exchange of design information between parties is included as an item on the agenda.

8.4 Handling Design Changes through the Project

Any significant change to design, personnel or processes will be subject to the JRL Group Health and Safety Procedure 22 'Change Management'. Completion of this process is the responsibility of the Contracts Manager supported by the site manager and health and safety adviser.

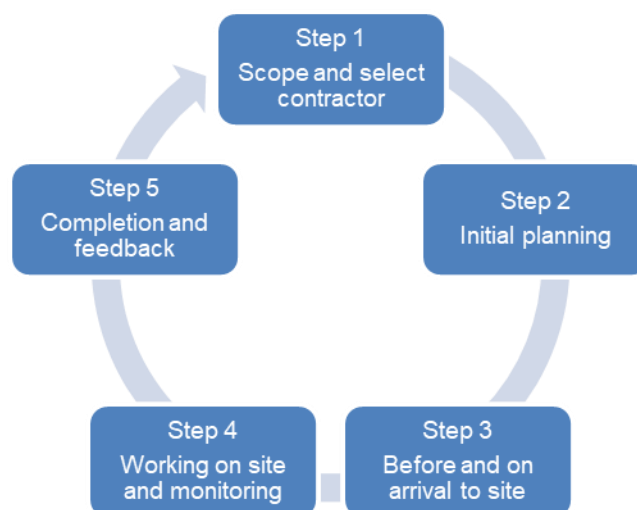
- [BO-JRLG-CP-020-PD-Z001 Project Change Control Procedure](#)

9.0 The Selection and Control of Contractors

9.1 Step 1 – Scope work and select a contractor

In this step we are going to provide instruction and guidance to site managers and people who engage contractors on how to:

- Notify the HS&E Team of complex activities;
- Confirm the scope of work, level of risk, and skills required;
- Select a competent contractor.



Only competent contractors must be used by the JRL Group. Contractors should be selected from the approved list of competent contractors. It is essential that you select the right type of contractor both for the type of work being undertaken and for the risk category of the work to be done.

To complete this step you must: Notify the Health, Safety and Environment team

If you are engaging a contractor to undertake complex activities you must involve a HS&E team member at an early stage, so that they can provide advice and guidance which will assist you in managing the work correctly.

Examples of complex activities include:

- Working at height
- Tunnelling and headings (over 5 metres in length)
- Activities which involves the use of technology or equipment which is new to the JRL group.
- Confined space activities where permit to work is required
- Installation/maintenance of high voltage electrical equipment/services;
- Demolition/dismantling of significant structures;
- Activities which deviate from standard agreed procedures;
- Projects where an incident could result in adverse publicity and damage to the Company's reputation.

9.2 Step 2 – Confirm the scope of work

Before you select a contractor you must confirm the scope of the works to be carried out and determine the following:

- The specialist knowledge and skills required to undertake the work. These factors will help you decide which contractor to appoint;
- The complexity of the work to be undertaken (see example above)

9.3 Step 3 – Select a competent contractor

Having confirmed the project scope and associated contractor classification required, you now need to appoint a competent contractor to undertake the work. Please contact the HS&E team on 0208 953 7800. They will help you to assess the HS&E competence of your preferred contractor.

You must also ensure that the contractor has the available resources, including sufficient time, experience, personnel, materials and finance as this will affect whether or not the contractor will be able to take on and complete the work safely.

10.0 Contractors Risk Assessment & Safe System of Work Review

10.1 Gather and provide information on existing site hazards

You must provide all contractors with relevant site & hazard information. This information may be one or more of the following:

- Structural information –e.g. temporary works, previous modifications that may affect stability, fall arrest anchor points, damaged areas of the structure (e.g. by fire, flood);
- Access arrangements – e.g. narrow streets, access times, height limits (from overhead services), security;
- Restricted areas and their access requirements - e.g. due to confined spaces, hazardous material storage, services, height restrictions;
- Location of existing services - e.g. overhead, underground, electric, gas, data, process;
- Hazardous materials - e.g. asbestos, contaminated land;
- Health risks from our activities;
- Emergency arrangements e.g. fire, chemical release;

- Welfare arrangements – if there are any facilities which the contractor may use;
- Relevant information from the site health, safety & environment file.

You must pass this information, for the particular site or area of the site, to the contractor so that they can use the information to plan and manage the work appropriately. Managers who engage contractors must ensure that relevant information is provided to the contractor in a timely manner.

10.2 Reviewing risk assessments and safe systems of work

Before the contractor starts work you will need to review their risk assessments and any safe systems of work (only required for high-risk or complex work) relating to the task, to allow you to plan any additional control measures. This review must consider how the work will affect safety on site including the impact on:

- The JRL Group personnel;
- Other contractors, visitors and member of public;
- Operational processes.

The contractor must submit risk assessments and safe systems of work to you at least 10 working days before the work begins and may not start work within that period unless you have advised that you have no objections. If you reduce the required timescales you must ensure that sufficient time and resources are available to undertake a thorough and proper review. You must also ensure that you have given the contractor sufficient time to plan and mobilise the necessary equipment.

Written risk assessments will always be required for the work where there is a significant hazard (which has the potential to cause real harm) to health, safety and the environment. Properly prepared risk assessments are normally sufficient to manage risks however they may need to be supplemented by a safe system of work where the task is particularly complex, or the sequence of events is paramount to maintaining safety throughout the work.

As a manager within the JRL Group you should have already received training on risk assessments in relation to your work. If you have not, please contact the Health, Safety and Environment Team as soon as possible. Please find below further guidance to assist you on the information that should be contained in a risk assessment and safe system of work.

11.0 Site Security

Hoarding will be erected around the construction area which will serve the purpose of defining the site boundary.

The fencing will be erected in such a way as to separate the site operations from those of the general public.

Pedestrian access to the site shall be controlled using a security man at the entrance to the site. Signage will also be placed on the hoarding restricting access to the site.

Vehicle access to the site is provided via secure gated access and this shall be maintained / re-located to suit construction works.

All visitors are required to report to site security on entrance to the site, they shall be directed to the site offices via the green route.

All plant and equipment shall be immobilised at the end of the working day. Certain items of plant and machinery will be 'disabled' at night to prevent theft and/or use

In addition to the outer boundary fencing, securing of the building openings (windows etc.) will be used to further secure the site and materials and storage areas.

Other procedures will be implemented as and when required.

Any Sub Contractor working along the hoarding boundary that will need to open up the hoarding will do so under a permit system that ensures security of the site is maintained and responsibility with the sub-contractor.

12.0 Site Induction

It is a mandatory requirement that all persons working on the project are inducted by management before commencing work. All staff shall confirm receipt of a site specific induction by confirming their details and completing an Induction checklist.

A log of Inductees shall be kept on the front of each induction folder.

Actual site induction agreement records are securely filled due to the information contained.

The person carrying out the induction shall sign each Induction checklist and confirm or not in the space provided on any issues raised by the inductee regarding the Induction or the individual's health and welfare surveillance form questionnaire completed on the rear of the Induction checklist

[BO-JRLG-SM-SHE-FM-Z-0015 Induction checklist.](#)

13.0 On-Site Training

During the construction phase site training will be given to all operatives to suit the current site activities all training will be carried out tailored to individual needs for this project from recognised training centres.

