



Caversham Primary School

Hemdean Road
Caversham
Reading
RG4 7RA

Construction Phase Plan

2018.06.22 Revision 03

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Document History

1.0 Document Issue History

Issue	Issued to	Issue Status	Date
1	ESAF	Draft Contractors Proposal	28.03.2018
2	Reading Borough Council	Draft in Response to Consultations	17.05.2018
3	Reading Borough Council	Planning Clarification	22.06.2018

2.0 Document Revision Record

Section	Details of Revision	Issue	Date
30.07, 32.14 to 32.18	New paragraphs added.	2	17.05.2018
New Sections 34, 35 and 36 added. Others re-numbered Appendix 10 added	New sections 34, 35 and 36 added in response to Reading Borough Council environmental protection concerns. Appendix 10	3	22.06.2018

3.0 Client Approval

Name	Position	Signed	Date

Construction Phase Health and Safety Plan

4.0 Introduction

- 4.1.1 A construction phase plan is a document that must record the health and safety arrangements for the construction phase, site rules, and where relevant, specific measures concerning work that falls within one or more of the categories listed in Appendix 3 of the Construction (Design & Management) Regulations 2015.
- 4.1.2 These specified categories are dealt with in this Plan under “Specified Risks”. The plan must record the arrangements for managing the significant health and safety risks associated with the construction phase of a project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and be as simple as possible. In considering what information is included, the emphasis is that it:
- Is relevant to the project
 - Has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase plan
 - Is proportionate to the scale and complexity of the project and the risks involved.
- 4.1.3 The plan should **not** include documents that gets in the way of a clear understanding of what is needed to manage the construction phase, such as generic risk assessments, records of how decisions were reached or detailed safety method statements.
- 4.1.4 The following list of topics should be considered when drawing up the plan:
- Description of The Project such as key dates, and details of key members of The Project Team
 - The management of the work including:
 - The health and safety aims for the project
 - The site rules
 - Arrangements to ensure co-operation between project team members and co-ordination of their work, e.g. regular site meetings
 - Arrangement for involving workers:
 - Site inductions
 - Welfare facilities
 - Fire and emergency procedures
 - The control of any of the specific site risks in Schedule 3 where they are relevant to the work involved.

5.0 The Client

- 5.1.1 The client must ensure a construction phase plan is drawn up **before** the construction phase begins. The principal contractor is responsible for drawing up the plan or for making arrangements for it to be drawn up. The client must ensure that the principal contractor is provided with all the available relevant information they need to draw up the plan, for example the pre-construction information.

6.0 The Designer(s)

- 6.1.1 The designer has no specific duty in relation to the Construction Phase Plan. However, the designer must take all reasonable steps to provide sufficient information about the risks they have been unable to eliminate through the design process, and the steps they have taken to reduce or control those risks. They must continue to cooperate with contractors and principal contractors as the construction phase progresses to ensure that they are kept up to date with any design changes.

7.0 The Principal Designer

- 7.1.1 The principal designer must help the Principal Contractor to prepare the construction phase plan by providing any relevant information they hold. This includes:
- The pre-construction information given to them by the client, and which they have an important role in pulling together and providing
 - Any information given to them by designers about the risks that have not been eliminated through the design process, and the steps they have taken to reduce or control those risks

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- 7.1.2 Before the start of the construction phase, the Principal Designer should regularly check that the Principal Contractor has the information needed to prepare the plan. They must continue to liaise with the Principal Contractor as the construction phase progresses to share any information that is relevant to the planning and management of the construction phase.
- 7.1.3 Before the start of the construction phase, the Principal Designer should regularly check that the Principal Contractor has the information needed to prepare the plan. They must continue to liaise with the Principal Contractor as the construction phase progresses to share any information that is relevant to the planning and management of the construction phase.
- 7.1.4 The Principal Designer must help the Principal Contractor to prepare the Construction Phase Plan by providing any relevant information they hold this includes:
- The pre-construction information given to them by the Client
 - Any information given to them by the designer, about the risks that have not been eliminated though the design process and the steps taken to control those risks

8.0 The Principal Contractor

- 8.1.1 The Principal Contractor must take the lead in preparing, reviewing, updating and revising the construction phase plan. They must draw up the plan or make arrangements for it to be drawn up during the pre-construction phase and **before** the construction site is set up. The principal contractor should expect help from both the client and principal designer in doing this.
- 8.1.2 The client's duty is to ensure that the plan is drawn up and the Principal Designers duty is to help the Principal Contractor by providing any relevant information they hold.
- 8.1.3 The Principal Contractor must ensure that the Construction Phase Plan, with its associated reference documents, is appropriately reviewed, updated and revised from time to time, ensuring the Plan remains fit for purpose and must also involve co-operating with:
- The Contractors who are most likely to see if health and safety risk controls are working;
 - The Principal Designer and Designers, when changes in designs during the construction phase have implications for the plan.

