



# Construction Management Plan

*(Prepared in accordance with the Construction (Design and Management) Regulation 2015  
Regulation 12 – The principal contractor's duty in relation to the construction phase plan)*

**1653 – 17-27 Queen Victoria Street**

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## Construction Management Plan – 1653 – 17-27 QVS

### Record of Issue / Amendments

**Job Title:** 1653 – 17-27 QVS

| Rev No | Date       | Index Ref | Issued by | Brief Description of Amendment                |
|--------|------------|-----------|-----------|-----------------------------------------------|
| 0      | 14/06/2019 |           | DK        | Preliminary issue                             |
| 1      | 14/10/2019 |           | DK        | 2.5 - Road closures, wheel washing facilities |
|        |            |           |           |                                               |
|        |            |           |           |                                               |
|        |            |           |           |                                               |
|        |            |           |           |                                               |
|        |            |           |           |                                               |

### Distribution

### Number of Copies

Principal Designer & Client  
Project Manager/Site

One  
One



## SECTION 1.0 POLICY STATEMENT

### 1.1 Health and Safety Policy Statement

#### Health and Safety Policy Statement

Effective Health, Safety and Management control and work practice is an integral part of our company culture and is recognised as a key driver in respect to achieving success in our business objectives.

#### Key HS&E Policy Objectives

To ensure that our business operations are undertaken in accordance with best practice procedures which reflect compliance with current and up to date statutory safety, health and environmental legislation.

To provide our workforce with "best practice" training, information, procedures, skills, equipment and leadership to assist them in ensuring our business operations, at all times, reflect "best practice".

To promote the "Respect for People" principles as highlighted within the Construction Taskforce industry improvement report "Rethinking Construction".

To ensure the directors and senior management of Volute London recognise and fully support the requirement to establish improved H&S standards within the industry and are committed to supporting our clients in achieving this objective by ensuring excellent standards of H&S management and practice within our operational control.

To influence mutual performance improvement objectives and practices within the integrated supply chain which we recognise as being important to the success of our client's projects and the industry in general.

To work successfully with our supply chain partners in realising significant and tangible H&S performance improvement standards in all of our project appointments and undertakings, also to look at sustainable construction methods.

To ensure our business operations do not cause risk to the health and safety of our employees or to others who may be affected by our business operations

To ensure our business operations do not cause risk to the local or wider environment through poor environmental management control or work practices

To continually improve our H&S policy at regular intervals or at other times where events such as significant H&S incidents or the introduction of new or updated legislation dictates

#### Key Statutory Duties Compliance

We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:

- The Health & Safety at Work Act 1974;
- The Management of Health & Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015

#### In particular as an employer we will:

Provide and maintain plant and systems of work that are safe and without risk to health.

Ensure the safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances

Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.



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Ensure the maintenance of workplaces under our control in a condition that is safe and without risks to health, which includes the provision and maintenance of safe access and egress routes.

The provision and maintenance of a working environment that is safe, without risks to health and adequate as regards to facilities and the arrangements of the welfare of our employees whilst at work.

### Employee Co-operation

As a condition of our employment we require our employees to co-operate with us to ensure we meet with our objectives. In particular, we require our employees to:

- Take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions whilst at work.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

### Directors Commitment

**We, the directors, pledge to provide satisfactory resources to ensure, so far as reasonably practicable, that our company employees are provided with the necessary training, supervision, information, procedures, skills, equipment and leadership necessary to achieve our policy objectives.**

This policy applies to all employees of Volute London

**Date: 01/07/2019**

**Signed: R.P**



## 1.2 Environmental Policy Statement

### **Volute London undertake to:**

Comply with all environmental statutory and regulatory requirements.

Comply with our clients' environmental policy requirements and standards.

Identify and evaluate the environmental consequences of the Company's activities and to ensure pollution prevention measures have been implemented.

Promote and support 'best practice' for maximising environmental benefit, to encourage environmental improvement and minimise the potential for environmental damage that may be caused by our operations

Educate and train our employees to promote awareness and understanding of environmental issues.

Ensure that any sub-contractors demonstrate compliance with our environmental policy and that of our clients.

Minimise the total quantity of waste produced by our operations and maximise recycling of any waste produced

Where applicable, liaise closely with statutory and local authorities, clients, third party organisations and the general public.

Review our environmental performance and that of our sub-contractors by regular auditing of operations, identify and rectify any deficiencies and promote continuous improvement.

Establish and maintain an effective Environmental Management System to complement our core business operations, supported by proven Environmental Consultants where necessary.

Our Project Management Team will provide assistance to the Client in developing a culture of sustainability during the design and construction. This will be achieved by heightening awareness of sustainability issues through:

- Look at Sustainability Requirements for all Trade Contractors (Packaging/Supply).
- Setting of appropriate targets (KPIs) which will demonstrate good practice in terms of sustainability;
- Provision of presentation material on sustainable issues, including a presentation for the initial site induction and ongoing tool-box talks;
- Regular meetings to discuss sustainability issues and to report improvements in design, particularly additional sustainability measure;
- Provide instruction to all trade contractors on project sustainability issues;
- Review and assessment of trade contractor sustainability performance;
- Assistance in setting a clear agenda for project sustainability;
- The on-going training in current sustainability practices for the Project Team;



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- To advise the Client on the on-going consideration of economic and social sustainability issues;

Workshops and meetings to be held to clarify any issues regarding waste management and allow feedback and decisions on sustainability improvements.

This policy applies to all employees of Volute London

**Date: 01/07/2019**

**Signed: R.P**

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## SECTION 2.0 MANAGEMENT SYSTEM & ARRANGEMENTS

### 2.1 PROJECT DIRECTORY

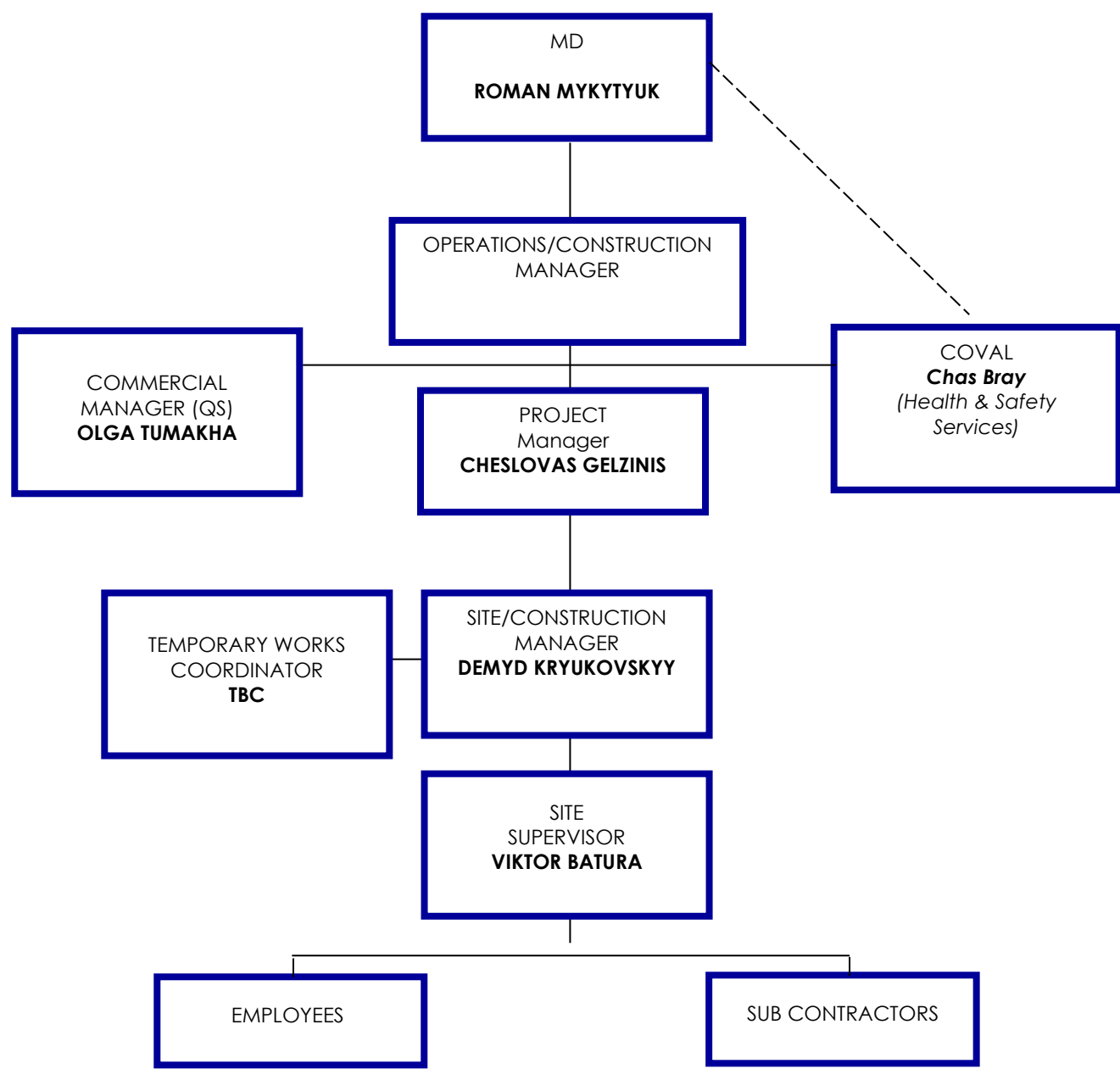
| COMPANY NAME                                                                                                                      | CONTACT DETAILS                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>CLIENT</b><br>IDREAM READING LTD                                                                                               | <b>MANOR.ROY@GMAIL.COM</b>                                                                                                    |
| <b>CLIENT'S REPRESENTATIVE</b><br>2Plan Management Ltd                                                                            | <b>TGILLITT@2PLAN.CO.UK</b>                                                                                                   |
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| <b>COST MANAGER</b><br>N/A                                                                                                        | <b>N/A</b>                                                                                                                    |
| <b>ARCHITECT</b><br>SCENARIO ARCHITECTURE                                                                                         | <b>GARY@SCENARIOARCHITECTURE.COM</b>                                                                                          |
| <b>STRUCTURAL ENGINEER</b><br>Webb Yates                                                                                          | <b>ALEX.LYNES@WEBBYATES.CO.UK</b>                                                                                             |
| <b>M&amp;E CONSULTANT</b><br>CES                                                                                                  | <b>GRAHAMBURG@CLEARSPRINGS-ES.COM</b>                                                                                         |
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| <b>TEMPORARY WORKS COORDINATOR</b><br>N/A                                                                                         | <b>N/A</b>                                                                                                                    |
| <b>FIRE RESPONSIBLE PERSON</b><br>D.KRYUKOVSKYY                                                                                   | <b>DEMYD@VOLUTELONDON.CO.UK</b><br><br><b>07576650250</b>                                                                     |
| <b>LIFTING APPOINTED PERSON</b><br>N/A                                                                                            | <b>N/A</b>                                                                                                                    |