Onsite training to include but not limited to;

- Site induction
- Sub-Contractors site induction
- Toolbox talks and safety alert briefings.

13.1 Determining Training Needs

It is management responsibility to ensure that the JRL Group has a trained and competent workforce. This will not always involve classroom or site training. A toolbox talk may be enough for simple tasks or issuing instructions for the introduction of some types of new equipment. On the job training can be equally effective together with coaching to build experience. Whatever the case, your role is to ensure that the training that takes place is of the correct type and that records of this are kept.

The following section will provide step by step instructions on how to effectively manage training in your area of responsibility.

13.1.1 Step 1 – Identify Training Need

Health and safety training needs should be identified for all employees dependent on their roles. For a full list of health and safety training courses, you should refer to the JRL Group training database. Other health and safety training needs may be identified during the probation period for a new employee or, during performance development reviews for existing employees.

13.1.2 Step 2 – Booking Training and Appointing Persons

You are responsible for ensuring that health and safety training courses are booked via the Health, Safety and Environment team, available on 0208 953 7800.

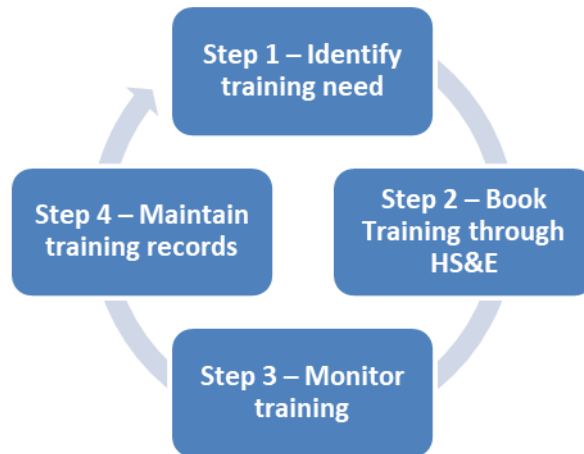
You must also ensure that employees attend the training and ensure that the relevant training certificates are obtained and that these are placed on the workers training file.

13.1.3 Step 3 – Monitoring Training

You should regularly review employees' training to ensure that it remains current and keep all training records/certificates up to date.

13.1.4 Step 4 – Maintaining Training Records

It is essential that all employees training records are up to date. An employee who has attended training will have their record automatically updated on the JRL Group training database. You must also, at the conclusion of training, ensure you receive any necessary documents/certificates.



14.0 Welfare facilities and First Aid

14.1 Welfare facilities

The duty and provision of common welfare facilities lies with the Principal Contractor.

The facilities detailed below are provided for the use of all trade contract personnel, staff, visitors, and all other people employed directly or indirectly by (the Company).

The layout of these units will depend on site progress and site conditions and shall be phased to suit construction activities.

14.2 Washing Facilities

Welfare / washing facilities will be are provided and as required relocated.

General note – washing facilities will be provided with basins large enough to allow people to wash their faces, hands and forearms. All basins will have a clean supply of hot and cold water, soap and towels and/or hand dryers will be provided. The washing facility will be ventilated and well-lit and will be sufficient for the number of operatives on site.

14.3 Drinking Water

There will be an adequate supply of drinking water made available from the cold water mains or dispensers. This supply will be clearly marked, and cups will be provided. Cold water dispensers are also available in the site office. Drinking water is provided in the operative's canteen

14.4 Storing and Changing clothes

A purpose built drying room is built to accommodate the duration of the project. Heaters are situated around the perimeter of the room with benches Inc. hooks available for site operatives to use.

14.5 Rest Facilities

A purpose built canteen/rest area is built with seating capacity to accommodate the project when at its peak. A water point, kettle, fridge and microwave are located in the canteen area for operatives use. Operatives are to ensure the welfare facilities are not abused and kept free of waste at all times.

14.6 Toilets

An oasis unit will be provided during the early site operations e.g. piling and pile cap operations, for use as the toilet facilities a purpose built welfare block will be constructed within the existing building and as part of the site induction operatives will be advised where the toilets are positioned.

14.7 Location of welfare facilities

Any canteens, welfare facilities and offices etc. must, be located in safe positions, which minimise the risks to workers associated with major incidents, construction activities and operational activities.

There are a number of fundamental principles which must be applied when locating temporary buildings:

- Any temporary buildings must be delivered to site in good condition.
- All the buildings must have arrangements for safe electrical and other service connections and all require inspection reports.
- Temporary buildings must be located in a safe location on site which avoids where possible taking pedestrians adjacent to working areas.

The rest of the procedure sets out the steps for assessing the safest locations for temporary accommodation and recording the result of the assessment. The assessment must be carried out by the site manager before buildings are located on the site. The annex contains a checklist which must be used in this process to record and assess the suitability of a building's location.

14.8 First Aid

In order to fulfil the requirements of both company policy and legislation an assessment must be made by the manager to confirm the number of first aiders that are required for offices in their area of control. It will then be necessary to arrange the required training, available from the Health, Safety and Environment team for the role. The information detailing the requirements for first aid is within section 4 of the Health and Safety Manual 'Managing people'.

The persons named in the internal appointments section at the beginning of this plan, will be responsible for providing first aid arrangements on a day to day basis.

NB: all accidents and incidents must be recorded in the incident book and reported to the HS&E team , refer to section 10 of the Health and Safety Manual, 'Managing incidents'.

If you require any further information please contact your local Health, Safety and Environment team member

14.9 Pest Control

Midgard appreciate the risk profile caused by pests which varies throughout construction according to the activities and population on site. It is important that the pest control service programme implemented is appropriate for the developments pest risks.

Midgard will employee the necessary checks, monitoring and methods to ensure pests are dealt with and controlled appropriately, using an ERDM framework:

Exclusion – we keep the pests in question outside of the area of concern to prevent further ingress

Restriction – we seek advice to significantly reduce the risk of pest infestations

Destruction - we will make necessary arrangements to eliminate the pests/vermin

Monitoring – we will set up an ongoing monitoring programme to avoid continued issues



15.0 Incident Reporting and Investigation

15.1 Incident Reporting and Investigation Procedure

The following is written with reference to Section 10 – ‘Managing Incidents’ of the JRL Group Health, Safety and Environment Manual.

The ‘process steps’ after this diagram describe the steps that must be undertaken to ensure that incidents are communicated and recorded. The table below shows the timescale in which reporting must be undertaken to ensure that incidents are communicated and report.