9.0 Project Description and Key Programme Dates

- 9.1.1 Site Address:
Hemdean Road
Caversham
Reading
RG4 7RA
- 9.1.2 Caversham Primary School is part of a framework of five other school which require refurbishment. The project comprises the removal and the replacement of an existing building.
- 9.1.3 The existing building is a pre-cast concrete frame with blockwork infill panels and pitched roof.
- 9.1.4 The new structure will be a modular building.
- 9.1.5 The project will follow key dates as detailed on the project programme.

10.0 Standard and KPI's

BREEAM	NA
CODE for sustainable homes	NA
Considerate Constructors Scheme	Yes
NHBC or other insurance / warranty standards apply	NA
Employment & Training Records	Yes
Community Engagement/Local Residents	Yes
Planning Conditions	Yes
Building Control	Yes

11.0 Projects Contacts

- 11.1.1 See Project Directory

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12.0 Existing Information

12.1.1 Copies of all available drawings will be kept in the site office.

Arboricultural Report	Yes
Acoustic Report	Yes
Asbestos management survey	Yes
Asbestos refurbishment and demolition survey	To be commissioned
Ecology	Yes
Flood Risk	Yes
Ground Investigation	Yes
Topographical and underground services	Yes
Utilities	Yes
Preliminary design drawings	Awaiting
Contract / tender drawings	Awaiting
Designers' risk assessments	Awaiting
Dilapidation Survey	NA
Fire Strategy	Awaiting

13.0 Management Structure

	On site	Off Site
Project Manager		Yes
Construction Manager		Yes
Site Manager	Yes	
Working Forman	Yes	
Responsible for Management of health and safety	Site manager, Working Forman	Construction Manager
Traffic Management	Site manager, Working Forman	Construction Manager
Construction site fire plan	Site manager, Working Forman	Construction Manager
Accident and reporting	Site manager, Working Forman	Construction Manager
First aid	Site manager, Working Forman	Construction Manager
Monitoring subcontractor performance	Site manager, Working Forman	Construction Manager
Review of risk assessments and method statements	Site manager, Working Forman	Construction Manager

14.0 Health and Safety Goals for the Project

- 14.1.1 Zero harm - no illness or injury should befall any person as a result of our works on this project. Health and safety is the remit of all who work and visit site, and any incidences should be reported to the Site Manager.
- 14.1.2 The Site Manager is in control of health & safety on the site at all times. The Site Manager will induct and monitor all workers on site, keeping records of inductees and evidence of their skills, knowledge, training and experience.
- 14.1.3 No site operative will be allowed to start work on site without being fully inducted.
- 14.1.4 The Construction Manager, visiting at regular intervals, will support the Site Manager by providing clear leadership on health and safety with visible actions that send a clear message on the value of good health and safety practice to all persons on and off site.
- 14.1.5 The appointed Health & Safety Manager will make unannounced visits the site to carry out health and safety audits and consult with workers on matters of health and safety, providing clear visible leadership on the value of good health and safety practice.

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- 14.1.6 On appointment any subcontractors will be provided with relevant health and safety information, policies and procedures to enable safe integration with the project and timely provision of risk assessments and method statements to site.