2.2 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Health and Safety Responsibilities

Management Structure -





## **HEALTH, SAFETY & ENVIRONMENTAL RESPONSIBILITIES**

### **DIRECTOR**

Health, Safety & Environmental responsibilities are to ensure that:

- a) The CPP (Site Specific) is prepared, published and reviewed.
- b) All health and safety requirements are given due consideration during the planning stage.
- c) All Company activities are carried out in accordance with Company Safety Procedures.
- d) Current best practice and legislation is complied with in relation to our works.
- e) He sets a personal example.
- f) Sufficient resources are allocated to the project.
- g) Monitor compliance by undertaking safety director's tours.
- h) The appropriate insurance cover is provided and maintained.

### **COMMERCIAL (QS)**

Health, Safety & Environmental responsibilities are to ensure that:

- a) 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.
- b) Adequate funds are made available for the satisfactory discharge of all duties under health and safety legislation and the approved CPP.
- c) The contractor's selection procedure has been carried out in accordance company procedures.
- d) The appropriate insurance cover is provided and maintained.
- e) Sets a good personal example by using the appropriate personal protective equipment.
- f) All required documentation is uploaded into the Project Filing System for the Project Team to take over.
- g) A risk register is maintained for the project.

### **OPERATIONS/CONSTRUCTION MANAGER**

Health, Safety & Environmental responsibilities are to ensure that:

- a) Ensure that a CPP is compiled and regularly reviewed to ensure it remains site specific.
- b) Understands the projects CPP and appreciates the allocated responsibilities;
- c) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- d) Liaises with the Group SHEQ Director on any health and safety concerns.
- e) The provision of a competent project team.
- f) Monitoring of site activities – director's safety tours (including monitoring of the project teams for performance)
- d) Work is carried out as planned and the relevant legislation is complied with on site;
- e) He sets a good personal example by using the appropriate protective equipment whilst on site.



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- f) Attends regular site meetings as required.

### **COVAL Health & Safety services**

Health, Safety & Environmental responsibilities are to ensure that:

- a) Advises on legal and best practice compliance
- b) Any accidents/incidents are investigated and reported in accordance with statutory requirements.
- c) Liaison with external safety and health organisations is instigated as required.
- d) Monitors compliance on the project – Safety tours to be conducted as instructed

### **TEMPORARY WORKS COORDINATOR**

Health, Safety & Environmental responsibilities are to ensure that:

- a) The appointed Temporary Works Coordinator (TWC) is authorised by the TWE or SHEQ Director to take this appointment.
- b) They understand and comply with the Company's Temporary Works Procedures.
- c) Compilation of the TWR.
- d) Coordinate all temporary works on the project, ensuring the all temporary works designs are signed off prior to installation in accordance with BS5975.

### **PROJECT/SITE MANAGER/SITE SUPERVISOR**

Health, Safety & Environmental responsibilities are to ensure that:

- a) Project programmes are realistic and achievable.
- b) All licences are applied for prior to mobilisation;
  - i. Hoarding licence
  - ii. Scaffold licence
  - iii. Road closures
  - iv. Services connections
  - v. Oversail (if required)
- c) The CPP is compiled and sent for review (PD/Client).
- d) The following documentation is also compiled and reviewed as part of the CPP;
  - i. CEP (Construction environmental plan)
  - ii. Project quality plan
  - iii. Fire risk assessment/Traffic management plan
  - iv. SWMP (As applicable)
- e) Attends the pre-construction handover meeting.
- f) Sets up the project filing system.
- g) Induction training is presented to all operatives/contractors entering site, including carrying out the confirmation test to ensure understanding.
- h) All method statements are reviewed prior to work starting, in accordance with company procedures.



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- i) The following are established prior to commencement.
  - i. The most appropriate order and method of work against adequate information from the Client.
  - 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, (*design risk assessment and pre-tender health and safety plan*).
  - v. Facilities for sanitation and welfare.
  - vi. The provision of basic fire precautions.
  - vii. Security provisions only to allow authorised persons on site.
- j) The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary fire fighting arrangements are established.
- k) Work is carried out as planned and the relevant legislation is complied with on site.
- l) They set a good personal example by using the appropriate protective equipment whilst on site.
- m) All plant and equipment on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- n) All plant and equipment is operated by trained and experienced personnel.
- o) All repairs to plant and equipment on site are carried out in the proper manner.
- p) Plant register is compiled and maintained on the project.
- q) All operatives comply with our 5/3 Point Plan for PPE;
- r) The Project to be organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- s) The legal requirements are observed on site and that all registers, records and reports are in order.
- t) All employees are given precise instructions on their responsibilities for the correct working methods;
- u) Provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- v) The electricity supply is installed and maintained so as not to present a risk to men and equipment;
- w) The site is kept tidy;
- x) Arrangements are implemented with other contractors to avoid any confusion about areas of responsibility (project meetings);
- y) Machinery and plant, including hand tools, are maintained in good condition;
- z) All hazardous materials are correctly marked, stored, handled and used;
- aa) Monthly reporting figures are sent to the SHEQ Director.
- bb) The first aid equipment, as laid down, is available on site and that employees know where it is kept;



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- cc) Weekly site inspections are completed.
- dd) All accident/incidents are reported to the Company Director.
- ee) Employees are not required or permitted to take unnecessary risks;
- ff) All VOLUTE activities are covered by a set of RAMS.
- gg) Non-Conformance Reports are issued as required;
- hh) They set a good personal example.

### SUB-CONTRACTORS

Health, Safety & Environmental responsibilities are to ensure that:

- a) Sub-contractors are to comply with all the requirements of this CPP and are to provide copies of their Safety Policies/Method Statements (Risk Assessments) and any other documentation (Insurance's) appertaining to health and safety that may be requested by the Company or their Safety Advisers. Failure to do so will render the sub contractor liable to suspension from the site and any financial penalties will be charged to that subcontractor;
- b) Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies;
- c) All operatives must comply with our 5 Point Plan for the wearing of PPE;
- d) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- e) Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.
- f) Sub-contractor's employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised.
- g) All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our contracts manager before work commences.
- h) No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- i) Any injury sustained or damage caused by sub-contractors employees must be reported immediately to this company's site representative.
- j) Sub-contractor's employees must comply with any safety instructions given by the company's site representative.
- k) Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health, which will be used on the site, must be provided to our Contract Manager before work commences.
- l) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.



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- m) A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.
- n) Sub-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 Principal Designer as part of the health and safety file.
- o) The sub-contractors' senior site representatives shall attend safety meetings as they are called by the Clients representative, Principal Contractor or Principal Designer. These meetings shall be the principal point for the transfer of information.

### OPERATIVES

Health, Safety & Environmental responsibilities are to ensure that:

- a) Carry out work in accordance with the agreed RAMS.
- b) Comply with our 5/3 Point Plan on PPE.
- c) Use the correct tools and equipment for the task;
- d) Use the protective equipment provided;
- e) Only use tools which are in good condition;
- f) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- g) Do not endanger themselves or other persons through their actions or failures to act;
- h) Avoid improvisation;
- i) Warn new employees of known hazards;
- j) Comply fully with the site specific security assignment instruction and risk assessments relation to your works.
- k) Refrain from horseplay;
- l) Do not abuse the welfare facilities;
- m) Co-operate with the Company on all aspects of health, safety and welfare;
- n) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- o) Comply with the requirements of the Company's Safety Policy;
- p) 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;
- q) Do not carry out work if you feel at risk, stop and report to site management;
- r) To comply with site rules at all times;



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## 2.3 DESCRIPTION OF THE PROJECT

### DESCRIPTION OF THE PROJECT

Refurbishment – Commercial

### SCOPE OF WORKS

Minor internal and external alterations associated with the proposed change of use of first, second and third floor from office to serviced apartment use (use class C1) comprising 15 x one bed units and 4 x two bed units

#### EXTERNAL

Once scaffold will be erected a full survey of the front façade will take place to assess the extension or repair necessary to bricks, mortar, detailed columns and windows.

Stone/brickwork if repaired, will be done like-for-like basis matching brick colour and mortar. Repair or replacement of existing ornamental mouldings/dentals as necessary will be undertaken throughout the façade.

Front façade windows will be retained and glass repaired if necessary.

The entire façade will be cleaned using DOFF System steam and low-pressure jet washer only using water without any chemical or any corrosive additive

Roof tiles will be removed and stored away, new insulation will be applied to the roof structure and existing tiles will be reinstated when possible, and/or matching existing if necessary.

#### INTERNAL

Completely strip-out of internal partitions, flooring, bathrooms and kitchenettes.

Supplying and installation of new flooring throughout, carpet to staircase, new fire and acoustic proof dry lining for wall partitions and ceilings, creation of risers in communal areas for M&E services and inspections, new doors, new bathrooms, tiling and sanitary-ware, new full set of kitchens, new joinery, new windows to the back of the property, new secondary glazing to front façade windows, new suspended ceilings, new sprinkler system throughout and decoration of all walls and ceilings, using high impact paint to common areas.

Existing fireplaces and coving will be retained and made good if necessary.

