



CONSTRUCTION PHASE PLAN

QUEENS COURT
READING
RG1 7QF

COMMENCING MAY 2019

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SECTION 1

PARTIES TO THE PROJECT

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PRINCIPALS HEALTH & SAFETY

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BUILDING MANAGER

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LOCATION OF THE PROJECT

Queens Court, 15 Queens Walk, Reading RG1 7QF

DESCRIPTION OF THE PROJECT

Design and fabricate replacement aluminium panels and carrier rails. Remove specified ACM panels from the existing structure. Assess existing structure and carrier system and carry out remediation works as required. Supply and fit new carrier rails, aluminium panels and rockwool insulation inc associated scaffold and access requirements.

TIMESCALE

The works are programmed to commence on May 2019 with completion Jan 2020.

INFORMATION ABOUT THE SITE AND LOCATION

It is considered a preferred delivery drop-off point would be to the hoist location on South Elevation for materials going to works area. Delivery to the car park basement for storage.

The property is known to contain electrical and mechanical service installations and is provided with the following utility services:

- Water
- Drainage
- Electricity
- Telecommunication.

Exact locations of services are not known.

SECTION 2

JPW OSPREY SITE RULES

Site rules will be made by Jon Wood (with assistance from the CDM-Consultant/Client). The building has its own site rules which are attached.

Breach of the site rules by a Trade Contractor will be construed as a breach of contract.
Breach of the site rules by an operative will be a disciplinary matter.

The building will be occupied during the proposed works and residents must be considered at all times.

SMOKING IS NOT PERMITTED ON SITE.

DRUGS (WITH THE EXCEPTION OF PRESCRIPTION MEDICINES) ARE NOT PERMITTED ON SITE. OPERATIVES UNDER THE INFLUENCE OF DRUGS SHALL NOT BE PERMITTED TO WORK.

OPERATIVES HAVING CONSUMED ALCOHOL SHALL NOT BE PERMITTED TO WORK.

Working hours: Site set up from 8.00am for commencement of noisy works at 9:00am to 6:00pm.

Care will be taken to ensure that the vehicles associated with the works do not block or impede local roadways.

The works will be carried out with the minimum of noise and inconvenience to the occupants of the building and nearby buildings.

The works shall comply with the Control of Pollution Act 1974 as far as practically possible, and the Contractors shall keep in constant dialogue with the Clients regarding noise levels and any other restrictions.

The site will be deemed a hard hat area and enforcement will be made in accordance with the Construction (Head Protection) Regulations 1989 to ensure that all employees and visitors adhere to this ruling. Should this perception of risk change so that there is no foreseeable risk of injury to the head other than by falling then, at the discretion of Rachel Long, the site may be declared a non-hard hat area.

Suitable personal protective equipment must be worn as appropriate within the site area, including safety helmets, safety boots, protective footwear, overalls, high visibility tops, gloves, goggles, hearing protection, fall arrest harnesses and respiration protection, as required by risk assessments and COSHH assessments.

Trade Contractors are only permitted within the confines of the site and the site compound.

Suitable dress, including shirts, must be worn at all times.

Any damage to the existing works must be reported to Paul Juson

The site is to be kept tidy at all times.

Fires are not permitted on site.

Radios/cassettes/personal stereos are not permitted on site. Children are not allowed in any of the working areas and must remain in vehicle cabs if accompanying delivery drivers.

Any persons found damaging or vandalizing any plant, materials, welfare facilities or safety equipment will be removed from the site immediately.

Visits to site shall be made within working hours unless pre-arranged with Rachel Long.

Trade Contractors are not to tamper with or attempt to alter any temporary electrical distribution units. Where required a competent electrician will carry out the work.

Trade Contractors are responsible for ensuring that they have adequate fire protection and fire-fighting equipment for their site accommodation and working areas.

Trade Contractors are to ensure that no contaminants are discharged into the surface water drainage system.

Trade Contractors shall not display any advertisements on the site without permission from Paul Juson.

Trade Contractors shall not use the site for any purpose other than carrying out the works.

Trade Contractors are responsible for protecting their own work and also for ensuring no damage is caused to the work of other Trade Contractors.

Only persons who have received specific training will be eligible for authorization to erect, modify or adapt access platforms, scaffold, handrails, ladders, etc.

Scaffold will be erected and altered in accordance with the designated times and order as designated by the Pre-Tender Health and Safety Plan.

Only trained, authorized operatives will be permitted to operate mechanical handling plant.

Only trained and authorized operatives who are harness trained will be permitted to use the roof and terrace latch way system.

Site Name QUEENS COURT

These safety rules for contractors are issued for guidance on work site safety. They are not intended to be exhaustive of all obligations Aparto wishes to impose and will be subject to periodic review and amendment when legal or procedural changes take place. Contractors **must** be given a copy of these rules after signing this form.

It must be noted that contractors have their own duties under the HASAW Act, the Management Regulations, CDM etc. and must satisfy themselves that they are meeting their statutory obligations.

Your Aparto **Nominated Person (NP)** on site is (print name)
(This will normally be the Manager)

1.0 General

- 1.1 Within the site rules the term "contractor" includes sub-contractors and associated visitors.
- 1.2 Non-compliance with any of the site rules may, at the discretion of Aparto management in attendance, result in cessation of works and the eviction from the premises of the offending party or` parties.
- 1.3 APARTO will not be responsible for the loss or damage of any personal effects, tools, equipment, material or any other items brought onto APARTO premises. All claims must be directed through the respective party's own insurance.

2.0 Working Practices and Conditions

- 2.1 All work undertaken on APARTO premises must comply fully with all current legal requirements in respect of Health and Safety and also any legislation appertaining to the particular function undertaken by the contractor. Where necessary full RAMs must be produced by the contractor, who must satisfy himself that the control measures identified comply with the requirements of the relevant legislation. This may include discussion and establishment of safe systems of work with the **NP** before commencement of work.
- 2.2 Any use of APARTO company services or equipment must be arranged and agreed with the **NP** prior to the works being commenced. The **NP** before commencement of works will point out any known potential risks to contractor's operatives whilst employed on APARTO premises to you.
- 2.3 No overhead work may be carried out without first informing the **NP** prior to the operation and a safe system of work being agreed.
- 2.4 The contractor must ensure that his operatives take all reasonable precautions to prevent the pollution of drains or sewers on the premises with any solid or liquid waste.
- 2.5 All contractors shall ensure that the work area is left in a clean and tidy condition. At the end of any working shift/day they must ensure that the working area is cleared of all their materials/tools and not left in a hazardous condition. This includes the removal of all combustible waste materials and packaging from site to avoid the danger of fire occurring.

- 2.6 All passageways and work areas must be maintained in an orderly manner and free from obstruction
- 2.7 All contractors who wish to use a substance which falls within the categories defined under the Control of Substances Hazardous to Health Regulations (COSHH) must have undertaken the necessary evaluation/assessment on the substance and inform their personnel of its use and controls required..
- 2.8 Under no circumstances should Team Members and Tenants be exposed to vapours, fumes and dust as a result of the work in progress. Controls must be in place to prevent accidental exposure.
- 2.9 All ladders must be of a good construction, free from obvious defects and conform to the latest British Standard. All other tools and equipment used must be in good repair and appropriate to the task.
- 2.10 All portable electrical tools must be either 110 volts or battery powered.
- 2.11 Portable electrical appliances must have been regularly tested and inspected (at least every 6 or 12 months depending on frequency and degree of use). Proof of testing may be required by APARTO.
- 2.12 A qualified electrician must conduct all electrical work upon the premises.
- 2.13 No electrical live working is permitted at any time.
- 2.14 Any existing emergency lighting, wiring or fittings must not be removed or interfered with in any way EXCEPT WHERE INCLUDED AS PART OF A SCHEME OF WORK AND ALTERNATIVE ARRANGEMENTS TO ENSURE FIRE SAFETY ARE IN PLACE. Any accidental damage must be reported to the **NP** immediately. The contractor will be held responsible for the repair of any such damage,
- 2.15 No fire detection system, fittings or wiring must be removed or interfered with in any way, EXCEPT WHERE INCLUDED AS PART OF A SCHEME OF WORK AND ALTERNATIVE ARRANGEMENTS TO ENSURE FIRE SAFETY ARE IN PLACE. Any accidental damage must be reported to the **NP** immediately. The contractor will be held responsible for the repair of any such damage. Where necessary temporary stand alone fire detection, manual fire call points and extinguisher units will be used.
- 2.16 If approved, work on occupied areas must be carried out with the utmost care. Work areas must be cordoned off or measures taken to prevent tenants/Team Members encroaching the area where they may be at risk.
- 2.17 All accidents/incidents must be reported to the **NP**. Details of accidents must be entered in the APARTO accident book and recorded on Meridian. Contractors must also be aware of their obligations under RIDDOR.
- 2.18 Contractors must provide their own first aid materials and an adequate number of trained first aiders.
- 2.19 Any health and safety or fire signs removed during works must be replaced by the contractor.
- 2.20 *Permits to work* are required for the following practices and must be obtained and completed by the contractor before commencement of the works.
- General Site Work Permit
 - Roof Work
 - Working at height
 - Confined spaces
 - Electrical works including working in electrical plants rooms
 - Any "Hot Works".