Incidents are classified in the following categories and must be carefully recorded and reported* as follows:	Take pictures of incident scene	Record incident in site accident book	Complete immediate response form	Inform contracts manager	Inform health and safety and or environmental manager.	Injury Incident, Damage and Loss Report
Near miss: no injury	Immediately	1 hour	1 hour			
Near miss/accident: suspected dangerous occurrence	Immediately	1 hour	1 hour			
Minor injury accidents: non lost time	Immediately	1 hour	1 hour		Within 24 hours	
Injury accidents: a) working time lost up to 3 days	Immediately	30 mins	30 mins	15 mins	15 mins	
b) more than 3 working days lost	Immediately	30 mins	30 mins	15 mins	15 mins	1 hour
Major injury accident: A fatality or major injury	Immediately	30 mins	30 mins	Immediately	Immediately	1 hour
Environmental incident: a) No work time lost and no water course has been polluted	Immediately				Within 24 hours	
b) Work has to stop for an hour + or a water course was polluted.	Immediately	30 mins	30 mins	Immediately	Immediately	Within 24 hours

15.1.1 Step 1 – Familiarisation, Process, Training and Support

Managers are responsible for ensuring that all incidents occurring in the work place under their control must be reported and recorded. Please contact the Health, Safety and Environment team for further support and advice on incident reporting that you require.

15.1.2 Step 2 - Incident Notification

Serious incidents (dangerous occurrences, major injuries, fatalities or injury where the injured person could be off work for more than three days) must be reported to the Contracts, Group Health & Safety and or Group Environment managers as well as the Group Health & Safety Director. They in turn, must inform the

business unit director of any potential incidents that are reportable under RIDDOR or EDR, see part 3 definitions.

15.1.3 Step 3 - Incident Response by Managers and Supervisors

The first action by managers and supervisors is to ensure immediate treatment of any injury sustained and to ensure that the work area is safe before anyone enters. After that, ONLY IF the work area is safe to enter manager/supervisors should take photographs of the area/equipment involved in the incident. Any request from the client or HSE inspector should be complied with and immediately notified to your manager and Health, Safety and Environment team.

Managers/ supervisors must complete an immediate response form following an incident.

15.1.4 Step 4 - Incident Investigation Closedown

Once the investigation and allocated actions have been completed, the Health, Safety and Environment team will contact the manager in order to verify that the investigation is accurate and any supporting documentation has been provided prior to them closing the incident. Injury accidents should be investigated and closed within 15 days of the accident and near misses must be investigated and closed within 10 days of the report.

Managers are responsible for assisting the HS&E department with carrying out any investigations into the cause of the reported incident.

15.1.5 Step 5 - Action Closure

All outstanding actions from incidents must be reviewed at appropriate health and safety management meetings as outlined in section 2 of the manual (managers' activities and forms).

The actions must remain on the agenda of the meeting until successful closure.

15.1.6 Step 6 - Learning Points

All learning points captured as a result of incidents in the workplace should be reviewed with your Health, Safety and Environment team and further awareness should be communicated throughout your teams via the various meetings and or a specific toolbox talk.

15.2 Incident Investigation

It is essential that all incidents are investigated by JRL Group staff with the appropriate skills and knowledge to conduct the investigation. However, managers and supervisors play a vital role in obtaining all the right information we need to ensure both that safety is maintained and to gather information for insurance and legal purposes. The managers' / supervisors' roles are;

- 1. Information gathering** is the collection of basic information relating to the events leading up to the incident. At this stage the manager or supervisor will gather all the facts including the tasks, the environment, the equipment being used and the area where the work was taking place and any substances involved. Photographs and measurements are essential and should be taken as soon as safely possible to do so.
- 2. Action plans** and implementation of remedial actions should be recorded, along with defined time scales and tracked to their conclusion.

Managers have the following key responsibilities:

- Reporting and recording of all incidents in line with the identified timescales.
 - Verifying with the local Health, Safety and Environment team member that there is sufficient evidence gathered about the incident.
 - Capturing and communicating any learning points resulting from the incident.
- 3. Managers/supervisors** should complete the immediate response form in the time scale set out in the timeframe diagram following.

If you require any further information please contact the Health, Safety and Environment team on 0208 953 7800.

15.3 Definition of Incident Categories

TERM	DEFINITION
Injury Accident	Any work related unplanned event, behaviour, condition or non-consensual physical violence that results in injury or ill health to people.
Dangerous Occurrence	An incident, from a specified list of incidents, given in Schedule 2 of RIDDOR that must be reported to the Health and Safety Executive & EA respectively.
Incident	The collective term for accidents and near misses
Specified injury	An injury as specified in Regulation 4(1) of RIDDOR 2013 that must be reported to the Health and Safety Executive.
Minor Injury	All other injuries other than those listed below, where the injured person is unfit for their work for less than 7 days.
Near Miss	Any work-related unplanned event, behaviour, condition or non-consensual physical violence where there was the potential to cause an accident, or non-people related damage, harm or loss.
Reportable Occupational Disease	An ill health effect (as specified in Regulations 8 and 9 of RIDDOR 2013).
Over 7-day injury	Any injury where a person is unfit for work for more than 7 days but excluding major injuries that must be reported to the Health and Safety Executive.
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
Environmental Damage	Any damage to a) protected species or natural habitats, or a site of special scientific interest, b) surface water or groundwater, or c) land.

15.4 Correspondence following accident or incident

15.4.1 Dealing with correspondence

Any accident/incident will normally result in further correspondence. So it is absolutely essential to inform both your Director/Contracts Manager and the Health Safety and Environment team when you have received correspondence from:

- An enforcing authority such as the Health & Safety Executive, the Fire Brigade etc.
- Solicitors for the injured person/employee or third party
- An injured person, employee or third party

Action by Manager - Arrange a copy to be sent to the HS&E team for distribution and for their files. It is essential to tell them who the correspondence is from and what it is about. Also attach/forward relevant information (e.g. accident book entry, investigation reports etc.). Original copies of correspondence should be retained on site in the local manager's 'Health and Safety' records file. Where there is no recorded/ filed information the manager is to provide and record an explanation as to why not.

15.4.2 Personal Injury Claims

Under our company insurance policy any incident/accident that may give rise to a claim under our policy must be given in a written notification to our insurer as soon as reasonably practical after the incident/accident and provide any additional information requested or required by them.

Action by Managers - Every 'Claim Form Letter, 'Claim Summons or Process' and all documents relating to the incident/accident and any written notification received of circumstances that may give rise to a claim must be forwarded unanswered to the Health Safety and Environment team immediately once they have been

received. Original copies of correspondence should be retained on site in the local manager's 'Health and Safety' records file.

Refer to Section 10 "Managing Incidents" of the Health and Safety Manual for further guidance.