Installation of Wi-Fi to the property, CCTV and Video-door entry system each flat.

**All works will be carried out in accordance with the Building Regulations/Statutory Requirements and any relevant approved documents.**

### PROJECT TIMESCALE

58 weeks

|                                                                        |          |              |
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## 2.4 EXISTING ENVIRONMENT / TRAFFIC ROUTES

### SITE DESCRIPTION

The application site is within the administrative area of Reading and is within the heart of Reading Town Centre. The application site is to the west of Queen Victoria Street, a pedestrianised street with active frontages at ground floor level on both sides predominantly consisting of retail and food and drink uses. The site comprises a three-storey terrace with rooms in the roof and basement. The entire street is made up of three-storey 19th century terraces which have a collective Grade II listing. The first, second and third floors are currently within office use although it should be noted that all but one of the units are now vacant with unit No. 17 having been vacant since 2008. The site is approximately 500m to the south of Reading station which has frequent services to London and the South West.

### ENVIRONMENTAL CONSIDERATION/RESTRICTIONS

Volute London will take precautions for the health and safety of his employees and third parties by storing tools, plant and materials in an area that can be secured out of hours.

Volute London will ensure that communal areas must be screened suitably to contain any dust and fumes within the working area. Volute London will take precautions to protect children from site hazards. This is due to the proximity of the other retail outlets on Queen Victoria Street.

Volute London has noted that the surrounding buildings will be occupied during the works and will take all reasonable steps to ensure the health, safety and welfare of the surrounding buildings, occupants and members of the public during deliveries, waste removal and working on the front elevations.

### EXISTING SERVICES

Volute London will liaise with the Architect and M & E Consultants and refer to their drawings before commencing work. It should not be assumed that all services are shown on the drawings. Volute London will make all reasonable enquiries with the relevant authorities and to carry out site investigations to locate existing services prior to commencing work on site. Service locations should be adequately marked.

### EXISTING TRAFFIC ROUTES

The building access will be via commercial unit (previously known as Hard Edge shop) and stairwells on 25 Queen Victoria Street. Queen Victoria Street is a pedestrianised zone and deliveries are only permitted between 6pm and 10am.

### EMERGENCY ACCESS

The site emergency routes and exits will be marked on a plan prominently displayed on site, included within the construction phase health & safety plan and communicated to all operatives and visitors. All emergency routes are to remain open throughout the duration of the works.

Procedures in respect of other emergencies are also to be described in the construction phase plan and communicated to all operatives and visitors.

### SECURITY ON SITE

VOLUTE will ensure as far as is practicable that no unauthorised personnel are allowed on site. Personnel must also comply with the following:

- All visitors will be required to book in and out at the point of entry.

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- Entry and exit points must be kept clear at all times.
- A designated fire marshal will be required to escort emergency service vehicles on site.
- Ensure visitors are aware of pedestrian and traffic routes.
- Ensure that all visitors on to site are aware of PPE requirements.

All security procedures will be agreed in advance with the client's representative.

### EXISTING STRUCTURES

Where structural walls require to be breached, Volute London will describe in Method Statements his method of working to provide temporary and permanent support and prevent collapse of the structure during construction work. Volute London will describe proposed safe system of working to ensure his employees are prevented from falling through rooflights or off the roof. This applies both to the structure as existing or during the course of the construction works. Note that where a person may pass within 2m of fragile material, either the material must be securely covered or full edge protection provided.

### EXISTING HAZARDOUS MATERIALS

Risk damage to health. Kadec Asbestos Management to carry out a 'Refurbishment and Demolition Asbestos Survey' on the 4th July 2017.

### CONTROLLED WATER

Volute London should take such steps as may be necessary to protect and/or maintain existing services in use within the building.



## **2.5 GENERAL HAZARDS / DESIGN REQUIREMENTS / LOGISTICS PLAN**

### **GENERAL HAZARDS –**

#### **Planning and Management of Construction**

All stages of planning and management of construction works will be undertaken giving due regard to health and safety, through liaison with and engagement of, the Principal Designer. The Principal Designer will review the development of the construction phase plan, and will confirm when the plan is adequate and sufficient for the construction works to commence.

#### **Welfare Provision**

Welfare arrangements are to be in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015 and are to be commensurate with the site undertaking. Due to the restrictive nature of the site the welfare provision may be provided in different locations over the duration of the scheme. Please refer to the logistics plans.

#### **Hoarding Requirements**

Hoarding will be placed outside of 25 Queen Victoria Street and fire exit next to the Starbucks (fire exit will be maintained throughout the work as primary means of escape. Hoarding will be 3m height with double door for easy access.

#### **Scaffold**

Scaffold will be erected outside of 17-27 Queen Victoria Street buildings to enable access to the whole facade and roof. The scaffold structure will be approx. 1m deep and the total height of the building including roof. Pictures of the existing conditions will be taken prior to works commence. All existing shopfronts will be maintained for the safe access by the customers.

#### **Temporary Works Procedures**

Parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works. Volute London will specify the procedure for design, instruction, installation/construction, inspection and design changes of temporary works. If the Principal Contractor requires additional consultation for this process, Volute will consider appointing a temporary works co-ordinator.

**See attached Temporary Works Procedures within our Project Filing System**



SITE LOGISTICS PLAN





## **GENERAL EMERGENCY PROCEDURES;**

### **Fire Arrangements:**

Volute London will provide fire instructions during induction and all staff will be aware of site specific fire procedures, site fire plan. Permits to be obtained for Hot Works where specified. Adequate controls must be in place prior to commencement of works. No smoking permitted anywhere on site.

Fire risk assessment will be carried out and reviewed annually as a minimum. An evacuation test will be carried out every 3 months as a minimum. Fire alarms will be tested every month as a minimum. On discovering a fire all staff will leave the building via the designated route and wait at the assembly point. Fire marshals will only attempt to extinguish a fire if it is deemed to be safe to do so. All tests will be recorded in the Fire Log. Ensure that all staff are aware of Emergency Assembly Point location (25 Queen Victoria House). No Smoking Allowed other than in designated areas. Fire detection and alarm system in place, inspected and tested on schedule and recorded in Fire Log. Fire fighting equipment is installed in every block and identified by notices. Annual inspection carried out and recorded to ensure ready availability. Arrangements in place for renewal / replacement following use. All personnel are made aware of site procedures in the event of Fire and will comply.

Reference – Fire Risk Assessment

### **First Aid Arrangements:**

First Aid kit is located at the site office. There are two First Aiders on site: Demyd Kryukovskyy and Victor Batura. Contact numbers to First Aiders is shown on the Notice Board at the site office. Nearest Hospital is Royal Berkshire hospital located at the London Rd and Craven Road. Best route the hospital is by A329 – approximately 10 minutes. Alternatively Dial 999.

Reference – Project First Aid Assessment

### **Environmental Arrangements (Spillages etc):**

In the event of a spillage or other incidents, the VOLUTE project manager shall be notified immediately and steps taken to prevent environmental pollution, for example:

- Protection of drains following a spillage of oil or other chemicals;
- Use of absorbent granules following a spillage of oil or other chemical;

Reference – Construction Environmental Plan

### **Rescue Arrangements (WAH/Tower Cranes):**

N/A

## **CONFINED SPACES**

Where it is necessary to undertake work in confined spaces, as defined by the Work in Confined Spaces Regulations 1997, the appropriate controls as set out by these regulations must be strictly observed. The principal contractor should implement a safe system of work for any operation to be undertaken within a confined space. This must be communicated to all operatives engaged in the task and a permit-to-work system introduced. The principal contractor should also refer to the HSE publication 1NDG258, "Safe Work in Confined Spaces."



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Confined space procedures are to be included by the principal contractor within the construction phase plan.

### **SMOKING RESTRICTIONS**

The site is to be designated as a no smoking area with this policy being strictly implemented.

### **ENVIRONMENTAL CONSIDERATIONS**

An Environmental Construction Plan will be compiled outlining the following environmental considerations;

- Impact/aspect assessments
- Environmental emergencies
- Storage of materials
- Statutory nuisance control measures
- Complaints

**Note;** our Environmental Construction Plan can be found in our Project Filing System.

### **DELIVERY, WASTE COLLECTION AND STORAGE RESTRICTIONS**

A detailed transport management plan will be completed prior to commencement on the project

Arrangements for storing, removing and the location of skips is to be included within the construction phase plan.

The subcontractor should ensure, so far as is reasonably practicable, that site deliveries and collections are scheduled at suitable times during the day as to avoid antisocial hours, work rush hours and local organised events where the volume of local traffic may increase where possible.

### **HEALTH HAZARDS (Asbestos)**

An asbestos survey is received.

Volute London will ensure that all asbestos removal works are carried out in accordance with the Control of Asbestos Regulations 2012.

The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work (see regulation 10). This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. cable installers) as well as those involved in asbestos removal work.

All employers have a legal duty to prevent the exposure of their employees to asbestos, or if this is not possible to reduce it to the lowest possible level. The Control of Asbestos Regulations 2012 require them to manage the risk from asbestos.

### **ASBESTOS PROCEDURES**

'Refurbishment and Demolition Asbestos Survey' was carried out by Kadec Asbestos Management on the 4th July 2017.

HSE licensed contractor will carry out Asbestos removal works.

### **EXISTING STRUCTURES CONTAINING HAZARDOUS MATERIALS**

Volute London will be mindful that the existing structure may contain hidden hazardous materials i.e. lead paint and evidence of previous scientific use. If at any time during the course of the



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project any suspicious materials are uncovered, work should cease immediately, the CDM co-ordinator and client notified, and the area sealed, with access prohibited.

### HEALTH RISKS ARISING FROM CLIENT ACTIVITIES

N/A

### DESIGN ASSUMPTIONS, WORK METHODS AND CONTROL MEASURES

N/A

### ON-GOING DESIGN WORK

Under CDM 2015, each element of design including temporary works, designed access equipment, individual specialist contractor and specialist designer packages, are required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance.

Each element of design is to be co-ordinated for health and safety aspects by the Principal Designer.