- 2.21 **It is the responsibility of the contractor to ensure that the risks and controls identified in the permit to work meet the statutory obligations of the contractor, especially with regard to section 2.1 and 3.1 of the Health and Safety at Work etc. Act 1974.**
- 2.22 All contractors must ensure that they are fully aware of the type of fire alarm signal in the premises and know the location of the fire assembly point. This will be explained to you by the **NP**.
- 2.23 If you discover a fire, immediately operate the nearest fire alarm call point and notify the NP.
- 2.25 If the building is evacuated after a fire alarm sounds, make your way immediately to the fire assembly point and report to the APARTO fire marshal in charge of the evacuation.
- 2.26 No smoking is permitted in any areas of the store including the roof.
- 2.26 The consumption of alcohol or drugs (other than those prescribed by a doctor) on APARTO premises is strictly forbidden.
- 2.27 Contractors must ensure that their liability insurance policy/policies is/are current throughout the period of the contract.
- 2.28 All contractors **must** have completed Risk Assessments in accordance with the Management of Health & Safety at Work Regs 1999. These are to be made available to APARTO upon request.
- 2.29 **It is the responsibility of the contractor to ensure that the risks and controls identified in their RAMS meet the statutory obligations of the contractor, especially with regard to section 2.1 and 3.1 of the Health and Safety at Work etc. Act 1974. and any other relevant legislation.**
- 2.30 It is the responsibility of the contractor to ensure that all his operatives sub-contractors and visitors are fully conversant with these contractor site rules and that they are being strictly adhered to whilst working within APARTO premises.

I confirm that I have received and understood these APARTO site rules for contractors. I will ensure that my operatives any sub-contractors or visitors under my control will abide by them.

Company Name	Contractor's Name (print)	Signature of Contractor	Date	Company tel. no. (in case of emergency)

Work Permit issued? Yes/No Delete as applicable

Any contractor who is not willing to work to the above guidelines are not permitted work on APARTO premises and should be refused access to the site.

Once signed keep this form in your health and safety manual and give the contractor a copy.

SITE SET UP / WELFARE FACILITIES

The following welfare facilities will be made available to operatives and staff involved in the construction process. All such facilities are to be treated with respect by construction personnel and maintained in a clean and tidy condition:

- 1) Portacabin welfare and office facilities in basement car park
- 2) Allocated parking in basement car park

NOTICES

The following notices are to be displayed in the site accommodation:

1. Health and Safety Law poster;
2. Certificate of Employer's Liability Insurance;
3. Details of fire and emergency procedures;
4. Address of and map for the local emergency hospital.

WELFARE EQUIPMENT

Located in car park

First aid box

Eye wash station

PPE storage

Tea and coffee making facilities

Fire blanket

SITE INFORMATION

Construction Phase Plan

Site sign in

Induction sheets

RAMS

Site information folder

Temporary access site information folder

SECTION 3

TRAINING REQUIREMENTS

General

Training requirements will be satisfied before the commencement of the task.

No one (including Trade Contractors or public utility staff) will be allowed on to a live workplace without having first undergone a contract specific, safety and site induction. This will be bolstered by regular toolbox talks on pertinent, current topics.

All new newcomers to the site will present themselves to the JPW Osprey Limited Site Manager, Paul Juson or Rachel Long for safety induction on to site.

The training given will include the following information and what is expected of the individual:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc., and other welfare matters;
- The importance of hygiene and health.

Specific Training Requirements:

All operatives must be trained to safely perform their allocated tasks prior to being asked to carry out that task. This training might include tool or function specific courses. Where applicable this training will be supplied by an accredited body.

Before being permitted to operate hoists, personnel must undergo a course of training presented by an accredited trainer.

PLANT AND EQUIPMENT

All plant and equipment shall be fit for the use to which it will be put.

Trade Contractors' senior persons on site will hold detailed maintenance registers. All plant maintenance procedures will be carried out under a permit to work. The policy is prevention rather than cure.

No plant/equipment is to be used by untrained staff. Documentation of training is to be available in the Trade Contractor's site file located in site office basement Block 2.

Any lifting equipment will have been tested/inspected within the statutory requirements and the evidence held by the senior site representative.

Appointed banksmen will be used whenever plant or vehicles are moved in the vicinity of other personnel or where there is the possibility of personnel moving and the driver does not have full vision.

The use of petrol and gas powered equipment is to be restricted and will not be used on this site.

HAZARDS

General hazards of construction are present by virtue of the work and its location. Also present are hazards associated with working in a site in such close proximity to other undertakings.

All hazards specific to the works shall be identified by the risk assessment procedures, which shall recommend adequate and suitable control measures and from which method statements shall be developed.

All Trade Contractors will be issued with a copy of the Construction Phase Health and Safety Plan as part of their tasking in order that their risk may be properly incorporated into the Plan and that they may cost all risk control procedures prior to commencement on site.

Written risk assessments and method statements explaining the sequence of operations, outlining the potential hazards at each stage and indicating the precautions to be observed are to be provided by Trade Contractors to Jon Wood for review and approval at least seven working days prior to commencement of the task to which they relate.

These documents shall be held on site and their findings shall be communicated to the operatives involved prior to their undertaking the specific tasks.