16.0 Site Rules

1. All personnel must undergo company/site specific induction.
2. Do not enter the site if under the influence of alcohol or any illegal substances.
3. Comply with all instructions given and with the Company Safety Policy.
4. Do not interfere with or misuse fixtures, fittings or equipment provided in the interests of health, safety and welfare.
5. Take reasonable care at all times and ensure that you do not endanger yourself or others.
6. Report any safety hazards to your manager/supervisor.
7. Report all accidents, injuries and near miss occurrences to your manager/supervisor.
8. Wear appropriate PPE at all times when working within the construction area. The minimum PPE for this site is safety helmet, safety footwear and high visibility vest.
9. Use all tools and equipment safely and in accordance with instructions/training given.
10. Do not use any plant or equipment unless you have been fully instructed or trained in its use and been certificated as competent.
11. Report any defects in plant or equipment to your supervisor. Do not use until repaired/replaced.
12. Do not carry out temporary repairs to plant or work equipment.
13. Use the correct means of access to all areas and do not work if edge protection is not in place.
14. Ladders are only to be used as a means of access or for work of short duration.
15. Do not erect, alter or dismantle scaffolding unless trained and certificated as competent.
16. When working at height adequate precautions to prevent a fall must be in place at all times. Where no fall prevention is available, a safety harness secured to a suitable anchorage point must be worn at all times. You must be trained in safe use of harness.
17. Where places of work is noted as accessible to areas without adequate precautions to prevent a fall and pose a risk to all site personnel this hazard must be brought to the attention of the site management immediately.
18. Site fire and emergency alarms and equipment are provided to protect life, and all personnel must comply with the site emergency instruction.
19. All site personnel for their own safety and the safety of others are required to comply with their employers Method Statement and attend the daily briefings given by their employer.

17.0 Fire and Emergency procedures

17.1 Fire Procedure

- Managers are responsible for the following:
- Inspecting their sites/ factories regularly, i.e., one site per month using the site observation checklist SHE 6C/ 6D see section 2 'Managers' activities and forms'.
- Ensuring that risk assessments and toolbox talk forms have been produced, reviewed, completed and communicated to all relevant staff. With a record of each retained locally (see section 3 managing risk part A companywide risk assessments).
 - [BO-JRLG-SM-HSG-FM-Z-0001 Fire and Emergency Arrangements.](#)
 - [BO-JRLG-SM-HSG-FM-Z-0002 Fire and Emergency Arrangements - Electrical](#)
 - [BO-JRLG-SM-HSG-FM-Z-0003 Fire and Emergency – Temp Hot Works.](#)
- Maintaining the fire log book for the site.

- Ensuring frequencies of checks and inspections in the table below are followed:

	Tested or Checked	Inspected / Maintained
Fire Alarm Test	Weekly operation of the fire alarm via an actuator e.g. fire alarm call point	Every 12 months. Inspected and tested by a competent person (service supplier)
Emergency Lighting	Monthly function test	Every 12 months. Inspected and tested by a competent person (service supplier)
Extinguishers	Weekly check to see that the extinguisher is fully charges and has not been tampered with	Every 12 months. Inspected and tested by a competent person (service supplier)
Fire Doors	Monthly check to see that they close properly and are undamaged	
Emergency Exits	Regularly dependent on Risk. Check to see that they open from the inside	Monthly
Fire Drills	Every six months	
Other fire Fighting Equipment	As per manufacturers recommendation	

17.2 Emergency Procedure

To support these procedures, managers have four key health and safety responsibilities to ensure emergency arrangements are in place for sites under their control:

- To carry out risk assessments as outlined within section 3 of the Health and Safety Manual to identify the major hazards on-site and ensure emergency arrangements are in place.
- To ensure that all persons on-site have been briefed on the emergency arrangements via toolbox talks, including the allocation of key roles (records of which must be retained locally).
- To ensure accurate site information is available for emergency services.
- To test emergency arrangements on a planned basis and capture learning points and any identified actions.

It is important that managers understand that, for any emergency arrangements to work well, it is vital that all staff are aware of the arrangements and have had an opportunity to participate in testing them.

17.3 Types of Emergency

Emergency Type	Description	Potential Consequence
Explosion	Explosion of gas or dust	Major health safety or process consequences
Liquid Chemical Spill	Spill of chemicals including fuel or oil	Significant environmental damage
Fire	A fire from any source or in any location at site	Major fires having consequences for health, safety and environment
Serious Injury or Death	Physical injury to staff, contractors visitors or trespassers that occurs on site and require more medical treatment than first aid	Significant health & safety consequences, no environmental consequences
Structure collapse	Structure collapse of any building or structure on site	Significant health, safety, environment or process consequences
Security Alert	Trespass, terrorism, petty theft, vandalism, bomb threat or security incident	Major incident that threatens site security and ongoing health and safety of the organisation
Flood	Water from external or internal sources that threatens the low lying installations on site	Widespread flooding could have major consequences to safety health environment or process

17.4 Planning for Emergencies

Managers of sites should ensure that all site staff and visitors are aware of the following:

- Methods for raising the alarm and calling the emergency services.
- The assembly points and designated safe havens.
- The importance of not putting themselves in danger.

In addition, site staff should also be aware of the following:

- How to provide the emergency services with necessary information to find the site (e.g. the grid reference and the access points from the main road).
- Any specific role they are required to perform in an emergency (e.g. fire marshal).

The above points should initially be covered within the site induction but it is important that this information is regularly refreshed via a toolbox talk.

In addition managers are responsible for ensuring their sites have:

- Arrangements for the emergency services to gain access to sites (especially where security gates are present).
- Roll call arrangements and means of reporting missing persons to emergency services.
- The provision of a suitable area for the emergency services to assemble (it is not uncommon for more than six vehicles to attend a major fire.)
- The provision of evacuation areas in the event of a fire or explosion. These must be clearly marked on the site and detailed on the emergency information-site plan. It is also advisable to identify an assembly point outside of the site premises for use in a security alert.
- An annual programme of planned exercises.
- The inspection and maintenance of equipment used in emergency response. Such equipment must also be kept readily available.

18.0 Permits to Work Procedure

A permit to work is a formal documented system that is used to provide additional safeguards to help the management and control of specific and identified types of work in specific situations. It predetermines a safe procedure which is a clear record that all foreseeable hazards have been considered in advance and that all appropriate precautions are defined and taken in the correct sequence. It does not in itself make the job safe but is dependent for its effectiveness on all the people involved being aware of their responsibilities and carrying them out in accordance with the terms of the permit.

18.1 Responsibilities

JRL Group Management hold the responsibility of ensuring that a permit to work system is in place to control specific operations, and further ensuring that the persons appointed to carry out specific roles within the permit system are fully aware of their responsibilities and are competent for the role in which they are assigned.

- The supervisor directly responsible for the works to be undertaken has the following duties:
- Ensuring that work requiring a permit to work does not commence without a permit in place.

Completion of stage 1 of the permit and ensuring the conditions or precautions shown on the permit is in place.

- Ensuring when the work has been completed the work area is checked and the permit is signed off at stage 4 to confirm that the area is now safe. Particular attention must be given in the case of the hot works due to the possible hazard of 'hot sparks'.

The site or location manager has the following duties:

- Counter-sign the permit at stage 2 “Authority to proceed”.
- Close the permit at stage 3.

18.2 Issuing Permits to Work

18.2.1 Stage 1 - Precautions and Controls

Stage one must be completed by the supervisor directly responsible for the works to be undertaken. It involves the supervisor confirming that all the listed precautions and controls are in place prior to the work commencing. A safe system of work may be attached.