### RISKS IN DESIGN

Designers have a duty when carrying out design work to avoid foreseeable risks to those involved in the construction and future use of the structure, including maintenance. In doing so they should eliminate hazards (in so far as is reasonably practicable, taking account of other design considerations) and reduce risks associated with those hazards which remain.

Designers are required to take all reasonable steps to provide information about the design to assist other duty holders in complying with their duties under CDM 2015, to identify and manage the remaining risks. This information must be made available for each individual project and included with the project proposal and associated proposed drawings.

Volute London will address significant hazards associated with the design. It is essential that the construction phase plan properly addresses the issues identified in the form of safe systems of work, before the work actually commences on site.

Below is a summary of significant risks which may be associated with the type of work being undertaken:

- Working at heights
- Manual handling / Heavy lifting and handling of materials and equipment
- Transport / loading and unloading / movement of plant and equipment
- Working with live services / installing temporary services
- Hazardous substances asbestos/ sealants / carpet glues

### DESIGN PHASE HEALTH AND SAFETY FILE REQUIREMENTS

The Health & Safety File format and contents will be agreed with the Contact Administrator and Principal Designer. The following is a list of items for consideration of H&S File requirements, however the list is merely indicative and is not exhaustive:

- List of all sub-contractors including contact addresses, names, telephone / fax numbers, email addresses and brief details of work activities carried out
- Clean Air Certificates (if applicable)
- Architectural As Built Drawings
- Structural Design Criteria for structural elements i.e. copies of calculations, structural drawings / sketches (if applicable)



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Electrical Information to include:

- As Built Drawings
- System Description
- Schedule of Equipment / Suppliers
- Manufacturers O&M Information
- Health & Safety Information
- Commissioning & Inspection Certificates
- O&M Manuals

Mechanical Information to include:

- As Built Drawings
- System Description
- Schedule of Equipment / Suppliers
- Manufacturers O&M Information
- Health & Safety Information
- Commissioning & Inspection Certificates
- O&M Manuals
- Data Cabling O & M Information

Information from Sub-Contractors to include:

- Scope of works
- As-built drawings
- Schedule of equipment/suppliers
- O&M and installation Manuals
- Test/Commissioning Certificates
- H&S details
- Finishes Schedule
- Partitioning O&M information
- Any relevant Planning or Building Consent notices if applicable
- Residual Hazard Statement - provided by Designer



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### TRAFFIC MANAGEMENT

Please see Volute London Logistics drawings on the next page

The following site rules are to be practiced:

- No personnel including visitors are to have access to the site without fully complying with the site access and permit requirements (Site Induction). All visitors must be accompanied at all times.
- No Parking for vehicles
- Vehicle access to site is only permitted between 6pm and 10am Monday – Saturday. No works on Sunday
- Within 10am and 6pm QVS is pedestrian route only.
- All deliveries and collection will be arranged and organised before 10am or after 6pm complying street rules.

### TRAFFIC ROUTES TO AND FROM SITE





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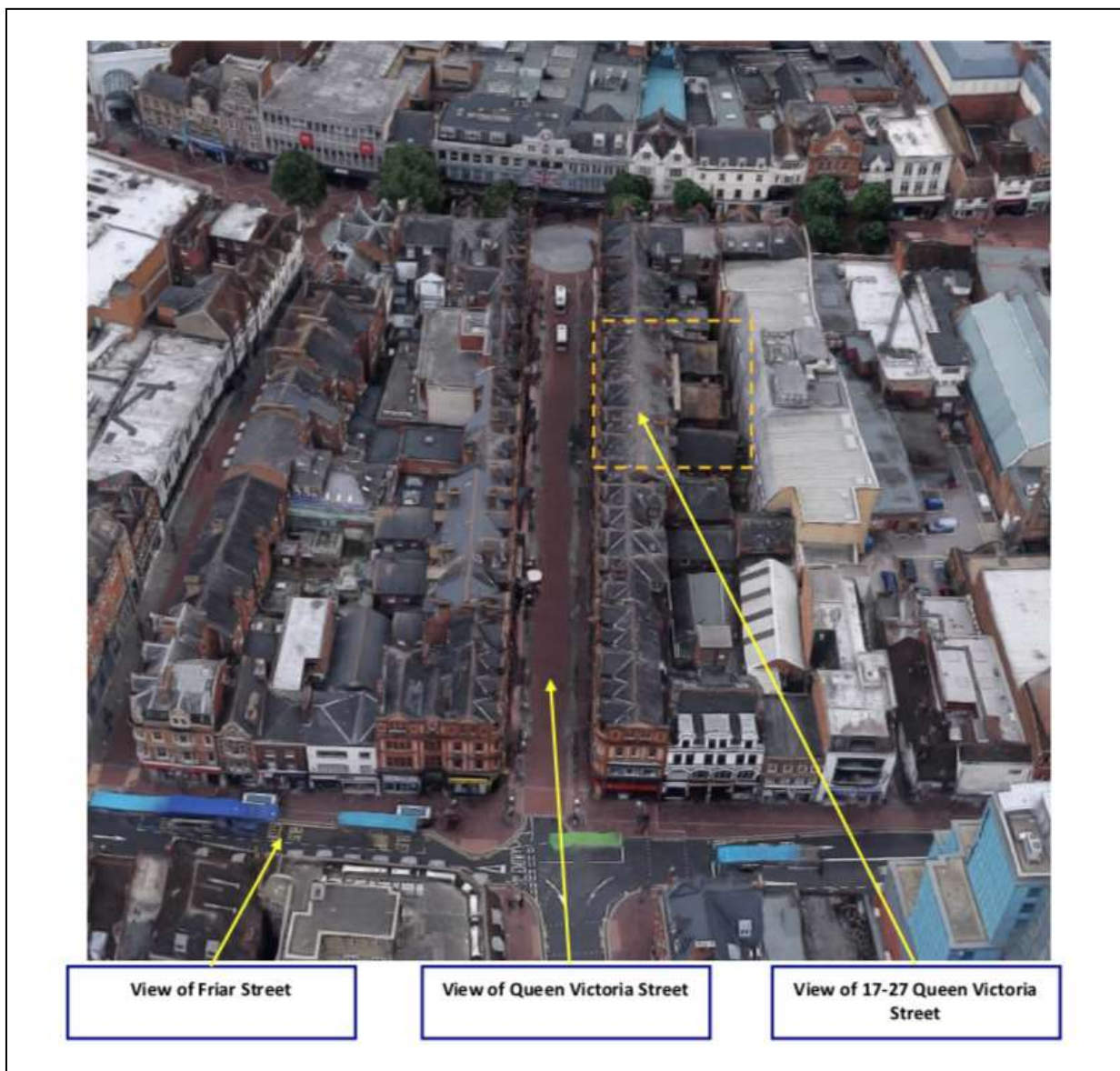
### Footpath closures or road closures needed during construction:

No road or footpath closures required. Segregated area to be made with traffic barriers and cones during the early morning rubbish collections and deliveries. Two traffic Marshals will be watching pedestrian from both sides of the road.

### Wheel washing facilities on site:

Due to nature of construction works, no wheel washing facilities required on site. No ground works to be carried out on Queen Victoria Street. After rubbish collections or deliveries, area to be swept up immediately from dust and any debris.

### AERIAL VIEW





## 2.6 METHOD STATEMENTS/RISK ASSESSMENT PROCEDURES (INCLUDING PERMIT TO WORK)

We will throughout the project monitor the sub-contractors to ensure that all activities are being carried out to a safe system of work and in accordance with their own Method Statement.

All contracted work will not be allowed to commence without a set of RAMS having been submitted to our Project Management Team, prior to works commencing. We will then review the RAMS for compliance and coordination with other ongoing works to ensure that contractors are not being put at risk.

All works shall have a detailed site specific method statement/risk assessment (RAM's) in place compiled by a competent manager. After the compilation of the RAM's a method statement briefing will be conducted for all operatives involved in the works. A briefing register will be signed by all once our site management team have ensured that they understand the safe system of works and agree to comply.

Before works take place all operatives are to be read the specific method statement to ensure compliance and understanding of the proposed works (Safe System of Work). A method statement register is then signed by all operatives.

Our Site Manager will review all systems of work to ensure legal compliance and a duty of care over employees. Also they will revise the method statement as required.

Contractors are expected to submit their RAMS at least a week prior the works commencing to allow sufficient time for our Project Team to review.

Contractors are also expected to monitor their own works in accordance with the agreed RAMS.

**Note:** all our approved contractors have received a copy of our RAMS review sheet.

## 2.7 GENERAL SITE RULES/GENERAL SAFE WORKING PRACTICES

Minimum standards of employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in an Employee's Contract of Employment or a Breach of Contract from that Employee's Employer and may attract disciplinary action.

Contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the individual by the Health and Safety Executive and / or the Company.

The following site rules are to be practiced:

- No personnel including visitors are to have access to the site without fully complying with the site access and permit requirements (Site Induction). All visitors must be accompanied at all times.
- The site should be kept clear at all times and all rubbish should be cleaned away as soon as practical.
- All personnel should be properly and correctly trained for the work on which they are employed.
- Managers/Supervisors to wear black hats.
- Personal protective equipment appropriate to the task being carried out should be worn at all times, on all VOLUTE Projects we apply our 5 point Plan.



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- No drugs or alcohol shall be allowed onsite or any person who is to be considered to be under the influence of drugs or alcohol.
- No smoking within the site will be permitted, except in specially designated areas within the site.
- All dust, noise and pollution shall be kept to a minimum and all measures taken to prevent any nuisance arising from the carrying out of the works.
- No playing of radios, cd players, mp3's or similar devices.