15.0 Arrangements for Liaison between Parties

- 15.1.1 The Principal Contractor will attend and, host regular site meetings to discuss design changes, progress and health and safety issues and to discuss any changes to design risks or safe methods of work.
- 15.1.2 Meetings will be attended by all stakeholders including, but not limited to, designers, client (or client's representative), contractors and principal designer. Minutes of the meetings will be distributed by the chairperson to attendees and their respective organisations, as well as others who may be affected or influenced by the outcomes.
- 15.1.3 All contractors tendering for the project will be issued with a copy of this Construction Phase Plan, together with the relevant parts of the contract documents. Winning contractors will be required to attend a pre-commencement meeting where the Principal Contractor will re-state the risks already outlined in the Construction Phase Plan to all the sub- contractors and employees. Briefings will include the key health and safety points outlined below:
- Identify the hazards and risks to subcontractors associated with the wider construction work (with representations from the client, if necessary)
 - Identify the hazards and risks associated with the subcontract activity
 - Detail the precautions which need to be taken to minimise the risks associated with the subcontract activity
 - Agree the measures which need to be taken to integrate the subcontract activity into the construction work and minimise the associated risks to subcontractors and others
 - The possibility of additional hazards and risks created by working in close proximity to both other subcontractors and operational plant, and; any additional precautions, which may be necessary as a result of the above
- 15.1.4 The contractor will communicate the agreed outcomes to their employees and suppliers / subcontractors by effective means, and the site manager will reiterate the site safety procedures during induction training of the contractors' workers.
- 15.1.5 Contractors are required to provide adequate competent supervision of their workforce on site, for example a working foreman, in addition to site visits by the relevant contractors' management as required. The Site Manager will liaise directly with the contractor's Site Supervisor to facilitate day-to-day integration of the works and to address any queries or non-conformances by contractors' workers.
- 15.1.6 In the event of a non-conformance where workers are found to be deficient / ignorant of any of the above, the contractor will be asked:
- Why this is the case?
 - How can this be corrected effectively to prevent a recurrence on this or other projects?
 - The contractor is advised that the contractor and principal contractor's head offices will be notified by email. In extreme cases the HSE will be notified of the relevant breach, and the contract for work may be terminated
- 15.1.7 Co-ordination between contractors will be overseen by the Site Manager and all decisions and agreements regarding scheduling and overlap of works by contractors must be authorised by the Site Manager, who will ensure that all relevant health and safety information is included in this file for use by others who may be affected by a contractor's works.
- 15.1.8 In order to co-ordinate deliveries and site traffic movements, daily ongoing liaison will be established Ashley House and all subcontractors.

16.0 Wider Community Liaisons

Parent Teachers Association	
Head Teacher	
School Caretaker	
Fire Authority	
Highways Department	

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Residents	
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17.0 Arrangements for Consultation

- 17.1.1 Involving workers requires a joint commitment to solving problems together. Effective worker involvement will develop from effective consultation and cooperation between the Principal Contractor and other contractors on site.
- 17.1.2 The Principal Contractor will lead by example, and requires all contractors to demonstrate the following:
- A commitment by managers to lead by example, to provide the resources and set the standards of health and safety expected
 - Implementation of a range of ways to communicate, ensure cooperation with and consult the workforce in managing health and safety
 - Collecting the evidence that worker involvement is effective and that cooperation between contractors is effective
- 17.1.3 The Site Manager will engage in toolbox briefings, both with the Principal Contractor's own workforce and with subcontract workers, to gain input into reviewing methods of work prior to commencing a task. Contractors are expected to follow the same process, with supervisors and foremen providing feedback to the Principal Contractor.
- 17.1.4 Workers are encouraged to approach the Site Manager with any concerns and suggestions. In addition, the health and safety manager will consult directly with individuals during site visits, to determine proper understanding of risks and associated controls, and to seek feedback on existing controls to determine if improvements can be made.
- 17.1.5 The Contract Manager will consult with contractors on their suggestions and recommendations for integrating their work effectively in a way that minimises overall risk. Contact details for the employee's health and safety representative are provided on the HSE "What you should know" statutory poster in the site mess.
- 17.1.6 Efficacy of consultation will be monitored by the health and safety manager during unannounced site visits, while also included in investigation of any non-conformances, to assist in continual improvement.

18.0 The Exchange of Design Information

- 18.1.1 Designers and contractors must take all reasonable steps to provide, with their design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the other duty holders to comply with their duties under the CDM Regulations 2015. The Principal Designer will be notified immediately of any implications to health & safety if there are any unforeseen eventualities during the execution of the project.
- 18.1.2 The Principal Designer should be copied in on all designs, to enable overall assessment of the adequacy of risk prevention, particularly in context of "buildability and maintainability" and overall wider risk management of the project during the construction phase. Design team meetings will be held to review changes to, or development of, designs. Residual design risks will be taken into consideration by the Principal Designer when compiling the Health and Safety File for end users and maintenance contractors.