18.2.2 Stage 2 – Authority to Proceed

The JRL Group site/location manager, at the place of work, completes the authority to proceed section of the permit to work to confirm that he/she is satisfied that the necessary precautions/isolations are in place and that the agreed safe system of work will be adhered to.

18.2.3 Stage 3 – Completion of works

The supervisor directly in charge of the team conducting the work together with the JRL Group Manager, at the place of work, completes the clearance section of the permit to work to confirm that the work has been completed and that the site is left in a safe condition.

18.2.4 Stage 4 – Close down of permit

The JRL group site/location manager satisfies himself that the work has been completed, the site is safe, and then completes the close down section of the permit to work.

The detail regarding each type of permit is in the Company rules and codes mentioned above but the following principles generally apply;

- The work must not deviate from that covered by the permit. If unforeseen problems or complications arise the supervisor must suspend the work and refer back to the JRL group manager (or relevant site manager) who authorised the permit before proceeding further.
- Any time constraints imposed by the permit must be adhered to. It is company policy that no permit exceeds one day.

Further guidance is provided with the permit to work forms.

18.3 Clients permit to work system

On projects where it is a requirement of the Clients to use their permit to work system both the Clients and JRL Group's permit to work system must be used.

19.0 Health & Safety File

The Health and Safety File is drawn up by the Principal Designer. During the Construction Phase the Principal Contractor will provide any information relevant to the Health & safety file to the CDM Principal Designer.

The Principal designer shall ensure that the information for the Health & safety file shall be available in sufficient time to enable the Company to issue the file to the CDM Principal Designer to hand to the employer at practical completion.

The file will be created electronically on the Company server.

The following list, whilst not exhaustive, shall form the contents of the H&S File:

- Adequate information about any aspect of the project which might affect the health & safety of any person at work carrying out construction works or cleaning / maintenance work in or on the structure or of any person who may be affected by the work of such a person at work.
- A list of suppliers together with literature, test certificates, COSHH assessments and all maintenance details.

- Risk assessments for maintenance and future construction.
- Other information that would be of use to any maintenance, future construction or maintenance design on the structure.
- Details of the construction details and methods used
- O&M Manuals including risk assessments and H&S data sheets as appropriate

20.0 Arrangements for specific activities

Also refer to Schedule 3 of the CDM Regulations 2015

20.1 Waste Disposal /Waste Minimisation & Environmental Controls

This statement investigates measures that can be taken to limit waste of materials during demolition and construction with regards to recycling and sustainability.

Some waste will always occur in construction because of the nature of the operations, but much can be done to both reduce the problem and deal with the waste produced. To achieve these aims it is proposed to incorporate the following:

20.1.1 Demolition

The Principal Designer shall identify any area for demolition and the Principal Contractor should ensure a safe system of work is followed.

The existing structure on site will be demolished and as much material as possible will be salvaged for re use.

The demolition process will be undertaken with due care in order to salvage materials for re-use elsewhere. Timber that can be reused will be stored for reuse. Glass, timber and metals will be separated and collected by specialist contractors during the demolition phase.

20.1.2 Waste Minimisation during Construction:

* Recycling of materials will include – plasterboard, wood, metal, and hazardous waste – which are cleared from site separately – below are the detailed methods for dealing with the reduction of waste during the construction period and the segregation for recycling materials:

- Excavated waste should be removed to a licensed landfill site.
- Specialist companies will be utilised to make regular collections from the site in order to keep the site clear of waste materials.
- Large bins are to be used for storing the following materials intended for regular collection: Polythene packaging, Cardboard packaging, Glass and Metal.
- Materials are to be ordered and delivered in quantities for immediate use avoiding damage during long periods of storage and for efficient use of the available site area.
- Waste will be minimised by ensuring only those quantities of materials to be used in the works are ordered and supplied or batched. The proposed works will be assessed by a competent person to ensure accurate assessment of the amount of materials that will be required.
- Selection of materials shall be made to reduce surplus materials/waste being produced in conjunction with removing hazards as required under the CDM Regulations 2015. In the rare instance where material is oversupplied, such material will be returned to the supplier (in effect material are bought on a sale or return basis).
- Specialist companies will be utilised to make regular collections from the site in order to keep the majority of the site clear.
- Labelled bins/bags will be used for storing the following materials intended for regular collection: Polythene packaging / cardboard packaging /Metal./cement bags.
- Internally, a space will be allocated specifically for larger plasterboard off-cuts. This will encourage the contractors to look for spare pieces rather than cutting from new sheets each time. Plasterboard waste will

then go to a specific skip for collection by a specialist plasterboard-recycling contractor (i.e. <http://www.pbruk.co.uk>).

In addition, timber will also be stored in a set area so that any off cuts can also be reused in other areas of the construction. Once the off-cuts are considered waste, these will also be stored in a separated area for separate collection by a company. Untreated small timber off-cuts shall be taken to wood recycling depot.

Timber pallets will be stacked and stored for collection for re-use by a pallet company/materials supplier. Where the construction process creates any masonry waste that is no longer needed to be crushed for hard-core, this will be stored and collected by a company that supply hard-core and crushed aggregates to other construction sites.

Hazardous waste that cannot be removed from design materials selection, such as paint, glues and bitumen will be disposed of in accordance with the Environment Agency

New building materials will be generally sourced from local suppliers, using local brickworks, and local timber suppliers sourcing from sustainable forests.

It is considered that landscaping can be adequately dealt with but it is intended that it will be designed to ensure water retention and ease of maintenance as a priority.

20.1.3 Control of Waste

All waste material will be collected and disposed of using recognised waste disposal companies. Segregation and Re-cycling of waste shall be undertaken where appropriate.

ALL WASTE DESIGNATED AS HAZARDOUS SHALL BE DISPOSED OF USING THE APPROPRIATE SYSTEMS.

When the waste leaves the site, the site manager will file the controlled waste transfer note number, which states the following:

Section A - Description of Waste

- Description of waste.
- Quantity of waste (weight or m³).

Section B - Waste Producer's Certificate

- Declaration stating that the material came from the specified site.
- Signature and date on behalf of the building contractor.

Section C - Carrier's Transfer Certificate

- Declaration from the skip owner stating that they are carrying the material as described in
- Signature and date (usually by wagon driver).

Section D - Disposal's Transfer Certificate

- Certification that the waste described has gone to a registered tip
- Waste disposal license no.
- Signature and date

21.0 Environmental/COSHH

21.1 COSHH Assessments

Health hazards from substances can be divided into the following categories:

- External contact (absorption) - corrosive, skin absorption, dermatitis etc. e.g. cements acids, resins, etc.
- Inhalation - gases, fumes, dusts, vapours.

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- Ingestion - swallowing.

A general (generic) written assessment will be prepared for substances, processes, site health hazards etc. normally used or encountered on site and this information is supplied on site.

We shall endeavour to remove /replace or reduce to safe level any substance designated for use by design.

All measures necessary to protect workers and the general public from any substance hazardous to health will be provided and maintained.