The Following general safe working practices are to be followed throughout all management systems on site:

- No item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
- All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
- No machine, plant or equipment is to be left unattended or cleaned whilst in motion, unless you are authorised to do so.
- No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
- All substances are only to be used in accordance with the written instructions.
- All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
- All hazard notices or warning signs displayed on the premises are to be obeyed.
- All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
- The work area is to be kept clean and tidy at all times.
- All waste is to be disposed of in the correct container.
- All liquid spillage's are to be cleaned up immediately and reported.
- All emergency procedures relevant to your work area are to be obeyed.
- Emergency exits and equipment are not to be obstructed.
- Any use of or damage to firefighting equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

### MISCONDUCT

Any person on site, found to have acted in a dangerous way in contravention to existing Company and Statutory rules and procedures shall be liable to the Company disciplinary procedure as described in the Company Policy Document. Specific actions that apply are:-

- Wilfully breaching the Safety Rules or Safety Policy
- Signing in for others
- Sleeping on duty
- Using alcohol or un-prescribed drugs



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- Removing any guard or protective device
- Operating any machine, plant or equipment without authority
- Misusing items provided for first aid
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work
- Defacing or removing notices, signs, labels or any other warning device
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "No Smoking" areas or whilst using flammable substances
- Taking part in horseplay or practical jokes
- Making false declarations or interfering with evidence following an accident or dangerous occurrence
- Misusing compressed air, electric or pneumatic equipment
- Overloading lifting equipment

For repeat offenders or serious breaches, a non-conformance report will be issued to the company and sent to the company Directors. If a company receives two non-conformances within a 12-month period, their status on our approved database will be put on hold until a performance related meeting is held to discuss possible improvements and compliance issues.



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### **SAFETY INFORMATION**

#### **INDUCTIONS**

All operatives/visitors-attending site will be requested to attend a project induction, this is compulsory. For temporary visitors it may be agreed with our Project team that an escort may be provided, and not an induction. However all visitors that are escorted must wear a yellow visitors safety hat.

Following our induction process, a test will be conducted to ensure that all attended have understood the safety message. If we find that operatives fail, this test and a further discussion will take place to discover the reason for the lack of understanding.

If this is due to language issues, then we will expect an assessment be carried out by the contractor to justify that the work can be carried out safely.

#### **METHOD STATEMENT BRIEFINGS**

All operatives will have access to their company's Method Statements and Risk Assessments at all times. Operatives will be asked to sign at Induction that they have read and agree to work to their company's Method Statements and Risk Assessments.

#### **TOOLBOX TALKS**

Toolbox talks will be held weekly as a minimum with all staff and sub contractors. These will be recorded.

#### **SAFE-START BRIEFINGS**

Each trade supervisor will be informed of the day's activities and advised of any specific hazards. The supervisor will be instructed with informing their workforce and will produce a register to confirm this. They will also be instructed with inspecting and approving the areas to be used by his workforce prior to the commencement of works.

#### **SAFETY COMMITTEES AND MEETINGS**

Periodic meetings between Volute London and subcontractors are to be implemented on site with the relevant company representative attendance to discuss current issues/events, Safety concerns and a logistical look ahead. Project safety meeting will be held on a monthly basis.

#### **SITE NOTICE BOARDS**

Site notice boards will display the required documents to comply with Health and Safety requirements.



## 2.8 ARRANGEMENTS FOR ACTIVE MONITORING

### Inspections/Audits;

Volute London system for monitoring involves constant safety, health and environmental awareness by Volute London Management.

Our formal monitoring procedures involve the following inspections;

- Directors/Operation Directors Inspection – Monthly Inspections;
- Project Managers/Contract Managers – Monthly Inspections;
- Site Managers – Weekly Inspections;
- COVAL Health & Safety Consultants – As Instructed

All managers/supervisors who have a duty to monitor safety, health & environmental activities will be trained to conduct formal inspections – CITB (SMSTS/SSSTS) & Internal Compliance Training)

At any time the Managing Director in Charge of Safety can, without cause or reason insist on a Health and Safety Audit to be carried out. The Volute London Safety Consultant will carry out this audit, after which, the audit will be analysed and assessed.

The audit carried out, will be issued (with a report) to the director in charge of safety, and from this he shall decide what (if any) courses of action to take.



## 2.9 ARRANGEMENTS FOR REACTIVE MONITORING

In the event of an incident/accident/ illness or a dangerous occurrence, Volute London will immediately instigate a full investigation involving.

- Volute London will assess the cause of the incident
- Complete an accident report form (attached)
- Complete F2508/F2508a (On Line – HSE Website)
- Analyse all collated information
- Assess what measures are needed to ensure the incident does not reoccur
- Report all appropriate information to the Principal Designer
- Volute London shall learn from any mistakes and publicise across the Group (Look at trends)

Volute London shall carefully monitor the standards being achieved on site and compare with the standards set out in the Volute London Health and Safety Policy.

Where a contractor is deficient in the implementation of our standards, Volute Constructions shall assess why this has happened and through discussion and agreement between the Volute London management team and the sub-contractor concerned agree a course of action and a timescale for resolution. A letter of noncompliance may be issued, copied to their Managing Director.

If the sub-contractor has not resolved this within the timescale and they do not have a justifiable reason as to why not, then they will be removed from the project and replaced by another sub-contractor.

Any incident or dangerous occurrence to which RIDDOR applies will be reported accordingly to the appropriate authorities and the appropriate forms completed with a full investigation of the incident.

All operatives will have included in their induction training, the relevant information concerning RIDDOR and will give instruction on what information is required for reporting purposes. Report all incidents however slight to a member of the Volute London Management Team.

Volute London will emphasise the importance of every individual's safety and the need to correct any incidents that occur.



## 2.10 ARRANGEMENTS FOR COOPERATION WITH PRINCIPAL DESIGNER/CLIENT

Volute London is to consider any unforeseen eventualities arising during the progress of the contracted works resulting in any changes that may affect the suitability of the resources assessed during the tender stage. Volute London will consult with the Principal Designer and develop the Plan accordingly.

Monthly Coordination meetings will be held with the Principal Designer.

Volute London as a Principal Contractor will provide the Principal Designer with a schedule of all (sub) contract designers and advise any changes as the project develops.

Any design changes are to be approved by the Principal Designer/Client prior to works being carried out.

Information must be provided to the Principal Designer for any additional updates to be submitted to the HSE (F10) Rev.

The Principal Designer may be requested to provide advice to contractors concerning the competence of specific potential designers. Such a request must be made of the Principal Designer in writing, to be received by him in good time so as to permit the necessary assessments to be made and the advice formulated before the programmed appointment of each named designer.

## CONSTRUCTION PHASE HEALTH AND SAFETY FILE REQUIREMENTS

During the construction phase the Principal Designer and Volute London will meet periodically to discuss and agree the scope of information which will be required to be provided to the Principal Designer by the Principal Contractor before Practical Completion is certified.

In accordance with "Health and Safety in Construction", the HSE Guidance for the Construction (Design and Management) Regulations, the Health and Safety File element of the combined operating and maintenance manual and health and safety file will contain the following:

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

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services)
3. Key structural principals incorporated into the design of the structure, e.g. bracing, sources of substantial stored energy - including pre or post tensioned members and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
4. Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off).
5. Information regarding the removal or dismantling of installed plant and equipment (for example, lifting arrangements).
6. Health and Safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and markings of significant services, including the fire service.
8. Information and as built drawings of the structure, its plant and equipment.



## 2.11 ARRANGEMENTS FOR COOPERATION WITH CONTRACTORS

Throughout the project, Volute London shall liaise with all trade contractors to ensure that any Health & Safety risks are addressed. This will be carried out in one of a number of ways:

- Method statement & risk assessment(s) for all works will be checked and reviewed by Volute London prior to works commencing.
- A site memo/safety alerts may be distributed to the relevant parties to inform them of any hazards that may disruption normal works.
- Any isolations or disruptions to areas / facilities / thoroughfares will be notified initially to all concerned parties as soon as possible after Volute London are aware of the intended works.
- Volute London will also communicate with all other trade contractors to ensure that any processes carried out by Volute London are not going to affect their works in progress, regarding safety to any operatives. Volute London will also ensure that the works being carried out by the other trade contractors will in no way affect the health and safety of any Volute London operatives.
- Daily SAFE-Start Briefings carried out with all contractors
- Monthly Project Safety Meetings.
- Project wide Toolbox Talks.
- Project Safety Tours.
- SAFE-Start Newsletters

## 2.12 PROJECT GOALS

The main objective is to ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction work and others who may be affected.

### Health Safety and Environmental Goals

The following safety/environmental objectives are to be implemented;

- Zero harm.
- 2% waste to landfill.
- No HSE/EA notices served.
- No HSE FFI action.
- No environmental incidents or complaints.



## 2.13 EMERGENCY PROCEDURES

In case of fire, the fire alarm will be operational to notify all workers with immediate evacuation. There is one fire escape route between buildings 23 and 25 to be used to get everyone out and to designated Muster Point that is located opposite by the HSBC Bank.

**It will be stressed to all contractors that emergency routes are to remain open throughout the duration of the project.**

### ACTION ON THE DISCOVERY OF A FIRE

Raise the alarm (If you are not near an alarm device shout FIRE and give the LOCATION)  
Inform the Site Manager or appointed person who will alert the fire service by telephone and inform all parties involved in the project.

Put the fire out, only if that is possible without putting yourself in danger.

### ACTION ON HEARING THE ALARM

Evacuate the premises quickly and quietly. Do not wait to finish the phone call or to collect personal belongings. Report immediately to the designated assembly point, do not re-enter the building until the fire service declares that it is safe to do so.

Information Required when Summoning the Fire Brigade:

Who is calling  
The address of the fire  
The telephone number you are calling from  
Brief details of the fire and its location if possible

### NEAREST HOSPITAL

**Royal Berkshire Hospital**  
**London Road / Craven Road**  
**Reading**  
**RG1 5AN**  
**Distance approximately: 0.7 miles**

### FIRE MARSHAL/FIRE RESPONSIBLE PERSON

Due to the nature of the project it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that all operatives ensure that their area is evacuated and that everyone, including visitors, are alerted and cleared from site. That information should be reported to the senior person in charge at the fire assembly point.

### FIRE PRECAUTIONS

The Site Manager will ensure that:

Sufficient firefighting equipment is available within the premises and that it is serviced at least once a year, inspected daily and details are recorded on a weekly basis.  
Weekly fire safety inspections are conducted and recorded  
Training and instruction are given to staff in respect of means of escape, the use of firefighting equipment and the fire drill procedure.