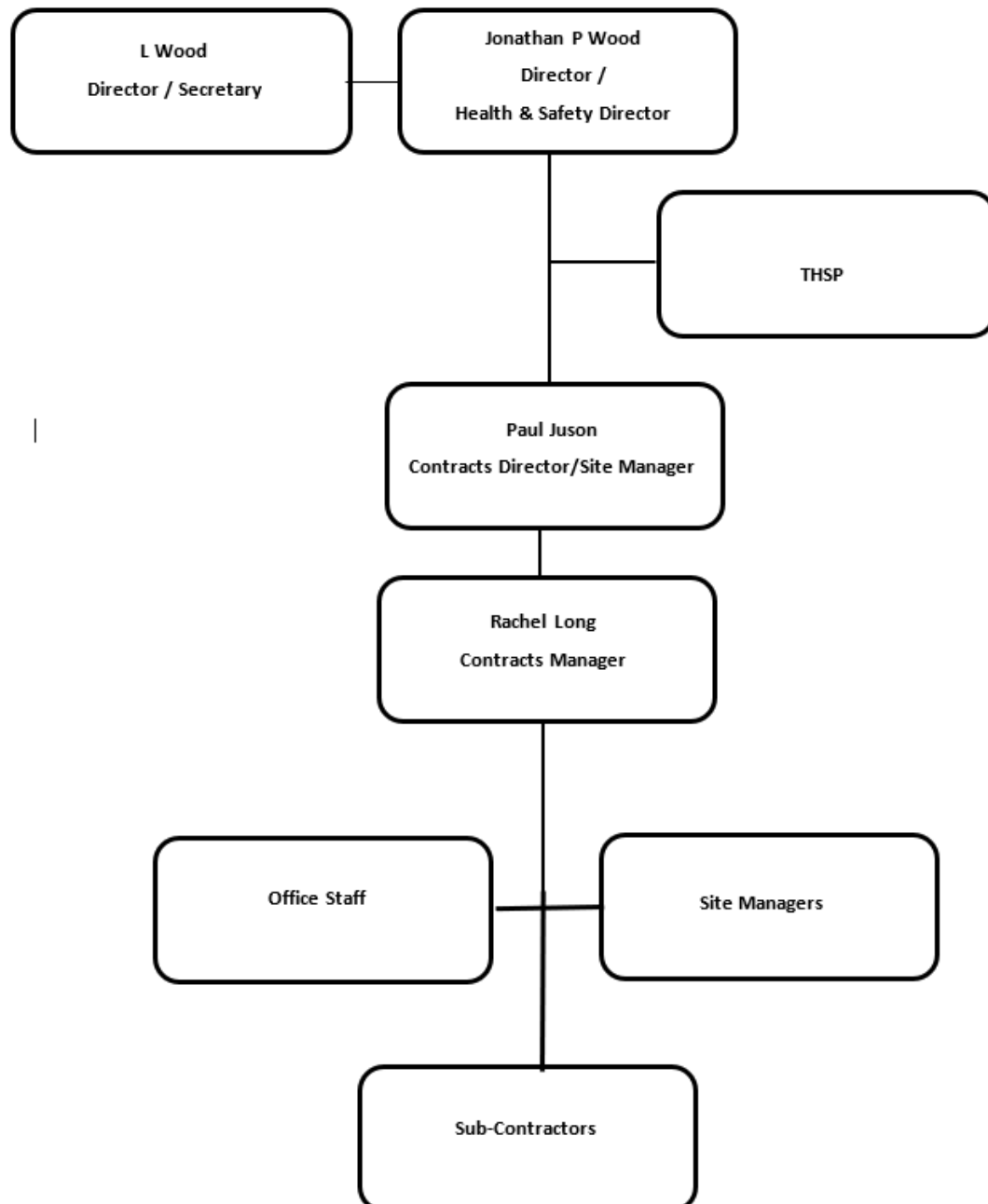
The following activities shall be included:

- Safety of third parties, including the public;
- Working in occupied premises;
- Access and working places;
- Working at height;
- Working adjacent to fragile materials;
- Manual handling;
- Use of portable tools;
- Materials falling from height onto pedestrian/traffic areas;
- Scaffold erection/dismantling
- Scaffold collapse

PROJECT ORGANISATION:

The Director responsible for safety on site is Mr Jon Wood

The Management team of the project:



SECTION 5

ACCESS/EGRESS

For vehicular traffic access onto Site will be via the basement car park with permission of the building owner. Deliveries and loading to be on South elevation in zones marked and with permissions from the Hexagon and Reading Council.

For any required access to the floors operatives must sign into the reception area.

Access to the exterior works will be via the passenger hoist or scaffold ladders.

Access for materials will be via the hoist on the south elevation.

SITE HOURS

Access to the Site from 8.00am but noisy and intrusive works will be only allowed between the hours of 9.00am – 6.00pm.

Works to be carried out Monday to Friday inclusive. Saturdays and Sundays by arrangement.

SECURITY

On arrival, all Site staff are to sign in with the Principal Contractor's Representative Darek Boguszewski. Site sign book to be located in basement block 2 and all visitors entering the building must sign into Liberty Living reception.

DELIVERIES AND UNLOADING

The main delivery area will be in marked areas on the south elevation adjacent to the hoist. Deliveries will only be accepted from sub-contractors by prior arrangement. Details of all expected deliveries will be passed to JPW Osprey Limited giving at least 24 hours' notice. All deliveries will need to be booked in with the off site contracts manager or on site supervisor.

All materials are to be unloaded and stored directly onto the scaffolding storage areas or to the building undercroft or cordoned off areas in the refuse area. Any materials to be stored in the building undercroft must be notified to the buildings management 24 hours in advance. At no time are materials to be left in public areas, i.e. roadways or footpaths.

DELIVERIES AND DISTRIBUTION :

Scaffold for this project will be loaded and unloaded using the suspended parking bays to the front of the building.

LIGHTING:

Some artificial lighting may be required for the installation works, as work may carry on until 6.00pm on some days and daylight may be insufficient at that time of day.

Temporary lighting will be provided to the site offices. A suitable supply point is to be provided by the Client.

PLANT AND EQUIPMENT:

It is expected that the works will involve the use of the following plant and equipment:

Tube and clip scaffold components

Small electrical tools

Battery operated power tools

Hand tools

Safety barriers

Hoist - scando 700

Lifting beam – Niko SWL 500kg

All plant to be delivered to Site with the appropriate certification and inspection records.

Plant and Equipment Register will be maintained on Site for all Company owned equipment. This register will be kept in the site office in the block 2 basement. Copies of certification will be provided to JPW Osprey Limited.

HOUSEKEEPING AND WASTE REMOVAL PROCEDURE:

The removal of waste will be controlled to prevent the mixing of special waste and controlled waste. All waste products will be removed from the workplace as required and taken to a suitable disposal Site to avoid a build-up of waste in the working areas.

The old panels will be removed and stored securely on the scaffolding until there is sufficient quantity for collection in accordance with the Site Waste Management Plan and taken to a suitable disposal site.

All consignments will be registered on the Site Waste Management Plan.

HAZARDOUS MATERIALS AND SUBSTANCES:

Not applicable.

RISK AND COSHH ASSESSMENTS FOR MATERIALS/PROCESSES:

Any generic assessments provided must be reviewed to ensure that all significant hazards and their risks have been identified and appropriate control measures applied. Completion of the reverse side of your Assessment Form will ensure that it is complete and Site specific.

- COSHH – silicon removal and application

RISKS AND CONTROLS:

The following hazards associated with the works have been identified with a record of Risk Assessments attached.

- Unloading, loading and movement of materials
- Use of plant and equipment
- Hand tools
- Working at height
- Use of fall arrest equipment
- Hops up – working with
- Example Rescue Plan

Separate RAMS will be supplied by the Scaffolding company.

PERSONNEL:

A minimum of two trained and competent Operatives will be on Site at any one time.

1 No. Operative will oversee public safety.

8 No. Operatives are likely to carry out the works

Supervision: JPW Osprey Limited's representative is Mrs Rachel Long

Operatives: Site Supervisor - Darek Boguszewski

Lukasz Gwarzewski

Andy Galko

Robert Bajan

Leszek Baran

THE PROJECT SAFETY STATEMENT

Safety objectives:

So far as is reasonably practicable, to prevent injury to persons whether employed by JPW Osprey Limited or simply affected by the activities of JPW Osprey Limited, dangerous occurrences and damage to plant, equipment and premises.

1. To provide and maintain safe plant equipment and machines, safe and healthy places of work and safe systems of work.
2. To identify potential hazards so that proactive safety measures may be taken.
3. To undertake all activities in a manner which, so far as is reasonably practicable, meets current statutory requirements and embodies JPW Osprey Limited's high standard of safety management.
4. To maintain all places of work, points of access and egress from work sites so that, so far as is reasonably practicable, they are safe and without risk to staff, Contractors, Sub-Contractors and others.
5. To provide and maintain adequate site security to keep plant, equipment and premises in a safe condition and exclude those who are unauthorized from site.
6. To provide sufficient information, instruction, training and supervision to ensure the health and safety and welfare of all staff and Trade Contractors.
7. To ensure that design work carried out by JPW Osprey Limited personnel and Trade Contractors falls within the CDM Regulations.
8. To operate an effective system of communication between JPW Osprey Limited management and Trade Contractors to promote health, safety and welfare, thus restricting injuries, accidents and dangerous occurrences. In the first instance this will be a verbal system followed by written confirmation if necessary.
9. To review, amend, update and monitor the effectiveness of the Health and Safety Plan, to keep up to date with new technical and legislative standards and to take account of any relevant incidents or changes in the scope and methods of work.