19.0 The Selection and Control of Preferred Consultants and Sub – Contractors

- 19.1.1 Any new contractors they will undergo a rigorous selection process proportionate to the size of their organisation, to specified criteria including technical & commercial experience, past performance, health and safety record, adequacy of health safety and environmental management systems & procedures, financial record and adequate resources to fulfil their obligations.
- 19.1.2 The Principal Contractor will require evidence that persons or organisations engaged by others have undertaken similarly rigorous selection procedures. Where any difficulty in interpretation arises, and doubt over adequacy of the consultant / sub - contractor exists, advice will be sought from the Principal Designer. Where doubt remains, the Principal Contractor may invite a further response or deem that the contractor / consultant is not authorised, in accordance with CDM Regulations 2015, Regulation 8 (General Duties) An independent consultant or sub- contractor will then be chosen who is mutually agreeable to all parties. All contractors are required to sign the Subcontractor's Declaration at Appendix 8.

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20.0 Material Suppliers

- 20.1.1 All material suppliers will be contractually required to provide material safety data sheets prior to an order being placed. They will detail, the health or safety risks associated with the products they are supplying, to cover not only those engaged in fixing, installing, applying etc., the product, but also those using its operational life.
- 20.1.2 Information on environmental impacts of production and transportation may also be required for input into BREEAM, and timber will be sustainably sourced. Where practicable, preference should be given to materials which have a lower overall environmental impact if a choice of similar materials and/or suppliers are competing on cost. All manufactured components must be CE marked and accompanied by appropriate certification, unless of a bespoke fabrication for the project.

21.0 Site Security

- 21.1.1 The Principal Contractor will take necessary steps to prevent access by unauthorised persons to the construction site. This will include enclosure of the perimeter by a barrier at least 2m high. All personnel are required to sign in and sign out of the site.
- 21.1.2 Openings into the site from existing structures are to be locked off and secured, or where fire escape or other reasons make this impractical a secure pedestrian route will be provided to a place of safety. "Block & mesh" temporary fencing will be erected to manufacturer's instructions, which will be issued to the site manager for sharing with the operatives erecting. Signage for attachment to block & mesh fencing must be of open mesh netting: solid signs must not be affixed to block & mesh fencing or the wind sail effect may lead to failure and collapse of the fence.
- 21.1.3 Timber hoarding will be erected to an approved Temporary Works design, calculated to withstand wind loads for the site location. Vision panels will be provided at intervals. Additional security measures are outlined below. All temporary Works design to be issued to the Principal Designer for their review and records, prior to any Temporary Works commencing.

22.0 Site Inductions

- 22.1.1 Prior to any operative commencing work on the site they are required to attend a site specific induction. This will usually be conducted by the Site Manager on the first morning of work at the site.
- 22.1.2 The content of the site induction will include:
- 22.1.3 description of the project; site management key personnel; location of site facilities; access to working areas, pedestrian routes / traffic routes; site specific risks and considerations, identified risks and control measures, safe systems of work; duties and responsibilities for health and safety; "see something - say something" policy; accident & incident reporting procedure; environmental controls and considerations; site tidiness, waste management and good order; fire action, location of fire-fighting equipment; emergency procedure, location of first aid; PPE requirements; occupational health awareness; questions and feedback.
- 22.1.4 On completion of the induction all operatives are required to sign confirmation that they have received and understood the content and that they are familiar with the layout of the site. The site manager will take copies of required certification and evidence of skills, knowledge and training.
- 22.1.5 Personal data obtained during site induction will be held in accordance with the provisions of the Data Protection Act and will not be disclosed to any 3rd party save for discharge of statutory duties. Site specific considerations are outlined below:
 - Working around children
 - Working near overhead cables

23.0 Welfare Facilities and Site Compound

- 23.1.1 Temporary services will be as follows:
 - Electricity: TBC
 - Water: TBC
- 23.1.2 Safe pedestrian areas and access to welfare facilities will be provided, as compliant with Schedule 2 of the Construction Design and Management Regulations 2015 segregated from plant & vehicle movements. Locations of the welfare facilities are shown on the site setup & traffic plan at Appendix 2. Access for emergency vehicles will be maintained at all times.