## SECURITY PROCEDURES

|                                                                        |          |              |
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| Uncontrolled Copy when printed or downloaded from the company intranet |          |              |



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We will ensure that no unauthorised personnel are allowed on site. Personnel must also comply with the following:

- All visitors will be required to book in and out at the point of entry
- Entry and exit points must be kept clear at all times
- A designated fire marshal will be required to escort emergency service vehicles on site
- Ensure visitors are aware of pedestrian and traffic routes
- Ensure that all visitors on to site are aware of PPE requirements as dictated by the Principal Contractor.
- All security procedures will be agreed in advance with the client's representative

### FIRST AID

It is a Legal Requirement and the Policy of the Company to provide adequate first aid facilities for all its employees.

First Aid Personnel:

**First Aid personnel shall be available at all times. This will necessitate the provision of at least one fully qualified first aider in the offices and one in each construction team unless an alternative arrangement has been made for the provision of suitable and sufficient First Aid cover. The first aider is to be summoned to and take charge of all situations where injury has occurred. The company may in addition, appoint persons to assist the first aiders. All emergency contact details are displayed on the Volute London standard Project Notice boards.**

First Aiders: (& Location)

Demyd Kryukovskyy, Victor Batura (Site Office)

### MEDICAL

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

First Aid assistance is to be obtained, if appropriate.

The injured or ill person is to be conveyed to hospital, by the quickest means possible

An ambulance is to be summoned, ensuring that the address is given accurately

The full details of the person injured or ill and the details of the injuries or illness are to be passed to the Site Manager as soon as possible

### FIRE OR EXPLOSION

The following action is to be taken in the event of fire or explosion occurring on site:

The area is to be evacuated

The fire brigade is to be summoned immediately

Portable fire extinguishers are to be used in an attempt to put out the fire or to contain it. This is only to be undertaken if there is no risk to personnel

### EMERGENCY CONTACT NUMBERS (UTILITIES)

Squire Energy - 01372 360607

Cadent - 0800111 999

Thames Water - 0800 316 9800



## 2.14 SAFE WORKING PRACTICES

### SITE ELECTRICAL WORKS

#### References:

The Construction (Design & Management) Regulations 2015;  
The Electricity at Work Regulations 1989  
Gas Safety (Management) Regulations 1996  
HS(G) 150 (Health & Safety in Construction)

Electricity is an invaluable aid to site productivity. It is at all times the most serious hazard to all construction workers because it is invisible and instantaneous in its effect. It can be present on site either in the form of temporary supplies or existing installations.

The design and installation of any electricity supply is the province of a specialist. Electrical distribution systems for construction sites, where the system is exposed to very arduous conditions, is no exception. Therefore, the installation can only be done by a competent electrician. All live services are to be isolated prior to works commencing (drawings).

All portable electrical equipment will be Portable Appliance Tested (every 3 months) in accordance with the Electricity at Work Regulations 1989.

### SITE TRANSPORT

#### References:

The Construction (Design & Management) Regulations 2015  
L153 (Construction Management Guidance)  
HSG 144 (Safe use of Construction Vehicles)  
CIS 53 (Safe Use of Dumpers)  
INDG 199 (Workplace Transport)

Transport is defined as vehicles used to carry persons or materials, and on construction sites this includes trucks, compactors, tractors and trailers, plant, dumpers compressors.

Drivers: All persons driving on site shall be:

Over 18 years old, unless under training and direct supervision

In possession of a current driving licence and, where applicable, unless under training and direct supervision, hold a relevant Certificate of Training Achievement for that particular piece of equipment.

Only persons authorised to do so are to operate any form of transport. Drivers shall ensure that their vehicles are correctly loaded, do not exceed their capacity and that the loads are secure.

All drivers shall be in possession of a hard hat that shall be worn at all times on site, when not in a protected cab. In addition, there may be a site requirement to wear additional protective equipment that must also be adhered to.

Reversing: All vehicles must be banked by a competent person during reversing manoeuvres. If the banks-man cannot be seen the driver must stop all functions until visual communication is re-established.

Where necessary and/or appropriate, vehicles should be escorted by a banks-man during all movements on site where the driver is unfamiliar with the site.



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**Repair and Maintenance:** All transport shall be maintained strictly in accordance with the manufacturer's instructions. All vehicles shall be checked, whilst being serviced, to ensure that the structure of the vehicle, including all welds, is sound in addition to the normal service checks.

**Loading/Unloading:** Vehicles shall not be overloaded and the load is to be evenly distributed, secured and not project beyond the sides and rear of the vehicle.

Where a long load has to project over the rear of a vehicle, that load shall be marked in a manner clearly identifiable to following vehicles and pedestrians. Where the vehicle is being loaded by mechanical means the driver shall leave the vehicle and take up a safe position.

During unloading, ropes and other load fixing devices shall be removed with care to ensure that the load does not slip and cause injury to persons or damage to the load. The Site Manager will produce a site plan, outlining lay-down areas etc.

### **HAND/ARM VIBRATION**

#### **References:**

The Control of Vibration at Work Regulations 2005;  
The Management of Health & Safety at Work Regulations 1999;  
L140 (ACOP – Vibration Regulations)

Strategy for reducing vibration - from the outset, risk assessments of all work tasks will be carried out, during which the following issues in regards to vibration will be addressed:

Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?

Ensuring that any new tools have vibration controls built in. All tools, whether supplied new or second-hand, should be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and relevant European Standards.

Arranging for operatives to stay warm by providing heating for the workplace and, where possible, suitable clothing and gloves employers will reduce the effect of cold on the operatives' hands and other parts of the body and help them to identify the symptoms of vibration-induced diseases more quickly.

Complying with the vibration levels as set in The Vibration At Work Regulations 2005:

(a) Daily exposure limit value is  $5 \text{ m/s}^2 \text{ A(8)}$

(b) Daily exposure action value is  $2.5 \text{ m/s}^2 \text{ A(8)}$

### **Preventive measures**

VOLUTE LONDON Site Manager will ensure that all equipment emitting vibration is assessed and colour coded in accordance with the table below (Risk Assessments will also be colour coded)



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| Vibration magnitude<br>m/s <sup>2</sup> | Daily exposure time |      |      |      |      |      |      |      |      |      |
|-----------------------------------------|---------------------|------|------|------|------|------|------|------|------|------|
|                                         | 15 m                | 30 m | 1 h  | 2 h  | 3 h  | 4 h  | 5 h  | 6 h  | 8 h  | 10 h |
| 40                                      | 800                 | 900  |      |      |      |      |      |      |      |      |
| 30                                      | 450                 |      |      |      |      |      |      |      |      |      |
| 25                                      | 315                 | 625  | 1250 |      |      |      |      |      |      |      |
| 20                                      | 200                 | 400  | 800  |      |      |      |      |      |      |      |
| 19                                      | 180                 | 360  | 720  | 1450 |      |      |      |      |      |      |
| 18                                      | 160                 | 325  | 650  | 1300 |      |      |      |      |      |      |
| 17                                      | 145                 | 290  | 580  | 1150 |      |      |      |      |      |      |
| 16                                      | 130                 | 255  | 510  | 1000 |      |      |      |      |      |      |
| 15                                      | 115                 | 225  | 450  | 900  | 1350 |      |      |      |      |      |
| 14                                      | 98                  | 195  | 390  | 785  | 1200 |      |      |      |      |      |
| 13                                      | 85                  | 170  | 340  | 675  | 1000 | 1350 |      |      |      |      |
| 12                                      | 72                  | 145  | 290  | 575  | 865  | 1150 | 1450 |      |      |      |
| 11                                      | 61                  | 120  | 240  | 485  | 725  | 970  | 1200 | 1450 |      |      |
| 10                                      | 50                  | 100  | 200  | 400  | 600  | 800  | 1000 | 1200 |      |      |
| 9                                       | 41                  | 81   | 160  | 325  | 485  | 650  | 810  | 970  | 1300 |      |
| 8                                       | 32                  | 64   | 130  | 255  | 385  | 510  | 640  | 770  | 1000 | 1200 |
| 7                                       | 25                  | 49   | 98   | 195  | 295  | 390  | 490  | 590  | 785  | 885  |
| 6                                       | 18                  | 36   | 72   | 145  | 215  | 290  | 360  | 430  | 575  | 720  |
| 5.5                                     | 15                  | 30   | 61   | 120  | 180  | 240  | 305  | 365  | 485  | 605  |
| 5                                       | 13                  | 26   | 50   | 100  | 150  | 200  | 250  | 300  | 400  | 500  |
| 4.5                                     | 10                  | 20   | 41   | 81   | 120  | 160  | 205  | 245  | 325  | 405  |
| 4                                       | 8                   | 16   | 32   | 64   | 95   | 130  | 160  | 190  | 255  | 320  |
| 3.5                                     | 6                   | 12   | 25   | 49   | 74   | 98   | 125  | 145  | 195  | 245  |
| 3                                       | 5                   | 9    | 18   | 36   | 54   | 72   | 90   | 110  | 145  | 180  |
| 2.5                                     | 3                   | 6    | 13   | 25   | 38   | 50   | 63   | 75   | 100  | 125  |
| 2                                       | 2                   | 4    | 8    | 16   | 24   | 32   | 40   | 48   | 64   | 80   |
| 1.5                                     | 1                   | 2    | 5    | 9    | 14   | 18   | 23   | 27   | 36   | 45   |
| 1                                       | 1                   | 1    | 2    | 4    | 6    | 8    | 10   | 12   | 16   | 20   |

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the operative exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s<sup>2</sup> and an exposure time of 3 hours; in this case the exposure corresponds to 150 points.
4. Compare the point's value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.
5. The colour of the square containing the exposure point's value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

|                                 |
|---------------------------------|
| Above limit value               |
| Likely to be above limit value  |
| Above action value              |
| Likely to be above action value |
| Below action value              |

6. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).
7. If a worker is exposed to vibration above the action level (which should be avoided), then health surveillance is required to be implemented by VOLUTE CONSTRUCTION;



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We will always, so far as reasonably practicable ensure that no worker is exposed to vibration above the action value (100pts).