Organization and responsibilities

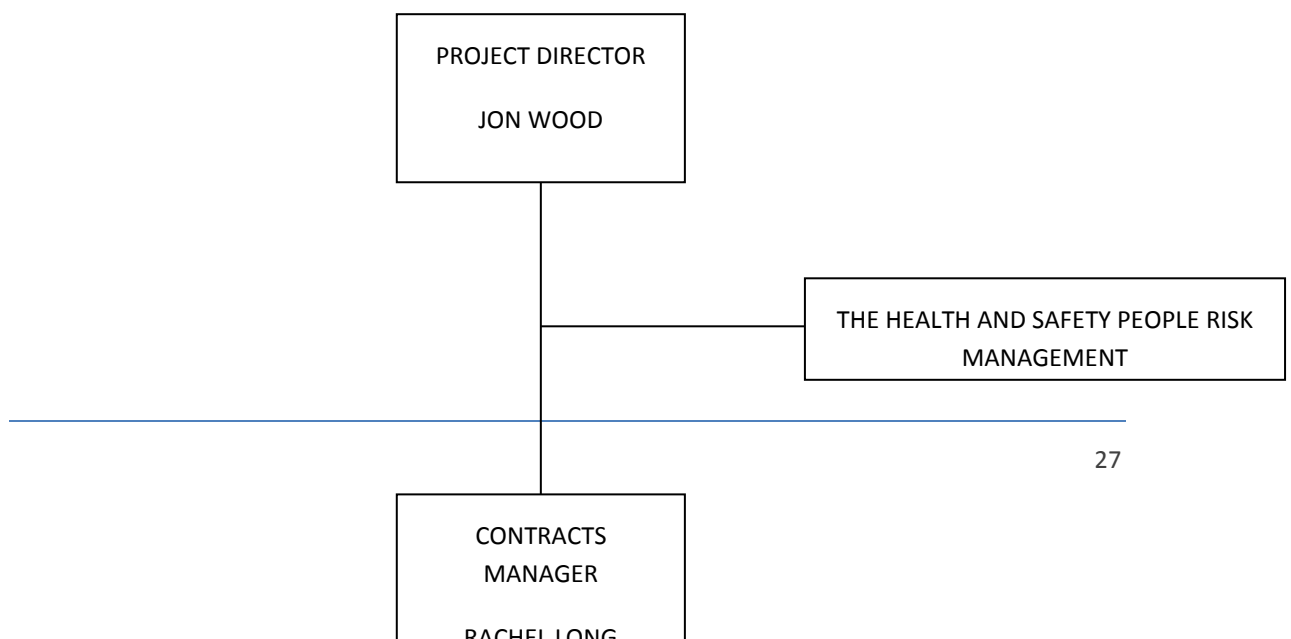
In pursuit of the above objectives JPW Osprey Limited has defined the organisation for health, safety and welfare. This includes the delegation of duties and responsibilities throughout the management of every project.

The Project Director reminds all project staff and Contractors of their statutory responsibility whilst at work to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They must also co-operate with others in order to promote and maintain adequate safety measures.

SIGNED:

DATED:.....

MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY ON THE PROJECT



SITE SUPERVISOR AND
FIRST AIDER
DAREK BOGUSZEWSKI

HEALTH AND SAFETY RESPONSIBILITIES

Jon Wood - Project Director

Jon Wood's Health and Safety responsibilities are to ensure that:

- 1) All levels of management and employees understand the requirements placed upon them by the Company's policy for the prevention of injury, ill health and damage;
- 2) All levels of employees receive adequate and appropriate training in their tasks;
- 3) The relevant legislation is complied with in all the Company's areas of operation;
- 4) Sound working practices are observed;
- 5) Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- 6) Health and safety activities are co-ordinated between all Contractors working on the same site;
- 7) All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;
- 8) Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- 9) liaison with external safety and health organizations is instigated;
- 10) Pertinent information is distributed throughout the Company;
- 11) Adequate funds are made available to meet the requirements of the policy;
- 12) The appropriate insurance cover is provided and maintained;
- 13) Provision is made at all meetings, including board meetings, for discussing health and safety;
- 14) He sets a good example by using the appropriate personal protective equipment whilst on site.

Rachel Long Contracts Manager

Rachel Long's Health and Safety responsibilities are to ensure that:

- 1) She understands the company's Health and Safety Policy and appreciates the allocated responsibilities;
- 2) The requirements of this Health and Safety Plan are adhered to and the documentation system is properly administered;
- 3) Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- 4) The site is so organized that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- 5) Responsibilities are correctly assigned and accepted;
- 6) Plant and equipment is operated only by trained and experienced personnel;
- 7) First aid facilities are available at all times;
- 8) The work methods and precautions are checked with Trade Contractors prior to commencing work;
- 9) The legal requirements are observed on site and that all registers, records and reports are in order;
- 10) Provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- 11) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- 12) All repairs to plant on site are carried out in the proper manner;
- 13) The electricity supply is installed and maintained so as not to present a risk to men and equipment;
- 14) The site is kept tidy;
- 15) Arrangements are implemented with other Contractors to avoid any confusion about areas of responsibility;
- 16) All materials purchased are accompanied by health and safety data sheets;

- 17) All hazardous materials are correctly marked, stored, handled and used;
- 18) The required personal protective equipment is issued and used correctly;
- 19) He sets a good example by using the appropriate personal protective equipment whilst on site.
- 20) The following are determined at the planning stage:
 - i) The most appropriate order and method of work
 - ii) The provision of adequate lighting
 - iii) Allocation of responsibilities with other Contractors on site
 - iv) The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site
 - v) Facilities for sanitation and welfare
 - vi) The provision of fire precautions
 - vii) The provision of first aid facilities

Operatives

The Operatives' Health and Safety responsibilities are to ensure that they:

- 1) Use the correct tools and equipment for the task;
- 2) Use the protective equipment provided;
- 3) Only use tools which are in good condition;
- 4) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- 5) Do not endanger themselves or other persons through their actions or failures to act;
- 6) Avoid improvisation;
- 7) Warn new employees of known hazards;
- 8) Refrain from horseplay;
- 9) Do not abuse the welfare facilities;
- 10) Co-operate with the Company on all aspects of health, safety and welfare;
- 11) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- 12) Comply with the requirements of the Company's Safety Policy.
- 13) Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

The Health and Safety People Limited

The Health and Safety People Limited have been retained as JPW Osprey Limited's Safety Advisers and shall:

- 1) Carry out site inspections, as requested by the Company;
- 2) Provide written reports and assessments for the Company subsequent to the inspections;
- 3) Provide a telephone advisory service relating to all aspects of health and safety at work;
- 4) By arrangement, provide an accident investigation service and liaise with the enforcing authority;
- 5) If requested, assess all method statements presented to the Company;
- 6) If requested, attend meetings regarding health and safety, on behalf of the Company;
- 7) If requested provide health and safety training to both management and staff.

The Health and Safety People's staff will act to reduce imminent danger wherever that may be seen on site.

The site evaluation by The Health and Safety People will take place on 22.12.2017.

HEALTH & SAFETY PLAN AMENDMENT SHEET

Record of amendments:

Issue No.	Date	Index Ref.	Brief Description of Amendment

<u>Distribution</u>	<u>Purpose of Issue</u>	<u>No. of Copies</u>

WORKING AT HEIGHT

The requirements of the Work at Height Regulations 2005 shall be satisfied.

In order to identify the measures required to avoid the risks from working at height, a site-specific risk assessment will always need to be carried out.

Where it is reasonably practicable to carry out the work safely otherwise than at height, then work at height must be avoided.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. These measures are to include ensuring that, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions, the work is carried out from an existing place of work or (in the case of obtaining access or egress) using an existing means; where this is not reasonably practicable, sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimize both the distance and the consequences of a fall or, where it is not reasonably practicable to minimize the distance, sufficient work equipment must be provided to minimize the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Scaffolding will be inspected on a weekly basis and an assigned tag and form will be issued.

PROCEDURES FOR DEALING WITH THE DISCOVERY OF SUSPICIOUS MATERIALS DURING THE CONSTRUCTION PHASE

As the construction was completed post 2000 **NO** hazardous materials should be present.

If any suspicious material is discovered the following procedures must be followed:

- Cease work.
- Do not disturb the material.
- Inform others locally not to disturb the material.
- Inform both the Trade Contractor's senior person on site and Rachel Long, who will call for advice and assistance.
- Do not return to that task until Rachel Long has confirmed that it is safe to do so.