The following general rules should always apply:

- Wear protective equipment/clothing. Always observe industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillages instantly and dispose of waste and used containers properly.
- If any person handling the materials shows symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay

Dust Mitigation and Monitoring

Appropriate preventative measures to control dust emissions can significantly reduce the potential for dust generation. A robust site specific dust mitigation strategy will be adhered to at all times and briefed to all workers on induction and via Tool box talks.

The table below outlines how we aim to avoid impacts rising from dust that could affect our neighbours and the local environment. These environmental management controls follow best practice guidelines to prevent the release of potentially contaminated dust entering the atmosphere and/or being deposited on nearby receptors and have been developed with reference to the Building Research Establishment (BRE) guidance 'Controlling Particles, Vapour and Noise Pollution from Construction Sites - Set of Five Pollution Control Guides'.

Risk	Mitigation
Construction Traffic	All construction traffic will follow specifically designated routes Speed limits (5mph) will be put into place on site for all vehicular movements All vehicles carrying loose material will be covered Wheel wash facility to be used for vehicles leaving site Ensuring that construction traffic does not pass along sensitive roads (residential roads, congested roads, via unsuitable junctions, etc.) where possible Timing of large-scale vehicle movements to avoid peak hours on the local road network Implementation of no engine idling policy
Highways	Where appropriate, use of road sweepers will be incorporated to ensure highways remain clear of dust and mud Road edges and pathways will be swept by hand and damped down as necessary

Plant & Machinery	Use of gas powered generators rather than diesel if possible (these are also quieter) and Ensuring that all plant and vehicles are well maintained so that exhaust emissions do not breach statutory emission limits; Switching off of all plant when not in use;
Construction Methods	Sheeting of buildings, chutes, skips and vehicles removing demolition wastes; Building elevations which front public boundaries or are immediately adjacent to adjoining properties would be fully scaffolded and completely enclosed by sheeting to provide a dust and safety shield during the demolition process; Appropriate handling and storage of materials, especially stockpiled materials; Restriction of drop heights onto lorries and other equipment; Use of 'deconstruction' demolition techniques, where appropriate;
Stockpiles	To be sealed or sprayed as required Location of stockpiles away from any sensitive receptors
Dust Suppression	Mobile bowzers to be deployed on site at regular intervals. Activity to be increased during significantly dry and windy periods Where necessary, use of hoardings to be considered to ensure reduction in dust migration. Deliveries of significantly dusty materials to be sprayed to reduce dust potential. All cutting and grinding operations to be conducted in ways to reduce risk of dust migration (wet cutting techniques etc.)
Monitoring	Noise and dust monitors will be installed along the perimeter of the hoarding. Ongoing visual monitoring to be undertaken by site personnel on regular basis, both on and off site to ensure no migration of dust Regular liaison with the Council's EHO and Client to be undertaken throughout the project Regular reviews of mitigation methodology to be undertaken by Environment Manager and Project Manager

Control of Dust and Emissions – Method Statement

Activity	The Control of Dust and Emissions arising from construction works at Station Hill
Description	As a responsible contractor, Midgard have based its control of dust and noise emissions from our construction activities on the WSP air quality report 2008, the Greater London Authority Best Practice Guidance and (BRE) guidance 'Controlling Particles, Vapour and Noise Pollution from Construction Sites - Set of Five Pollution Control Guides'. Midgard intends to use Best Practicable Means BPM, to prevent dust and other pollutant emissions from being carried outside of the site boundary. This method statement is for the duration of the whole contract, but will be reviewed periodically as the contract reaches different milestone stages.
	Pre-Site Preparation

All site staff will be fully trained and competent for the role they are to undertake on site.

Erect solid barriers to site boundaries.

Pre sit planning to ensure all Site fuel, machinery and chemical storage, and dust generating activities should not be located close to boundaries or sensitive receptors where possible.

Haul Roads

The haul roads will be inspected for potholes, puddles and dusty conditions on a daily basis, well maintained haul roads will reduce the dust levels of construction traffic.

Dampening down methods will be a road sweeper on the hard stand haul road into site and the public road leading to site.

Site Entrances and Exits

Wheel washing facilities will be provided to ensure no fugitive dust particles are taken off site.

Vehicles leaving site with dusty or loose material will all be covered before leaving site.

Excavations and Earthworks

All dusty activities should be damped down, especially during dry and windy weather.

Minimise the drop heights to control the fall of materials in the air.

Stockpiling will not be required and therefore not permitted throughout the lifespan of the project.

Chutes and Skips

Securely cover skips where dust or loose detritus can become windblown. Minimise the drop heights to control the fall of materials. Regularly dampen down surfaces within in the skips with water.

Waste Management

A site specific waste management plan has been developed and workers will be briefed on it stipulates through site inductions and tool box talks.

Hazardous or Contaminated Materials

COSHH assessments will be done for materials coming to site to take into account risks to the workforce from exposure to any harmful substances generated by work activities. All Hazardous materials/waste will be properly signed and segregated.

Dealing with spillages

Use bunded areas wherever practicable. Regularly inspect the site area for spillages, ensuring that spillage kits are readily available. Ensure an update to Spill Pollution Incident Report Plan (SPIRP) is posted in and around the COSHH store and ensure all staff are briefed on it. Clean the spillages using the agreed wet handling methods. These will be in the COSHH assessments once the design has established the exact materials to be used.

Inform the Environmental Agency, London Fire & Emergency Planning Authority [LFEPA] or the Health Protection Agency [HPA] if harmful substances are spilled.

Tarmac Laying and use of Bitumen

Do not overheat bitumen as this may catch fire and cause smoke; always keep the pots covered with lids.

Use great care in all of the processes to prevent spillages and extinguish any accidental fires immediately.

Noise and CO2 Emission Controls for Vehicles and Plant Construction Traffic, On or off site

	All vehicles are to switch off engines when not in use. A strict 5mph limit will be in place through the site, where possible low sulphur fuel will be used. . All plant must have upward facing exhausts to disperse fumes effectively and equipment well and regularly maintained. Cutting, Grinding and Sawing Ensure that power tools have extraction fans or water dust suppression appliances near to face of the works. Ensure that the fans and filters on the plant are serviced regularly in accordance with the maintenance regimes. Water suppression equipment should also be regularly maintained to ensure the proper level of protection is given. Breaking down Piles Midgard shall be using a method for breaking down piles designed to crush the pile using hydraulic machine attachments, along with this all the piles will have foam inserts on each up-stand of rebar. The crush action creates a horizontal cut and foam allows large sections of the pile to be extracted. This method will eliminate the dust considerably that is usually generated from breaking piles. The pile on occasions will be hand trimmed with angle cutters and light breakers. Dust control Both of the aforementioned activities will be subjected to localised water suppression supplied from reusing the ground water from the settlement tank to minimise fresh water use on site. On site soakaways are being utilised for sustainable drainage.
<i>Responsibilities</i>	Managers/supervisors TBC Environment Manager Caroline Slevin
<i>Risk Assessments</i>	See Risk Assessments: - (BO-JRL-EM-XX-RA-Z-0001) to (BO-JRL-EM-XX-RA-Z-0010) inclusive
<i>Controls</i>	Procurement packages will be sent out containing the best practice guidance “The control of dust and emission from construction and demolition” to the companies who are to make deliveries of materials and plant to site. Along with this Method statement. All people are report to the security main gate for deliveries and visitors to site office. All people coming to site require a site Induction for Site workers or site visitors. Site Boundaries are to be inspected visually daily and a written inspection every seven days unless adverse weather, or a breach or damage has occurred to the boundary. Pre-planning of deliveries coming to site, must be a strict regime as the site entrance road will not be able to take queuing traffic. Deliveries will be turned away if they cannot be accommodated. Muck away at busy times are to be called on request from the local tip. During wet conditions on site all vehicles will be washed within the wheel wash area. A permanent road sweeper will always be in attendance on site. A site story board telling site operatives and visitors of site activities going on site of the hazards and exclusion zones within the site. Designated smoking areas on site anywhere else will be instant dismissal. Spill kits will be located near fuel bowsers. Spill kit training and pollution prevention training will be given to all site operatives. If required further dust suppression measures to mitigate dust displacement will be initiated, such as covering up ground or materials, increase water suppression and