**0 – 100; points over an 8 hour day, (Permitted).**

**100 – 400; points health surveillance required (To be avoided)**

**400 – Above must not start work!!!!**

All vibration risk assessments will be carried out in accordance with the Vibration at Work Regulations, and include a briefing register to ensure that the employee is fully aware of the exposure time allocated (trigger time).



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### LIFTING OPERATIONS

#### **References:**

The Construction (Design & Management) Regulations 2015;  
The Lifting Operations & Lifting Equipment Regulations 1998;  
L113 (Lifting Operations ACOP)  
CPA - Working at Height on Hoists  
CPA - Tower-Cranes-Alongside-Railways

All lifting operations will be carried out in accordance with The Lifting Operations & Lifting Equipment Regulations 1998 & L113 (Lifting Operations ACOP).

The following competent persons will be appointed on this project to control/monitor all lifting operations:

- Lifting Appointed Person (CPCS)
- Lifting supervisor (if required) (CPCS)
- Trained and competent operator (CPCS)
- Slinger/Signaller (CPCS)

The requirements for these appointments may vary depending on the scope and complexity of the lifts.

There will be an approved lifting plan on the project for lifting operations.

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

#### **References:**

*The Control of Substances Hazardous to Health Regulations 2002 (2004)*  
*indg136 (Working with Hazardous Substances)*  
*L5 Approved Code Of Practice - COSHH*

We will ensure that all COSHH items have the relevant MSDS/COSHH Assessments in place. The following procedure will be followed;

- a) Assess the hazards and risks to health.
- b) Implement a control programme.
- c) Ensure that controls are being used properly and maintained.
- d) Where necessary, monitor the control measures.
- e) Where necessary, measure workers exposure.



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### FIRE PRECAUTIONS

#### References:

The Construction (Design & Management) Regulations 2015;  
*L153 (Management in Construction)*  
*HS(G) 150 (Health & Safety in Construction)*  
*HS(G) 168 Construction Fire Safety*

The objective of fire precautions is the protection of life, avoidance of damage to property, plant and processes from fire. Fires should only be tackled providing there is no risk of danger to yourself.

Common causes of fire are:

- Malicious ignition (including by children).
- Carelessness in smoking or with lighted matches.
- Faulty or misused heating equipment.
- Incorrect storage and careless use of flammable liquids.
- Electrical faults.
- Uncontrolled build-up of rubbish.

All site works are to have established, prior to the commencement of works, the following arrangements:

- Fire risk assessment compiled
- Fire Marshals appointed
- Fire responsible person appointed
- Means to detect and give warning of fire (fire alarm).
- An effective evacuation plan, fire drills should be established and performed on a regular basis.
- Adequate means of escape and the displaying of emergency fire exit signs and lighting where appropriate.
- How to use the firefighting equipment (fire alarms/extinguishers etc.).
- Effective communications with the emergency services (obtain an outside line) and telephone 999 and ask for the Fire Brigade and the Ambulance Service if someone has been injured. The emergency services should be contacted as soon as possible in the event of a fire occurring.
- A fire plan of the premises (display in areas where emergency exits may not be obvious, or where alternative emergency exits could be an advantage).
- All persons are required to sign in and out of the premises. A register for Employees and a visitors book for visitors.
- Before any hot works are permitted on site a hot works permit is required, this can be achieved by contacting the Site Manager prior to works.

### MANUAL HANDLING

#### References:

The Manual Handling Operations Regulations 1992;  
The Management of Health & Safety at Work Regulations 1999;  
*INDG 143 (Getting to Grip with Manual Handling)*  
*L23 (Manual Handling ACOP)*

The duties imposed by the *Manual Handling Operations Regulations 1992* are as follows:

- Avoid hazardous manual handling operations where reasonably practical
- Risk assess any hazardous operations that are unavoidable (form within Part III)
- Reduce the risk of injury as far as is reasonably practicable
- Provide adequate and appropriate information, instruction, training & supervision.



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- Monitor and review
- Once a risk assessment of the manual lifting procedure has been completed, a competent operative who has been trained in Manual Handling can carry out the operation.

It is the site policy to prevent injury and ill health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

All operatives should have received annual manual handling training.

### **WORKING AT HEIGHT**

#### **References:**

The Work at Height Regulations 2005  
INDG 401 (Guide to Working at Height)  
CIS 10 (Mobile Towers)  
INDG 284 (Working On Roofs)  
HSG 38 (Roof Work)

Working at height is a high risk activity therefore all operations shall be carefully planned. The particular hazard of each job must be identified and the best means of reducing those hazards considered. This shall take into account those working or passing underneath the work area, as well as those employed on the task itself.

We will try and avoid working at height if possible. If this is unavoidable then a risk assessment will be produced outlining the safe system of work.

All persons involved in working at height activities will be competent and trained to carry out their works.

All supervisors will also be trained and competent to plan and supervise working at height activities.

Suitable equipment will be selected to carry out works.

Detailed risk assessments for all working at height activities will be found within the 'site specific' method statements.

Suitable equipment shall be provided to give safe access to the working area, for example:

- Ladders
- Platforms
- Stepladders (Permit Only)

All the above equipment will comply with the Working at Height Regulations 2005.

### **SLIPS TRIPS AND FALLS**

#### **References:**

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The Construction (Design & Management) Regulations 2015  
The Work at Height Regulations 2005

Slip and trip accidents happen for a number of reasons. The majority of trips are caused by obstructions in walkways, such as power leads, poorly stored materials and equipment and waste materials. The rest are caused by uneven surfaces. Preventing these accidents is often simple and cost-effective. Regular checks of walkways will be under taken to ensure they are in the right place, well maintained, clear of obstructions and they available for use?

All works with the potential to obstruct walk ways will be properly planned and alternative escape routes will be utilised, in the event this is not possible the work will be scheduled to take place at a time when there is little or no requirement for the route to be used.

Risk assessments to be compiled as required.

### **DUST**

#### **References:**

*The Control of Substances Hazardous to Health Regulations 2002 (2004)*  
*indg136 (Working with Hazardous Substances)*  
*L5 Approved Code Of Practice - COSHH*  
*HSE – Guidance Construction Dust*

It is recognised that exposure to dust particles can cause permanent breathing problems if not controlled. Construction Dust is a general term used to what may be found on a construction site. There are three main types. Construction dust comes in 3 forms, silica dust, non-silica dust and wood based dust. Anyone who breathes in these dusts should know the damage they can do to the lungs and airways. The main dust related diseases affecting construction workers are:

Lung cancer, Silicosis, Chronic, Obstructive Pulmonary Disorder, Asthma.

Operations on this project that will generate dust are-

- Demolition works- The works will be carried out methodically in a reverse of the construction sequence using hand tools so as to generate the minimum amount of dust as possible. When the material is being moved around it will be damped down using water and placed into bins to be transported to skips by the hoist.
- Dry lining, ceiling and wall construction- Only approved British Gypsum products will be used and the manufacturer's guidance followed. Plaster board will be cut using a trimming knife as opposed to powered cutting tools to avoid air born dust particle.
- Carpentry- All cutting of timber product on this project will be done using power tools that have dust extraction attached. It will be carried out by competent people in a well-ventilated area. Offsite manufacturing will be utilised where ever possible so as to avoid unnecessary dust creation on site.
- Sweeping up- The floor plate and work areas will be swept regularly to avoid dust build up. The areas will be damped down using water so as to reduce air borne particles, the sweepers will be encouraged to keep the brooms in contact with the ground at all times.

All operations on this project will be carried out under the control of a risk assessment and method statement which will be approved by the Volute management team using our RAMS assessment sheet. As a minimum a FFP2 (APF 20) dust mask should be included in the assessment and worn at all times when carrying out the task. All operatives must have had their dust mask face fitted prior to use.

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### NOISE

#### References:

The Control of Noise at Work Regulations 2005  
L108 (Noise at Work ACOP)

Proactive measures- Due to the works being undertaken within a live college all tasks and operations will be assessed for noise prior to being carried out. Techniques to reduce noise levels during the operation will be utilised, such as use of alternative techniques and tools. It is recognised that prolonged exposure to high noise levels can cause permanent hearing damage and every effort will be taken to avoid this if noise is unavoidable.

If noisy operations are unavoidable the area will be warned beforehand so it can be coordinated with a convenient time for them.

Reactive measures- If it is found that you have to raise your voice 2m away from an operation this will be considered a noisy operation. The work will be stopped and a noise assessment will be carried out and the appropriate measures will be taken.

A specific RAMS will be carried out for the task and additional PPE, including ear protection will be utilised.

When compiling a risk assessment the following action levels must be used;

- First Action = 80db(a)
- Second Action = 85 dB(a)
- Weekly Action = 87db(a)

### OCCUPATIONAL HEALTH

At Volute London we are fully aware of our legal duties relating to the need of occupational health surveillance, in accordance with **The Management of Health & Safety at Work Regulations 1999** (Regulation 6 – Employers duty to carry out health surveillance).

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Our occupational health programme has been compiled in accordance with Health Surveillance at Work – HSE Guidance.

### Health Assessment

Health assessment is carried out to ensure an individual is fit for the role they are employed to undertake; and to ensure their health is not likely to be prejudiced by any role they may be required to undertake on this project.

**We have appointed Hampton Knight (Occupational Health Specialists) Limited to carry out regular visits to the project and carry out health checks in accordance with the project health assessment/scope.**

### Vibration;

All operatives that operate equipment that emits vibration will be given a risk assessment that will inform them of the risks of vibration and instruct them as to an exposure time (HSE Vibration Calculator/Ready Reckoner).

Regular tool box talks will be presented to operatives to make them aware of the symptoms of vibration white finger (HAV/Carpel Tunnel Syndrome). This will be delivered by a competent manager (SMSTS) who has been instructed on the hazards and symptoms of Vibration White Finger.