ENVIRONMENTAL CONSIDERATIONS

The requirements of the following environmental regulations will be observed:

- Hazardous Waste Regulations 2005;
- Control of Pollution Act 1974;
- Environmental Protection Act 1990.

Trade Contractors' responsibilities, once on site, will relate mostly to the disposal of waste materials, either in their original form or in some altered state (such as cured or gone off) and their packaging.

The relevant information will normally be found in the Classification Labelling and Packaging regulations.

The disposal procedures detailed there are to be observed.

Where a material requires special disposal then that information is to be transferred to Rachel Long.

That disposal is arranged via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to Rachel Long.

Waste, which requires special disposal, shall not be disposed of through the site skip system.

No waste shall be allowed to contaminate the water/drain system on site. Dusts generated on site shall be considered under the COSHH Regulations and kept to a minimum.

All Trade Contractors are to implement best practicable means to minimize noise in accordance with local authority regulations. Trade Contractors will provide, with their proposed method statement, a noise assessment that states how they will mitigate noise

emissions. JPW Osprey Limited will instruct the stoppage of any operation they deem to be unreasonably noisy.

PERMITS TO WORK

A strict Permit to Work system shall be imposed for work in hazardous areas/circumstance. Rachel Long or Darek Boguskewski shall administer this. Permits to work may also be issued by the buildings management and must be completed upon request.

The operative carrying out the works must be in possession of the permit.

PERSONAL PROTECTIVE EQUIPMENT

Where any risk assessment identifies the need for any article of Personal Protective Equipment (PPE), then his/her employer at no charge shall provide the employee who carries out that task with that PPE.

The PPE Regulations 1992 shall be adhered to. This will require that the employee is trained to properly use the PPE, it is replaced as necessary and there is a suitable place to store that PPE.

The minimum standard for all on site is footwear to BS EN 345 (BS EN 346 preferred), hard hat to BS EN 397 and hi visibility jacket/vest to BS EN 471.

A supply of PPE equipment will be held in the site office which is located in the basement block 2.

SAFETY SURVEILLANCE

Safety surveillance is a project wide function. There is a very real sense that each operative is his own and his colleagues' safety supervisor. Each is charged with the responsibility to assist the other in safety matters.

More formally there will be a strict system of site safety checking. Each Trade Contractor's senior person on site will carry this out daily.

JPW OSPREY LIMITED's Health and Safety advisors, The Health and Safety People, on a request, will audit the site for safety. The site set up audit will take place on 22.12.2018.

All Trade Contractors will be required to carry out formal safety inspections on a frequency to be agreed with Rachel Long. This frequency will relate to the severity of the hazards faced and the safety performance of the Trade Contractor.

Copies of these reports will be made available to JPW Osprey Limited. The details of these audits and inspections will be held on file in both the JPW Osprey Limited's site office and Trade Contractors' safety files.

SYSTEM OF SAFETY COMMUNICATION AND CO-ORDINATION WITH OTHER CONTRACTORS

JPW Osprey Limited shall call and chair a health and safety meeting at least every month. The Trade Contractors' senior site representatives shall attend these meetings, which shall be the principal point for the transfer of health and safety information.

Should there be an urgent need to communicate, then telephone or face to face meetings shall be used.

JPW Osprey Limited shall give direction on health and safety matters as required by the CDM Regulations 2015 and their duty under Section 3 of the Health and Safety at Work Act 1974.

Trade Contractors are encouraged to participate in the transfer of information and are required to bring to JPW Osprey Limited's notice any dangerous circumstance or actions.

Copies of the Health and Safety People's periodic reports shall be circulated to those who are required to take corrective action.

Health and safety shall be an agenda item at all other progress meetings.

CONSULTATION WITH THE WORKFORCE

All operatives on site will be consulted individually about health and safety and their own functions on a regular basis. Each Trade Contractor is to discuss health and safety with their operatives and Sub-Contractors on a frequent basis, act upon those discussions and document the process.

ARRANGEMENTS FOR THE EXCHANGE OF DESIGN INFORMATION

Rachel Long shall be the hub of all communications between the various parties and ensure that all relevant information regarding design is communicated to all parties involved in the project. Project meetings and health and safety meetings shall be the principal media for the transfer of design information.

ARRANGEMENTS FOR DEALING WITH DESIGN WORK CARRIED OUT DURING CONSTRUCTION PHASE

All Trade Contractors' design proposals will be presented to the Principal Designer with sufficient time for these to be considered by the design team before those works commence.

The Principal Designer shall be informed immediately upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a significant change to the design and resource requirement to complete the work.

Rachel Long shall be the hub of all communications between the various parties. In his absence a nominated supervisor shall ensure that each party involved is made aware of any change, thus minimizing delay and reducing any exposure to risk.

CONTRACTOR/DESIGNER SELECTION PROCEDURES

Any person or organisation working on this site must be competent to safely carry out their task. It shall be for each person or organisation who has brought another on to site, to be able to demonstrate that person or organisation's competence. Documentary evidence of this will be readily available and produced upon request by the CDM-Consultant, the Client or JPW Osprey Limited's Project Manager, Rachel Long.

EXCHANGE OF INFORMATION BETWEEN CONTRACTORS RE: RISKS, RISK IDENTIFICATION AND MANAGEMENT

Note: all Banksmen are to be suitably trained and to wear a high visibility waistcoat/jacket

It is critical that the unloading of vehicles is carried out in a safe manner and that vehicles and materials do not cause obstructions or block access/egress routes.

It must be ensured that outriggers of vehicles fitted with crane attachments/hiab lifting devices are fully extended during unloading of the vehicle.

Vehicles not fitted with loading/unloading devices will be offloaded by forklift truck or, if loads are small and of a suitable weight, manually.

Note: Only trained, competent and appointed personnel are to attach lifting gear to any loads being lifted by crane. All loads to be securely attached and test lifted before being lifted away from the delivery vehicle, prior to delivery to a landing place which is to be capable of taking the load.

Training will be given to the appointed site operatives by Benchmark prior to handover by the supplier.

• Drivers Information

There is only parking on site with express permission from Goodmans Fields via the building management team.

• Control and Disposal of Waste

All Contractors on site must clear up their own waste. Darek Boguskewski will ensure any excess waste is removed from the working place and access routes on a daily basis and counter charge those who generated the waste for the removal.

Any Contractor whose tasks will generate larger amounts of waste than the system can reasonably accommodate must communicate this to Rachel Long to forestall any problem.

Waste disposal is to be arranged via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to Rachel Long.

Waste, which requires special disposal, shall not be disposed of through the site skip system.

• Control of Common Mechanical Plant

Only trained operatives shall be allowed to operate plant and equipment, including hoists.

• Task Lighting

If required, task lighting consisting of LED lamps are to be not to be used on site.

• Provision of Temporary Services

A temporary 110v electrical supply is required on site. Any trade Contractors must ensure suitable transformers are provided. This will be supplied in accordance with the IEE Regulations (17th Edition). All Trade Contractor attachments made to this system must be safe and comply with the Electricity at Work Regulations.

Specialist operations which require operating voltages in excess of 110 volts (240v or 415v) must be notified to Rachel Long prior to their use and permission granted for their use. All such equipment must be protected by a residual current device (RCD), armoured cable where necessary, and must be checked by an approved electrician before commencing work.

• Inclusion of sufficient Safety Data with Material Supplies

All materials or substances brought onto site must be attended by any pertinent health and safety data (e.g. a material safety data sheet, a certificate of the item's weight or instructions for safe slinging).

If the substance requires an assessment of risk, the Contractor using it prior to its arrival on site shall carry out that assessment.

That assessment must be lodged with Rachel Long before using the material. Any operative required using anything, which has been subject to some form of hazard assessment, must be informed of the findings of the assessment and instructed in the safe use of that material.

If there is an implication upon the health and safety of those not in that Contractor's employ, then that must be made clear to Rachel Long.

TRADE CONTRACTORS

Trade Contractors are to comply with all the requirements of this Health and Safety Plan and are to provide copies of their Health and Safety Policies and any other documentation appertaining to health and safety that may be requested by JPW Osprey Limited or their Health and Safety Advisers.