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PPE Requirements	White Hard Hats for all site personnel with exemption of the mangers/supervisors who will have black. Yellow High Visibility coats or Surcoats to be worn by all with the exemption of traffic banksmen & crane banksmen who will wear orange ones. Steel toe-capped work boots, shoes or wellingtons with Midsole protection strip for all site personnel. All other PPE will be identified through risk assessments and specific safe systems of work		
Emergency Arrangements	There is an emergency contingency plan that will be available and briefed at induction, but also named people are responsible for carrying out the actions when an emergency occurs. On site there will be trained people for the use of spill kits and their disposal. Trained fire marshals, which will assist in fire drills every six months during the contract. Inform the Environmental Agency, London Fire & Emergency Planning Authority [LFEPA] or the Health Protection Agency [HPA] if harmful substances are spilled. Inform the LFEPA and Police if a fire or smoke is on site and /or going to be impacting on third parties. Access routes to nearest A&E are displayed in welfare area and on the story boards There will be named, and fully trained first Aiders on site during site hours.		
Temporary amended systems	Exclusion zones will be pre-planned and then displayed on site storyboard and instructed via briefings		
To whom the information has been submitted	All site personnel. The Client All third parties should they request it		
Monitoring & Compliance	Carry out daily visual inspections of site activities for dust controls and site conditions and record in site diary. There will be an accurate log kept for complaints from third parties, with a contact number available on the site boundary. Have a five day and daily weather report with wind direction for planning purposes on dust control. Numerous site audits, for safety, environment and quality will be undertaken by Midgard at group level and external audits will also be conducted via the various organisations that the group belong to and the client wish to audit the site [NHBC, Considerate contractors, etc.]		
Prepared by:		Date:	
Operatives / Staff carrying out these works will be informed of the contents of this method statement			
Signed by:		Date:	
(Person supervising the works)			
For and on behalf of:			

22.0 Noise and Vibration Control

We have an obligation under the Health and Safety at Work Act to prevent damage to the hearing of workers from excessive noise at work. Furthermore, the Noise at Work Regulations requires all employers to carry out noise assessments.

Following a noise assessment exercise, where equipment is identified as above the first action level, warning signs must be erected in areas where dangerous levels of noise exist. Furthermore, PPE must be provided accordingly. At 80db (1st action level) it will be provided, at 85db (second action level) hearing protection shall be compulsory worn.

Where possible, the following reduction of exposure measures will be taken:

- Reduce the production of noise, approaching the noisiest jobs first.
- Move work away from resonant surfaces.
- Working patterns to be modified to reduce the amount of time spent on noisy tasks.
- Silencers and insulation should be renewed/upgraded on items of plant.

22.1 Vibration

It is an employer's duty to remove or reduce the risk of vibration and its damage to persons at source.

The company shall:-

- Assess the task- can it be done without the use of a large heavy manual tool?
- Assess max 'exposure action value'. Control the exposure limit value to a max of 5.0m/s² per eight hour day.
- Is it the correct tool for the job, is it sharp with correct blade, bit or attachment.
- Select correct gloves for use in vibration reduction, also to keep hands warm and dry
- Take frequent breaks, exercise hands and fingers.
- Do not hold tool in 'vice' grip let the tool do the work.
- Assess time the task will take and rotate staff as necessary

If any pain is felt- stop work and get advice.

23.0 Plant & Equipment

23.1 Plant Operators

The Company will take all aspects of the work into account to ensure that sufficient information is available to assist the specialist or hire company in enabling the correct type of plant to be provided/used.

All plant operators will be vetted to ensure that they carry the appropriate current operator's certificate under the FCEC/CITB/CPCS Plant Operator's Registration Scheme, that the item of plant has a full record of service/maintenance manuals to prove its safe working, and only then will they be permitted to work on site.

Anticipated Types of Plant and Vehicles to Be Used

Item Of Plant	Operator's Name
Grab Wagons	JRL Environmental
Concrete lorries	JRL Concrete Pumping
Forklifts	JRL Plant

24.0 Housekeeping & Material Storage

- The Site Manager/Foreman will ensure that all contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.
- The Site Manager/Foreman will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use by this Company will be stored safely ensuring that accesses are not obstructed. All openings in floors must be securely covered or be clearly marked to show that there is an opening below.
- Debris and materials must not be thrown or dropped unless a chute is provided or other suitable safe method used.
- The Site Manager/Foreman will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses and cleaning of welfare facilities etc., to be carried out in accordance with these standards.
- In particular, the Site Manager/Foreman will ensure that:
 - Brick bundles will not be stacked more than 2 bundles high on a level base;
 - Banded packs will not be stacked more than 2 high on a level base;
 - All packaging material is removed promptly from site.
 - All delivered materials are removed from the public highway upon delivery

25.0 Temporary Electrical Distribution/Management & Portable Electrical Equipment

- All electrical equipment on Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the approved standards.
- The Site Manager will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the statutory regulations.
- The Site Manager will ensure that the temporary electrical supply is installed and tested as planned - records will be kept on site.
- The Site Manager will ensure that all power cables are installed clear of passageways and preferably above head height.
- The Site Manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
- No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made and discussed with management. Lower voltage tools, lighting etc. may be required in damp or confined situations.
- •All sub-contractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.
- The Site Manager will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.
- Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.
- Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- The Site Manager will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by site electrician or Hire Company.

- All cable connections must be properly used. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.
- On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard it must be remembered that the protruding filament wires would still be live.
- Festoon lighting equipment will be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw-on-pin contact type. Only properly constructed sets with moulded-on fittings will be used.

26.0 Personal Protective Equipment (PPE)

After eliminating or reducing risks as far as possible, it may still be necessary to protect the worker from further harm. In this case Personal Protective Equipment (PPE) may be considered necessary.

All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard, Health and Safety Executive Approval,

Before work starts, the site Manager/ will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are available for use on site, and that sub-contractors are made aware of the site requirements for the wearing of safety helmets.