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- 23.1.3 Separate male & female WC facilities will be provided with suitable and sufficient warm water washing facilities, including showers if required by the nature of the work or for health reasons. Pre-work, after work and UV protective creams will be provided in addition to soap solution. Paper towels and/or hot air hand dryers will be provided.
- 23.1.4 Canteen / mess room(s) will be equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time. Where necessary from time to time, in liaison with contractors, breaks may be staggered to accommodate short term increased numbers of workers on site.
- 23.1.5 Drinking water will be provided at the sink tap in the canteen, or where no suitable potable water is available a supply of bottled drinking water will be provided. Water at the WC taps and at other outlets will be marked as unsuitable for drinking. Where a supply of drinking water is provided, other than bottled, a sufficient number of suitable cups or other drinking vessels will also be provided.
- 23.1.6 Changing / drying rooms will be provided with seating and lockers as required. Where electricity is provided by a generator and it is not practicable to continue running this overnight, operatives will be issued with a spare set of outdoor protective clothing, to enable drying of wet gear during the day.
- 23.1.7 The Site Manager will ensure that the cabins and WC facilities are kept in a clean and tidy condition. Contractors may be required to participate in a rota to facilitate cleaning, and all operatives and contractors are required to maintain the welfare accommodation in good order, unaffected by their use.
- 23.1.8 Health and safety notices and information are displayed and/or held in the site office, where attention will be drawn to relevant items during induction training and work briefings. No smoking is permitted on site in any vehicles, buildings or cabins. A designated smoking area will be provided.
- 23.1.9 All storage areas will be maintained and kept free from obstruction and all building equipment will be stored safely and maintained accordingly.

24.0 The Reporting and Investigation of Accidents and Incidents

- 24.1.1 All accidents and incidents must be reported to the Site Manager as soon as is practically possible. The Site Manager will then make a decision on what immediate course of action is required, which may involve any or all of the following:
 - Isolating / making safe the area
 - First aid
 - Transport to hospital
 - Calling the emergency services
 - Investigation and evidence recording
- 24.1.2 Having dealt with the immediate situation the Site Manager must then inform the head office as soon as possible. Where appropriate he will also contact the office of whoever has had the incident.
- 24.1.3 All accidents must be recorded in the accident book, and copies removed and returned to the Health and Safety Manager for review and storage in accordance with the Data Protection Act.
- 24.1.4 Following an incident or accident other than minor, the Site Manager must prepare a written account of what happened including witness statements and photographs where possible.
- 24.1.5 This report will then be passed to the Health and Safety Manager for appraisal and investigation as appropriate. The Health and Safety Manager will notify HSE of any reportable accidents or incidents under RIDDOR, excepting any fatality which will be reported immediately by the site manager by phone.

25.0 The Production and Approval of Method Statements and Risk Assessments

- 25.1.1 All contractors' risk assessments and method statements must be issued to the Site Manager as early as practicable, and no later than 48 hours prior to any operations of work commencing on site, to enable appraisal of the intended risk controls and integration of the works into other activities on site.
- 25.1.2 Method statements must be:
 - Site specific, including access arrangements and materials handling
 - Concise, without unnecessary generic material
 - Understood, signed and dated by the persons carrying out the work described

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- 25.1.3 No work will be allowed to commence on site until the Site Manager has approved the method statement. Any revisions / alterations to agreed risk assessments and method statements must be issued to the Site Manager for approval / agreement before the changes are implemented. The updated method statements must be signed and dated by the persons carrying out the work described, to acknowledge the changes. Electronic submission of risk assessments and method statements must be suitable for printing on site, to facilitate sign-off.
- 25.1.4 The Site Manager will carry out risk assessments for the Principal Contractor's own operations and devise method statements in consultation with those carrying out the work, according to the provisions contained in the organisation's health and safety policy.
- 25.1.5 A copy of each required risk assessments and method statement will be held within the site office, in file.