Failure to do so will render the Trade Contractor liable to suspension from the site and any financial penalties will be charged to that Trade Contractor.

Trade Contractors whose works package includes a design function will present those designs to the Principal Contractor for onward transmission to the Principal Designer in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the CDM-Consultant as part of the Health and Safety File.

Labour only Sub-Contractors shall, for the purposes of health and safety only be considered as employees of JPW Osprey Limited.

FIRE MARSHALL – A designated fire marshal will not be required on site

Health and Safety responsibilities are to ensure that:

- 1) Operatives carry out routine checking of fire exit routes to ensure that they remain clear at all times;
- 2) Routine inspections of the fire-fighting equipment to ensure that it is serviceable,

i.e. not damaged or discharged;

- 3) In the event of a fire, all personnel in the area that he/she is responsible for are out of the building and reporting to the senior Site Manager present;
- 4) He/she liaises with the person with overall responsibility for fire protection at work;
- 5) He/she enforces the no smoking policy.

SECURITY PROCEDURES

Reasonable efforts shall be made to see that the site shall be secure against ingress from those who are not authorized to be on site.

Upon first arrival at the building, contractors are directed to locate the site supervisor via the reception desk at Liberty Living. The site supervisor will accompany the contractor to the site office in basement of block 2 and will provide an initial site induction. The access to the site office will be via the cycle storage entrance.

Working areas will be clearly demarcated by the use of barriers, tapes, cones, warning signs and markings suitable for the specific location and the duration of the work being carried out in that location.

The overriding concern shall be for the safety and protection of the public and other workers on site. During working hours this shall be a site wide responsibility and the duty of all to enforce.

Official visitors to site shall be required to wear sensible levels of PPE having regard to the tasks they shall perform and the locations they will be in and shall be escorted at all times unless they have undergone the induction process.

Bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. The area is to be evacuated;
2. The Police are to be summoned and Rachel Long is to be alerted;
3. Staff are to report their presence to the senior person at the assembly point.

Full details of the incident are to be passed to the CDM-Consultant and Jon Wood as soon as possible.

EMERGENCY PROCEDURES

If there is any conflict between these Emergency Procedures and the building's existing procedures, then the existing procedures will prevail unless implementation of those procedures is perceived to endanger others.

Fire Plan:

The fire procedures will be overseen by Rachel Long and will be an integral part of the site induction training.

First Aid:

If required, each Contractor on site must be able to comply with the Health and Safety (First Aid) Regulations 1981 and have access to **a nominated point of contact on site at all times** whilst their staff are working. Names and locations of nominated point of contact, introduction to them, positions of First Aid boxes and rules for their use shall be part of the induction training.

Medical emergency:

In the event of an injury or sudden illness on site the following action is to be taken:

1. First Aid assistance is to be obtained, if appropriate;
2. The injured or ill person is to be conveyed to the nearest A&E hospital by the quickest possible means; or
3. An ambulance is to be summoned, ensuring that the address is given accurately and the information repeated back to the caller;
4. The full details of the person injured or ill and the details of the injuries or illness are to be passed to Jon Wood as soon as possible, in order that he can make arrangements to advise next of kin (if required).

The nearest hospital with accident and emergency facilities is (map on next page):

The Royal London Hospital

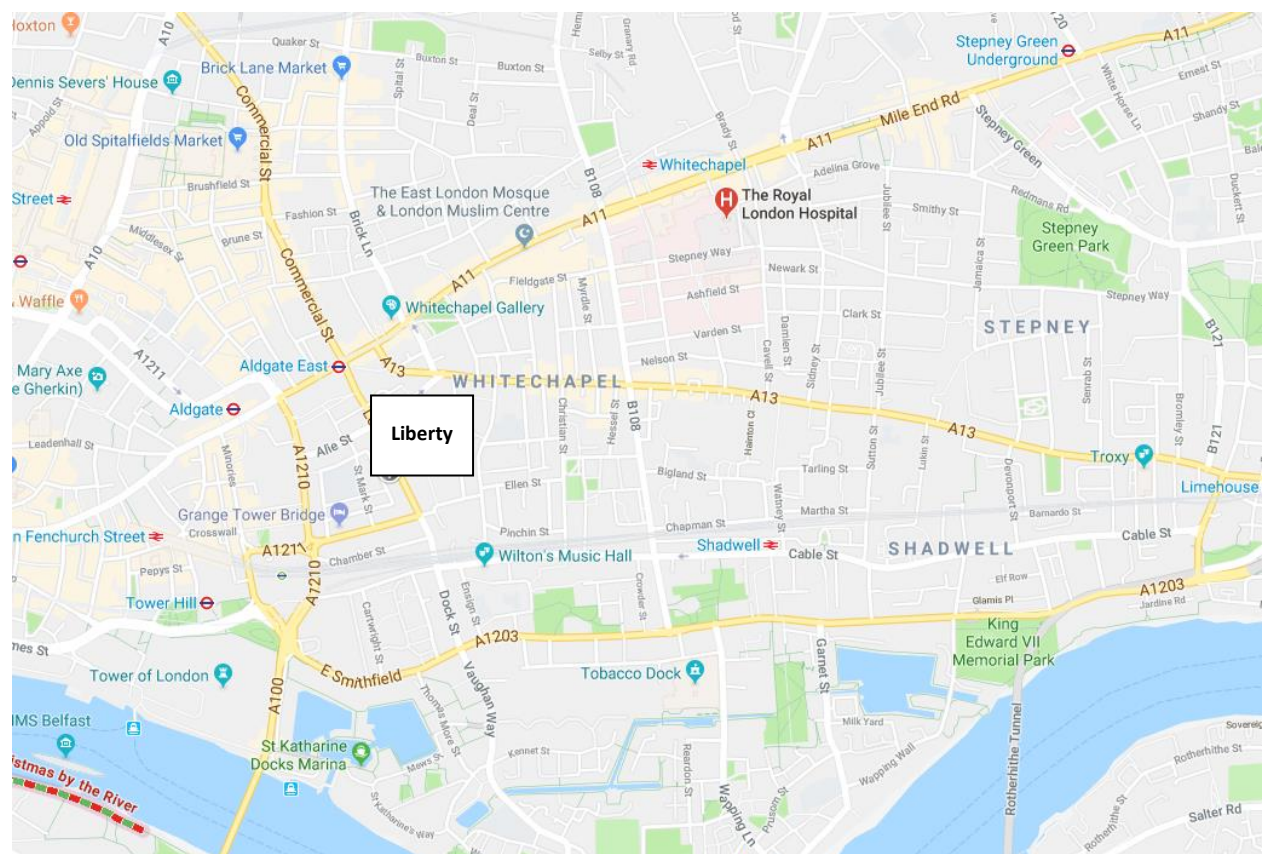
Whitechapel Rd,

Whitechapel, London E1 1BB

[bartshealth.nhs.uk](https://www.bartshealth.nhs.uk)