The Site Manager will ensure that adequate supplies of all necessary protective clothing and equipment are available on site for issue as required.

The Site Manager will ensure that before employees are set to work, that any necessary protective clothing is provided, issued and signed for, and that signs are erected.

Any person on site/workplace observed carrying out any process which requires the use of protective clothing or equipment will be informed of statutory and Company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear, high visibility garments etc. and will use all necessary protective clothing and equipment where required

27.0 Temporary Works Procedures: Working Platform

Scaffolding-These requirements shall be read in conjunction with the site specific scaffold specification. Scaffold contractors will be qualified to CISRS level 2. Scaffold labourers part one or working towards it.

In considering short-term or long-term scaffolding, the following regulations will be taken into consideration:

- Health and Safety at Work etc. Act 1974
- The CDM Regulations 2015
- Working at Height Regulations 2005
- TG20:08/SG4:10-+ TG20:13
- Other regulations may also apply.

Where employees and contractors use scaffolding or working platforms arranged by the principle contractor supplied and erected by others or themselves, the Company must ensure through its site supervision that such working platform is properly erected, maintained and safe for use.

A suitable recording system must be used to ensure that the scaffold is fully inspected within each period of seven days as to its material strength and stability.

Safety rails and toe boards must be in position around the exposed edges. The hirer is required to take express steps to satisfy himself that the scaffold is safe and of sound materials, and that others in position before any employee uses it or those employ safeguards required under regulations.

The stability of any scaffolding depends upon its basing. Consequently it is advised that the area where it is to be erected should be as level as possible.

All standards must be supported on metal base plates and suitable sole boards. Spacing of standards must be in accordance with recommendations related to the type of scaffolding in use and suitably spaced to withstand the load to be placed upon it. Standards must be lane braced for stability to prevent outward movement.

For all scaffolding platforms double guard rails and toe boards must also be provided.

Where there is a likelihood of any person below being struck by falling material, or materials above the toe board suitable protection, i.e. reinforced brick guards and debris netting, will be provided.

Safe access must be provided to the scaffolding and where ladders are used they must be secured and rise at least three feet six inches (1 metre) above the platform.

LADDERS SHALL BE USED FOR ACCESS & EGRESS ONLY. NO MATERIALS SHALL BE TRANSPORTED VIA LADDER

The platform will be fully boarded with no gaps or traps. Boards should be butted and not overlapped.

Unauthorised persons should not tamper with scaffolds.

The public shall be excluded.

Scaffold standards within the public highway/footway shall be protected/ highlighted with 'scaffoam' protective covering.

27.1 Particulars to Be Included In a Report of Scaffolding Inspection

- Name of inspector.
- Location of workplace inspected.
- Date and time of inspection.
- Details of any matter identified that could give rise to a risk to the health or safety of any person.
- Details of any action taken as a result of any matter identified in the above.
- Details of any further action considered necessary.
- Name and position of person making the report.
- Such reports will be retained on site.

28.0 Falls from Height/Cofferdam

- Falls also include those into excavations; all excavations shall be protected from persons approaching the edge.
- A Secure barrier of min 970mm high with toe board and intermediate rail shall be erected to prevent access.
- Keep traffic away from the excavated edge, vibration from large Lorries, plant can cause edge collapse. Use brightly painted secured concrete/timber baulks as stop blocks.
- Exhaust fumes are dangerous. Do not sit petrol or diesel powered engine equipment such as generators, compressors or pumps in or near the edge of an excavation unless fumes/exhaust gases can be ducted away or the area can be ventilated.
- If using de-watering pump check to see that the pump is not removing soil from behind any supports, use of 'sump' pit is recommended.
- A competent person must inspect excavations
 - At the start of each shift before work begins

- After any event likely to have affected the strength or stability of the excavation i.e. heavy rain.
- After any accidental fall of material.
- A written report should be made after most inspections. Stop work if the inspection shows the excavation to be unsafe.
- Findings recorded in the inspection book & signed

29.0 Health and Safety File

Relevant information which will be collated for the Health & Safety File, for the CDM Principal Designer to include in the File

Much of the material for the health & safety file comes from the information which designers are required to provide under CDM Regulations 2015.

The format for the Health & safety file shall be agreed with the client / client's representative and CDM Regulations 2015.

The information shall include but not be restricted to:

- 'Record' or 'as built' drawings and plans used and produced throughout the construction process.
- General details of the construction methods and materials used.
- Details of the equipment and its guarantees within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals produced by specialist contractors and suppliers, which outline operating and maintenance procedures for plant and equipment as part of the structure.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems to be shown on drawings.
- Location of services isolation points

Designer and the principal contractor need to ensure that any features of the structure, which will involve significant risk to health & safety during the structure's lifetime, are also passed on to the CDM Principal Designer.

On completion of the project, the CDM Principal Designer is responsible for the handover of the health & safety file to the client. The client must keep the health & safety file, ideally on the premises to which it refers.

It should be available for future maintenance requirements.

30.0 CDM Regulations 2015 – Schedule 3 – Particular Risks

SCHEDULE 3 Regulation 12(2)

Work involving particular risks

1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring.
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999(a).
4. Work near high voltage power lines.
5. Work exposing workers to the risk of drowning.
6. Work on wells, underground earthworks and tunnels.
7. Work carried out by divers having a system of air supply.
8. Work carried out by workers in caissons with a compressed air atmosphere.

9. Work involving the use of explosives.
10. Work involving the assembly or dismantling of heavy prefabricated components.

31.0 Appendices

- [BO-JRLG-SM-SHE-FM-Z-0001 Work Safety Survey Checklist](#)
- [BO-JRLG-SM-SHE-FM-Z-0002 Key Health & Safety Procedures and Health & Safety Information Sheets](#)
- [BO-JRLG-SM-SHE-FM-Z-0003 Risk Assessment Guide and Briefing Template](#)
- [BO-JRLG-SM-SHE-FM-Z-0004 Safe System of Work Form](#)
- [BO-JRLG-SM-SHE-FM-Z-0005 Job Health and Safety Checklist](#)
- [BO-JRLG-SM-SHE-FM-Z-0006A Task Observation Checklist](#)
- [BO-JRLG-SM-SHE-FM-Z-0006B Office Observation Checklist](#)
- [BO-JRLG-SM-SHE-FM-Z-0006C Site Observation Checklist](#)
- [BO-JRLG-SM-SHE-FM-Z-0007 Senior Manager's/Executive's Site Visit Report & Guidance Notes](#)
- [BO-JRLG-SM-SHE-FM-Z-0009A Site Depot Monthly Health and Safety Meeting Agenda](#)
- [BO-JRLG-SM-SHE-FM-Z-0009B Monthly H&S Meeting Agenda](#)
- [BO-JRLG-SM-XX-FL-Z-0001 Temporary Work's Flow and Procedure](#)
- [BO-JRLG-CP-020-PD-Z001 Project Change Control Procedure](#)
- [L Projects Station Hill 26 Logistics 2019-12-09 SHR Logistics Plan 1912](#)
- [Xafinity House_Car Parking Space Layout_190828](#)