A vibration health surveillance questionnaire will be completed after the toolbox talk is presented (also on the site induction), the manager will vet all completed questionnaires and if issues occur this will be reported immediately to the SHE Director and HR Manager who will investigate and call in an occupation Nurse as required to carry out a full health check

All completed questionnaires will also be checked by our safety consultants during their monthly visits, if they feel that there is a high level of vibration exposure they will check all live vibration assessments to ensure that the action level of 2.5m/s<sup>2</sup> is not being exceeded, but also carry out a further vibration toolbox talk.

### Noise;

All operatives that operate equipment that emits noise or is subject to nuisance noise will be given a risk assessment that informs them of the safety procedures to be followed; this may mean the employment of engineering controls or as a last resort the use of PPE. If PPE is required then the correct PPE will be provided in accordance with industry standards.

All operatives that are exposed to noise levels above 80 d(b)a will be given hearing protection if required and an assessment carried out to try and reduce noise exposure.

If the noise exposure exceeds 85 d(b)a then a full assessment will be conducted to try and reduce the exposure by use of engineering controls, if this is not possible then PPE will be issued.

A noise exposure toolbox talk will be presented by our competent site manager (SMSTS) who will explain the hazards and effects of noise exposure and the symptoms of noise induced hearing loss. At this time a noise surveillance questionnaire will be completed after the toolbox talk is presented (also on the site induction), the manager will vet all completed questionnaires and if issues occur this will be reported immediately to the SHE Director and HR Manager who will investigate and call in an occupation Nurse as required to carry out a full health check.

Regular noise monitoring will be carried out on high risk projects to ensure that noise levels within the project are being controlled and assessed.

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We will ensure that contractors who expose their employees to noise levels with the 2<sup>nd</sup> action level also have occupational health prevention procedures.

### **Occupational Dermatitis;**

All operatives that use materials that can cause skin irritation will be given a risk assessment (COSHH) that informs them of the safety procedures to be followed; this may mean the substitution of irritant materials or as a last resort the use of PPE. If PPE is required then the correct PPE will be provided in accordance with industry standards.

Toolbox talk on occupational dermatitis will be presented by our competent site manager (SMSTS) who will explain the hazards and effects of occupational dermatitis, including a general hand check of all exposed operatives to substances that may cause irritation to the skin.. At this time a dermatitis surveillance questionnaire will be completed after the toolbox talk is presented (also on the site induction), the manager will vet all completed questionnaires and if issues occur this will be reported immediately to the SHE Director and HR Manager who will investigate and call in an occupation Nurse as required to carry out a full health check

### **Occupation Respiratory Problems;**

All operatives that carry out works where they are being exposed to general construction dust/silica/wood dust that can cause respiratory problems will be given a risk assessment (COSHH) that informs them of the safety procedures to be followed; this may mean the engineering controls being implemented such as extraction systems or adequate ventilation/suppressing dust exposure. If RPE is required then the correct PPE will be provided in accordance with industry standards.

All operatives that require RPE will be instructed on the use and correct wearing; also a face fit test will be carried out by our competent Site Manager for the fitting of a dust mask (FFP1/FFP2). If a higher standard of RPE is required then a face fit test will be carried out by an external RPE Provider in accordance with the guidelines set out in industry standards.

Please see below for a guide as to which RPE should be used for each activity (*Note; this is a guide and confirmation must be taken from the MSDS/COSHH Assessment*).

Toolbox talk on occupational health risks arising from dust (occupational asthma) will be presented by our competent site manager (SMSTS) who will explain the hazards and effects of dust (Including occupational asthma), at this time a occupational asthma surveillance questionnaire will be completed after the toolbox talk is presented, the manager will vet all completed questionnaires and if issues occur this will be reported immediately to the SHE Director and HR Manager who will investigate and call in an occupation Nurse as required to carry out a full health check.

***RPE (FFP 3) will be issued where required and face fit tests carried out.***

## **EXCAVATIONS**

N/A

### **Permit to Dig**

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N/A

### **INSPECTIONS**

All structures temporarily erected as working places are legally defined as scaffolds. They are, therefore, to be subjected to inspections as if they were scaffold. The place of work must be “safe” prior to work commencing. This will require some sort of inspection. The place must be formally inspected and the findings recorded in a record of inspection at least every 7 days and after any event which may affect the safety of the working place.

A record of this inspection will be recorded into this document as an attachment.

### **GENERAL HEALTH**

Weil's disease or Leptospirosis: usually via contact with rodent urine.

Welfare facilities will be provided to ensure a high standard of personal hygiene, especially prior to eating or drinking. All cuts and abrasions must be covered immediately.

Information on control measures will be covered during the induction process.



## 2.15 ENVIRONMENTAL MANAGEMENT

Volute London is committed to developing and promoting high environmental standards in all areas of our business.

We have established clear aims and objectives, which are detailed both on our 'Policy Statement' and Environmental Policy.

**We recognise that environmental issues are an integral part of the health, safety and quality ethos of the Company and it shall be considered of equal importance to these areas.**

All management personnel will be instructed as to these aims and objectives and will adopt the best available technique to reduce the environmental impact whilst not entailing excessive costs.

### Planning and Preparation

In planning and carrying out any works, precautions must be taken to ensure the complete protection of the environment against any pollution hazards. This may include a survey of the past uses of the land, consideration of the siting of fuel tanks, pipelines and other processes that may pose a risk.

The Site Manager will consult with the Local Environment Agency Officer/ and the Volute London Health and safety Consultant for advice and assistance where necessary.

### Site Drainage

There will be one type of drainage on the site. Manholes on site are colour coded, blue for surface water and red for foul water.

The foul water drainage carries contaminated water to a sewage works for treatment before discharge to a watercourse or soak away. Discharges to a public sewer are not permitted without the prior consent of the relevant authority.

### Deliveries

Special care shall be taken when taking delivery of hazardous substances or materials, they shall be supervised by a competent person at all times.

A procedure for handling any incident of contamination will be communicated to the employees during induction and toolbox talks.

### Storage

Many of the materials used in construction operations, such as oil, chemicals, cement, lime cleaning materials and paint have the potential to cause a serious environmental incident. The storage of all materials will be controlled by Volute Construction.

General Storage will be located below the site office at the number 25.

### Waste Management

The correct handling, storage and disposal of waste material is vital to environmental efficiency and will be a critical factor in avoiding public complaints.



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We acknowledge that we have a duty of care which requires us to ensure that waste does not escape from our control and that it is passed only to an authorised person accompanied by a full written description.

### **Waste Minimisation**

Waste disposal is increasingly costly. Waste minimisation involves reducing the volume of waste produced, reusing the material again without processing or recycling.

All of these can bring benefits to the environment and significant savings in terms of management time, waste materials, and transport and disposal charges and also landfill tax.

### **Waste Treatment and Storage**

All waste will be stored in the designated area, which is isolated from surface drainage. Skips are to be covered/lids attached wherever possible, to prevent dust and litter being blown around the site. These areas are to be regularly inspected and exchanged when full.

### **Waste Disposal**

Under the Duty of Care, the waste producer has a duty to ensure that the waste contractor who removes the waste is registered with the Environment Agency. In discharging our duty we shall periodically monitor the activities of our Licensed Waste Carriers to ensure the waste products are removed to a suitable facility.

Certain materials, substances may require specialist removal and disposal (Asbestos, lead, Hazardous Chemicals). Site Managers are advised to consult with the Safety Consultants in this instance.

If asbestos material will be removed off site, it will be carried out by a registered specialist contractor in accordance with the Hazardous Waste Regulations 2005. A copy of the consignment notes will be kept for inclusion into the Health and Safety File.

### **Site Roads**

N/A

### **Emergencies**

In the event of a spillage on site, the material should be contained (using an absorbent material such as sand or soil or commercially available boom and absorbent granules). All incidents are to be reported to the Clients Representative immediately so a decision on a course of action can be agreed.

A spillage kit will be made available by Volute Construction.



## 2.16 HEALTH & SAFETY ADVISORS

COVAL Health and Safety Services Limited are the Company safety advisors with the purpose of assisting the Company in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

### Inspections

Daily Inspections of the Company's work areas shall be carried out by the site manager. The resultant site inspection forms are to be kept on site and made available for inspection. These inspections shall include the following:

- That the safe systems of work and risk assessments made are being observed
- Protective clothing and equipment is in good order and that it is being used correctly.
- Plant, equipment and substances are being used, stored and handled correctly
- Plant and equipment in the area is in good order, adequately guarded and displaying the maintenance label and that this label is in date
- All substances in use have been assessed in accordance with the COSHH Regulations and that the data is available in the area for that substance
- The condition of the premises
- The standards of lighting
- The standard of housekeeping within the premises
- The provision of first aid facilities
- The provision of adequate fire precautions
- The display of the required statutory notices

Records of each inspection and the findings of the inspections, along with any recommendations as to the rectification's of any hazards or defects and action already taken, shall be kept.

**NOTE: Action to rectify hazards and defects must be taken immediately to eliminate or reduce the risk of an accident or injury occurring.**



## 2.17 WELFARE FACILITIES

### **References:**

*The Construction (Design & Management) Regulations 2015*  
*L153 (Construction Management) CDM 2015 Guidance*

**Volute London shall ensure that adequate welfare facilities are provided at all times;**

Volute London as the Principal Contractor will ensure that suitable and sufficient welfare facilities are provided for all operatives in accordance with The Construction (Design and Management) Regulations 2015

- Adequate Toilets.
- Washbasins providing hot and warm water.
- Means of heating water.
- Means of heating food.
- Drinking water
- Rest area etc.
- PPE Storage

### **Site Arrangements;**

Site office located at the Ground floor, number 25 Queen Victoria Street, Block 2.

Canteen is located at the First floor, Block 5.

Welfare: 2 site toilets at the rear elevation of the Block 2 and 2 toilets at the 1 floor Block 4 next to the canteen.

Loading bay is located at the front elevation Block 4.

Site storage is below the site office, Basement level Block 4.

**Principal Contractor Name: Volute London Ltd**

**Signed:**

**Date:**