26.0 Records, Signs and Notices

- 26.1.1 Health and safety notices and information are displayed and / or held in the site office, where attention will be drawn to relevant items during induction training and work briefings. The Principal Contractor will keep available all records required for statutory inspection.
- 26.1.2 Records of statutory inspections, including but not limited to lifting equipment, scaffold, excavations, plant & equipment, will be retained by the Principal Contractor for a minimum of 3 months after completion of the project.
- 26.1.3 Induction training records and sign-in sheets will be returned to Principal Contractor's head office for secure archiving on completion of the project. Records of PPE issued by the Principal Contractor will be similarly kept.
- 26.1.4 The Site Manager will ensure that statutory notices and signage along with relevant health safety and environmental information to promote good practice on site are displayed in key locations around the compound and site.
- 26.1.5 The following posters and notices will be displayed in appropriate positions on site at all times: -
- Health and Safety at Work statutory poster "what you should know"
 - F10 Notification to the Health and Safety Executive (where applicable)
 - Principal Contractor's Employer's and Public Liability Insurance Policies
 - Site Rules
 - Principal Contractor's health and safety and environmental policy statements
 - Required minimum PPE to be worn at all times
 - Details of emergency services & hospital
 - First Aiders and first aid points
 - Fire points, responsible persons & emergency fire action
 - Fire plan, assembly point and escape routes
 - A current copy of the programme for the project
 - A copy of this Construction Phase Health and Safety Plan, encompassing the Principal Contractor's standardised site filing system
- 26.1.6 Signage adjacent to the site entrance(s) advising of: the required standards of PPE, dangers of construction sites including any specific hazards of this site; the location of the site office and pedestrian route; contact details for the Principal Contractor; directions to contractor and visitor parking (where applicable) and; advice to delivery drivers on the designated holding and offloading areas. Warning signs will be posted at intervals along the site boundary, advising of the dangers of construction sites.
- 26.1.7 In addition, occupational health and safety awareness posters will be displayed in welfare cabins as appropriate to the current profile of works on site and in conjunction with a program of focus topics by the Principal Contractor.

27.0 Waste Management

- 27.1.1 All parties are encouraged to minimise waste through careful design and good practice on site. The Principal Contractor will provide a general skip from a suitably licensed subcontract waste transfer operator which will stream the waste off-site, and provide reports on recycle / re-use/RDF etc.
- 27.1.2 Subcontractors are required to remove and dispose of their own waste, providing evidence of compliance with statutory requirements on request. Food waste must be kept in lidded bins.

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- 27.1.3 Where hazardous waste is discovered or produced, this must be dealt with according to specific provisions of the contractor's method statement, and evidence of correctly licensed disposal provided to the Principal Contractor.
- 27.1.4 Foul waste water from the welfare will be taken to a suitably identified foul sewer using temporary pipework. Where this is impractical, particularly at the start and finish of the project, foul waste will be held in a suitable tank provided by the Principal Contractor and emptied periodically by an approved contractor.
- 27.1.5 In the event that contaminated surface water, including heavily silted water, gathered in excavations etc. is required to be pumped out, a license to discharge must be sought from the controlling authority before discharging into sewers.

28.0 Reducing Environmental Impacts

- 28.1.1 The Principal Contractor will lead on good practice to reduce environmental impacts as far as reasonably practicable, through reduced carbon emissions, reduced water use and reduced wastage. Contractors will be encouraged to adhere to similar good practice where practical by:
- Sharing transport
 - Using local workers, consultants and suppliers
 - Switching off electrical equipment, lights and heaters when not in use
 - Turning off motors, including plant and generators, when not in use - avoid idling
 - Keeping doors to heated cabins closed
 - Planning deliveries with works to avoid unnecessary multiple movements of materials
 - Co-operating with the Principal Contractor in measurement/assessment of CO2 for BREEAM and Considerate Constructors Scheme
 - Substituting noisy processes for alternative less noisy ones, or fabricating off site
 - Avoiding unnecessary lighting, particularly around residential or other sensitive areas
- 28.1.2 The Site Manager will monitor activities and liaise with workers and contractors towards reducing environmental impacts. Provisions to be undertaken in accordance with Environment Agency guidance document PPG6 "Preventing Pollution at Construction Sites".

29.0 Site Rules and Procedures

29.1 Generic Site Rules

- 29.1.1 The Principal Contractor operates a generic set of site rules through which statutory and organisational duties and policies are implemented. A copy of these rules is posted in the site office and in the mess room, and all operatives are directed to them during the induction training process. A copy of the generic site rules is attached at Appendix 5.

29.2 Specific Site Rules

- 29.2.1 Additional rules may apply at various stages of the project in response to identified risks from specific activities or hazards, or particular requirements by the Client, local authority, Considerate Constructors Scheme, non-governmental organisations (Canals & Rivers Trust, English Heritage), utility network operators, railway operators, etc.
- 29.2.2 The Contract Manager and Site Manager have responded by implementing the following site-specific rules, which are subject to review periodically and are included during induction training:
- 29.2.3 No refuelling from drums, all contractors must use the dedicated refuelling point, equipped to prevent / control any drips or spills.
- 29.2.4 The principles of Considerate Constructors scheme must be followed with regard to courtesy and presenting a positive image of construction at all times.