020 7377 7000

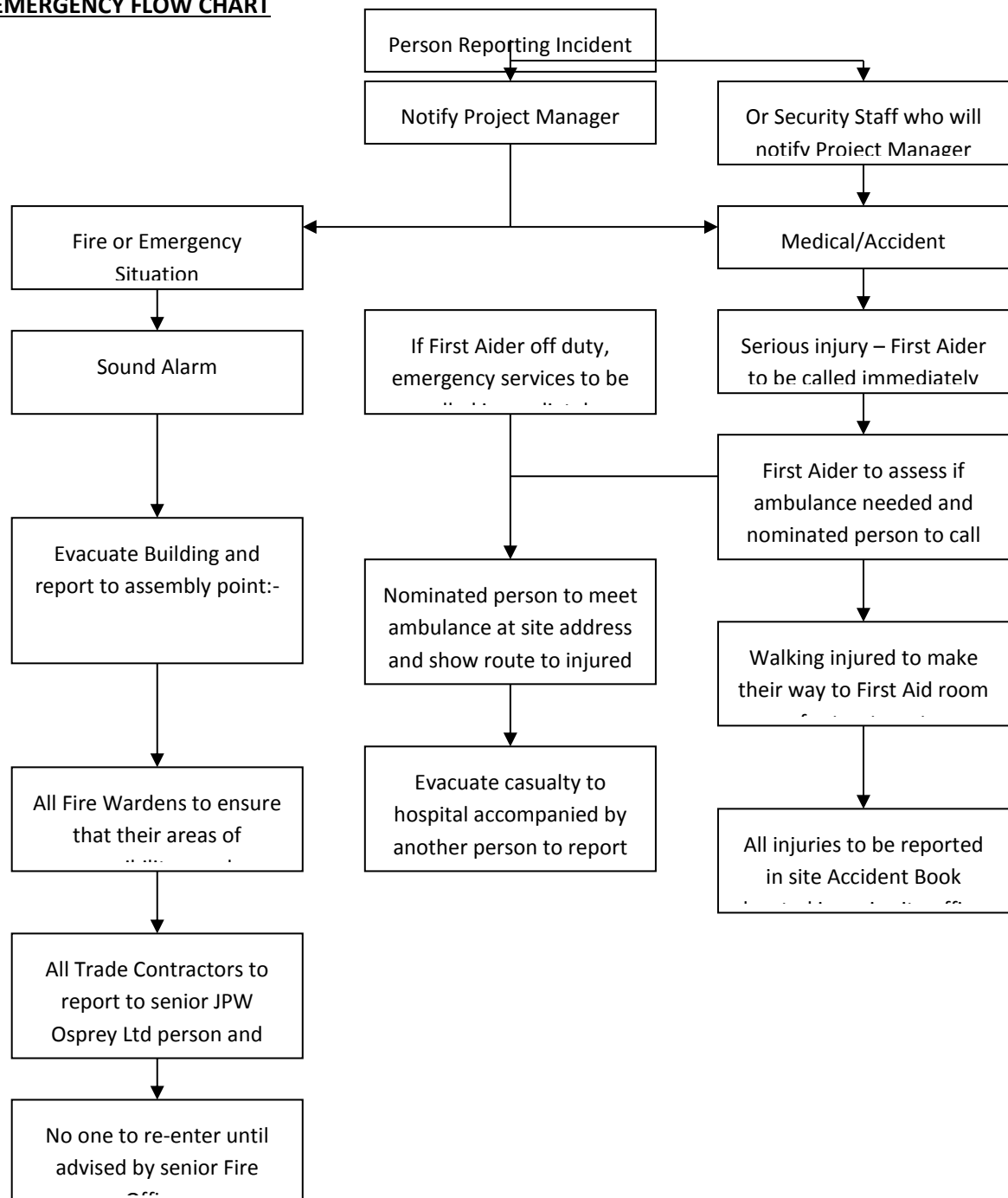
Open now: Open 24 hours



Testing Emergency Procedures:

Running an emergency evacuation exercise at an appropriate time during the project shall check the efficiency of the emergency procedures. This shall be organized and overseen by the client, if required.

EMERGENCY FLOW CHART



REPORTING/INVESTIGATION OF INCIDENTS

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details will be recorded, witnesses interviewed and, if necessary, photographs taken, by Rachel Long.

Sufficient action will be taken to make the area safe but nothing will be moved unnecessarily before Jon Wood and the Trade Contractor's Director responsible for Safety have been informed.

At his discretion, Jon Wood may delegate control from that point on.

In all cases an accident report is to be completed by Rachel Long or her representative and the Director responsible for Safety of the Trade Contractor(s) involved, and the information held in the Trade Contractor's site file, with copies made the Principal Designer, CDM-Consultant and the HSE.

The Director responsible for Safety of the employee(s) involved will ensure that an entry is made in both the Trade Contractor's and JPW Osprey Limited's Accident Book.

The requirements of the RIDDOR Regulations will be met. Reporting action is the responsibility of the Director responsible for Safety of the Trade Contractor(s) involved. Rachel Long shall hold copies of any F2508s issued on site in the Trade Contractor's site file and.

Accidents, cases of ill health and dangerous occurrences may be reported by telephone to the National Incident Contact Centre (without the need to follow up the report in writing), or by sending a completed RIDDOR incident report form by e-mail, Internet, fax or post.

The Incident Contact Centre is available Monday to Friday from 8.30am to 5.00pm, on:

Tel: 0345 300 9923

Fax: 0845 300 9924

The e-mail address is: riddor@natbrit.com

The centre website: www.riddor.gov.uk

In addition, postal reports may be sent to: Riddor Reports

Health & Safety Executive

Redgrave Court

Merton Road

L20 7HS

APPENDIX 1:

METHOD STATEMENTS FOR WORKS

APPENDIX 2:

RISK AND COSHH ASSESSMENTS FOR MATERIALS/PROCESSES

Any generic assessments provided must be reviewed to ensure that all significant hazards and their risks have been identified and appropriate control measures applied. Completion of the reverse side of your assessment form will ensure that it is complete and site specific.

APPENDIX 3:

SURVEY REPORTS

APPENDIX 4:

SITE PLANS

APPENDIX 5:

STRUCTURAL ENGINEER'S REPORTS

PERSONAL PROTECTIVE EQUIPMENT REGISTER

NAME:

SITE:

ITEM	TYPE	DATE ISSUED	SIGNED	DATE RETURNED	SIGNED
Helmet					
Gloves					
Eye Protection					
Hearing Protection					
R.P.E/Dust Protection					
Foul Weather Gear					

Hi Visibility Clothing					
Foot Protection					
Harness					
Other (specify)					

PPE AND EUROPEAN STANDARD COMPLIANCE

ITEM	TYPE	STANDARD	COMMENT
Eye Protection	General purpose		Recommended for construction
	Impact Grade 1	BS EN 166S	
	Impact Grade 2	BS EN 166B	
	Chemical Goggles	BS EN 166F	
	Dust Goggles	BS EN 166-3	
	Lens Filters for Welding	BS EN 166-4	
		BS EN 169	

Hearing Protection	All Types	BS EN 352	Protection must also match the attenuation of the sound source
Foot Protection	General Purpose Safety General Purpose Protective Chainsaw Use	BS EN 345 BS EN 346	Includes steel mid-sole
Hand Protection	General purpose industrial gloves Rubber gloves for electrical purposes Chemical resistant gloves Protective gloves for chainsaw users? Heat resistant for welders/burners	BS 1651 BS EN 60903 BS EN 464 BS EN 381? BS 2653	
Respiratory Protective Equipment	Full face masks Self contained open circuit compressed air breathing apparatus Fresh air hose breathing apparatus Compressed air line breathing apparatus Half masks and quarter masks Gas filters and combined filters Particle filters Self contained closed circuit breathing apparatus Power assisted filtering devices incorporating helmets or hoods Power assisted filtering devices incorporating	BS EN 136 BS EN 137 BS EN 138 BS EN 139 BS EN 140 BS EN 141 BS EN 143 BS EN 145	

	full face half or quarter masks Filtering half masks against particles Power assisted fresh air hose breathing apparatus incorporating a hood Compressed air line breathing apparatus incorporating a hood Compressed air line or powerassisted fresh air hose breathing apparatus incorporating a hood	BS EN 146 BS EN 147 BS EN 149 BS EN 269 BS EN 270 BS EN 271	
Safety Harnesses	Full body harness Pole belts Rescue harness Retractable fall arrester Guided type fall arrester Shock absorbers Lanyards	BS EN 361 BS EN 358 BS 3367 BS EN 360 BS EN 353 BS EN 355 BS EN 354	e.g. Sala Block

SUGGESTED INSPECTION AND TEST FREQUENCIES FOR ELECTRICAL EQUIPMENT

Equipment/Application	Voltage	User Check	Formal Visual Inspection	Combined inspection & Test
Battery operated power tools & torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthly
240v portable and hand-held tools, extension leads	230v mains supply through 30mA RCD	Daily/Every Shift	Weekly	Before first use

and portable floodlighting				on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCR's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's (Fixed)		Daily/Every Shift	Weekly	Before first use then 3 monthly
RCD's (Portable)		Daily/Every Shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Weekly	Annually

SITE SAFETY INSPECTION SHEET

Site:

Date:

Carried out by:

EQUIPMENT MAINTENANCE REGISTER

Description:

Serial No:

Chassis No:

Identification No:

Purchase Date:

Manufacturers Recommended Maintenance Period:

Due date:			
Actual date:			
Maintenance carried out:			
Defects rectified:			

Electrical integrity			
Visual check:			
Competent person:			
Signed:			

STATUTORY REGISTERS INDEX

	Examinations			Inspections		
Type of plant/ equipment for task	Thorough examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on
Scaffolding				Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Company's own Register
Excavations Earthworks Trenches Shafts Tunnels	Weekly or more often if part has been affected e.g. collapse or explosives	Competent person (e.g. Supervisor)	Company's own register	Daily – before shift starts	Competent person (e.g. Supervisor)	Company's own Register

Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Company's own register	Daily and before men are employed therein	Competent person	Company's own Register
Lifting equipment used to lift people e.g. mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration.	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting equipment used to lift goods e.g. cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, fork lift trucks, and lorry loaders (HIABs).	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair/alteration.	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting accessories e.g. chains, ropes, slings, components for attaching loads for lifting e.g. hooks, eyebolts, lifting beams or frames etc.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration.	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment e.g. hoists, tower cranes or gantry cranes	After each installation. After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair/alteration.	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register

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LIFTING OPERATIONS AND LIFTING EQUIPMENT - REPORT OF INSPECTION (SECTION A)

Site address: _____

Inspection carried out for: (Co): _____

Inspection carried out by: _____ (POSITION) _____

Date of inspection	Description of equipment and means of identification	SWL	Result of inspection	Signed

INSPECTION REPORT

Work at Height Regulations 2005

Report of results of every inspection made in pursuance of regulation 12

Description of the work equipment 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	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

INDUCTION SHEET

Liberty Living, Leman Street, London, E1 8EU

Company/person carrying out induction:

Date of induction:

The following items have been explained to the inductee:

- The Company's policy for Health and Safety – located in the site offices.
- This shops are operational during normal shopping hours and the safety and wellbeing of the general public is to be considered as a priority at all times.
- The building is occupied and all operatives must respect the privacy of the residents.
- The on-site sign-in sheet must be filled in by all operatives daily and is located in the site canteen.
- Allocation of safety responsibilities on site – Rachel Long, Contracts Manager and Site supervisor Darek Boguszewski.
- Site-specific rules – No smoking, alcohol, earphones or radios. Noise is to be kept to a minimum. Mobile phones are only to be used on site in the case of an emergency. All waste associated with the contract works are to be cleared daily and put in the designated area/skip. Specific attention should be given to any debris/materials stored at roof level in view of the associated risks.
- General hazards are all along Leman Street due to the constant deliveries. Keep to the pavements and take extra care when crossing the road. Protection from the sun must be taken seriously and the use of sun screen is advised.
- Fire and emergency procedures – If the building's fire alarm is sounded, Operatives are to leave their working location immediately to the muster point on Piazza Walk outside Sainsburys. Fire extinguishers are provided in the welfare area.
- First aid – Site supervisor Darek Boguszewski is JPW Osprey Limited is the point of contact and first aid trained. The first aid box is located in the welfare room in basement block 2.
- Personal protective clothing and equipment must be worn at all times unless authorised by the site agent.
- Accidents, injuries and property damage must be reported and recorded to the JPW Osprey Limited site representative.
- The canteen welfare facilities are to be provided by the building manager are in basement block 2.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by:(having received safety induction)

Name (PRINTED):

Company:

This form is to be held in the site records and then transferred to head office on the completion of the task.

TOOL BOX TALKS REGISTER

Date of talk	Topic of talk	Number of attendees	Attendee list number	Name of training provider

INDUCTION REGISTER

NAME	SIGNATURE	DATE OF INDUCTION	INDUCTED BY

PROVISION AND USE OF WORK EQUIPMENT - REPORT OF INSPECTION

Inspection carried out for: (Co): _____

Inspection carried out by: _____ (POSITION) _____

Date	Description of equipment and means of identification	Result of inspection	Next inspection date	Carried out by

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FIRE SAFETY INSPECTION CHECKLIST - CONSTRUCTION SITE

NAME OF COMPANY:

SITE ADDRESS:

DATE:

NO.	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDING LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct			

	locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located in fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months (as applicable to duration of construction works)?			
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			

13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

Name of person making this report:

Job Title:

COMPANY ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises (to include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

TYPE OF INCIDENT - please tick applicable box(s)

Fatality		Under "3" Day injury		No time lost	
Minor injury		In hospital more than 24 hours		Member of public/other contractor injured	
3+ day injuries		Dangerous occurrence		Became unconscious	
Reportable disease		Damage incident		Needed resuscitation	

THE INJURED PERSON

Name of Injured Person's Company:

Name:

Age:

Sex: M/F

Status: Employee / Self Employed / Trainee / Trade Contractor / Other

Home address:

Telephone Number:

Occupation when Injured:

Normal Occupation:

Occupational Experience:

Nature of injury or condition and the part of the body affected:

THE ACCIDENT

Exact Location of Accident:

Time of Accident:

Date:

Normal activity carried on there:

What job was being done:

What step of the job was in progress:

Describe what happened and how. In the case of an accident state what the injured person was doing at the time. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names of witnesses:

What was the cause of the accident?

TRAINING AND RECOMMENDATIONS

What job instruction had injured person received relating to the incident, and when?

What action have you taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the Risk Assessment need amending?

SIGNATURE OF SUPERVISOR:.....

DATE:.....

**IT IS IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH AND SAFETY AT HEAD
OFFICE AS SOON AS COMPLETED.**

INJURED PERSON'S STATEMENT

Name:

Details:

Signed.....

Date.....

WITNESS STATEMENT

Name:

Signed.....

Date.....

SITE SAFETY INSPECTION SHEET

Site:

Date:

Carried out by:

APPENDICES



Certificate

This is to certify that in the interests of good health and safety practice and legal compliance

JPW Osprey Limited

retain **THSP Risk Management** as their competent advisor

in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999

Valid Until: 06/03/2019

THSP Risk Management
16a Market Square
Sandy, Bedfordshire
SG19 1HU
Tel: 03456 122 144
www.thsp.co.uk



The Health and Safety People Limited
Registered No. 2730817



Syndicate 2525 at Lloyd's

Certificate of Employers' Liability Insurance⁽ⁱ⁾

(Where required by regulation 5 of the employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy Number: 036D17142E17
UMR: B0241GC119173U

Policy Holder Names:	ERN
J P W Osprey Limited	120/MA94635
J P W Property Development Limited	581/MA29740

Date of commencement of insurance policy: 21st April 2018
Date of expiry of insurance policy: 20th April 2019

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, The Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney to which Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies⁽ⁱⁱ⁾; and

2. (a) the minimum amount of cover provided by this policy is no less than GBP5,000,000⁽ⁱⁱⁱ⁾; or

(b) the cover provided under this policy relates to claims in excess of [GBP] but not exceeding [GBP]

Signed:

(for and on behalf of Syndicate 2525 at Lloyd's)

(i) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(ii) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(iii) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Asta Managing Agency Limited
Registered Office: 5th Floor, Camomile Court, 23 Camomile Street, London EC3A 7LL. Registered in England. Registered No. 1918744
Syndicate 2525

Certificate of Employer's Liability Insurance



Summary Certificate

Policyholder:	J P W Osprey Ltd &/or J P W Property Developments Ltd
Policy Numbers:	B1053BA11040/11405 (Faraday's) 25030998 (AIG) EAA141432449 (NMU)
Insurer:	Faraday's (Premco) AIG (Premco) Northern Marine Underwriting
Policy Period:	21/04/17 – 20/04/18
Public Liability:	£10,000,000 Limit of Indemnity
Products Liability:	£10,000,000 Limit of Indemnity
Employers Liability:	£10,000,000 Limit of Indemnity
Contractor's All Risks:	£3,500,000 limit any one contract £25,000 temporary buildings £18,000 own plant £100,000 hired in plant
Indemnity to Principal:	included
In the event of any queries please contact Kevin Goldsmith on 07939 239976	
Kevin Goldsmith, Dip CII	15/4/17