30.0 Fire and Emergency Procedures

30.1 Fire Safety Plan

- 30.1.1 The Site Manager will be the responsible person and lead Fire Marshal for the site. Prior to commencement, he will liaise with the Construction Manager, Design Team and Principal Designer in order to formalise the Site Fire Safety Plan and to work with the design team to eliminate any fire risks at design stage.

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- 30.1.2 The fire plan will consist of the provision of the following: -
- A clear, concise drawing showing escape routes and location of fire extinguishers and alarm points
 - Suitable and sufficient emergency signage
 - Suitable and sufficient emergency lighting
 - Procurement and maintenance of fire-fighting equipment suitable for the fire risks
 - Ensuring clear access for the fire brigade
 - Weekly checks on equipment and signage
 - Provision of adequate security for the site, subject to periodic review
 - Provision of suitable areas for the storage of combustible and flammable materials
- 30.1.3 The Site Manager will ensure that signage is clear and concise with regard to emergency exits and fire assembly points and that all escape routes are kept clear.
- 30.1.4 The Site Manager will ensure that fire-fighting equipment is readily accessible and is clearly signed, and all site operatives are aware of their position and function, through induction training and issue of the induction handout pocket card detailing extinguisher types and uses.
- 30.1.5 All subcontractors will be informed of the arrangements and will be required to take part in emergency fire procedures
- 30.1.6 The Site Manager will also ensure that the fire safety plan is updated as required, following weekly
- 30.1.7 review.
- 30.1.8 A copy of the Site Fire Strategy Plan is in Appendix 3 of this document.
- 30.1.9 Fire Brigade Access, Unobstructed minimum Fire Brigade access shall be maintained at width of 3.7m and a height of 4.5m.

30.2 Smoking

- 30.2.1 NO SMOKING in any structure, welfare cabin, vehicle or enclosed cab. A smoking area will be provided.

30.3 Combustible Materials - Storage

- 30.3.1 Building materials, which are combustible, or packed with material, which supports combustion will be stored appropriately, and should be kept at least 6M away from buildings including welfare cabins.

30.4 Flammable and Highly Flammable liquids

- 30.4.1 All flammable and highly flammable liquids such as thinners, preservatives, paints, etc. shall be stored in original containers in well ventilated secure storage, taken out in the minimum quantities required for immediate use. Fuel will be stored strong steel barrels on bunded pallet or bunded steel bowser.

30.5 Compressed Gas Cylinders

- 30.5.1 Compressed gas cylinders (LPG, Acetylene etc) are not permitted to be stored within the site without further consideration, including specific risk assessment and detailed procedures for use and storage.

30.6 Hot Works

- 30.6.1 Hot works will only be carried out on a strict permit to work policy and validated by the Site Manager.
- 30.6.2 Hot work will be ceased 1 hour before the site close to enable checking.

30.7 Bonfires

- 30.7.1 No materials or green waste produced as a result of the clearance of the site, demolition works, or construction works associated with the development will be burnt on site.

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31.0 First Aid and Accident Arrangements

- 31.1.1 The Contracts Manager has carried out First Aid Assessment when considering personnel being nominated for the project. In completing the assessment, account has been taken of the likely maximum number of persons on site including client's employees, visitors and nearby public who may be affected.
- 31.1.2 The risk profile of the activities inherent in the site has also been considered in conjunction with client, designers and contractors, along with access and other location constraints and published response time of emergency services. The site manager and contract manager will consider the impact of design or other changes to the project on first aid requirements and vary resources accordingly. The site manager will review the adequacy of first aid provisions weekly, liaising with the construction manager and training manager to amend resources where necessary.
- Primary first aider: Site Manager
 - Emergency first aider TBC.
 - Emergency first aider TBC.
 - Client's 1st aider / liaison TBC.
 - The location of first aid facilities is shown on the Fire & Emergency plan
- 31.1.3 Nearest Accident & Emergency Unit are at:
Royal Berkshire NHS Foundation Trust
London Road
Reading,
RG1 5AN
(2.3 miles)

32.0 Arrangement for Controlling Significant Risks

32.1 Services

- 32.1.1 Existing drawings are unlikely to be accurate and should be regarded as indicative, to be confirmed by site investigation particularly prior to mechanical excavation. The site manager will notify contractors of all known services in the working area and will mark them on site to the best of his ability, however contractors will be responsible for confirming the position of all services within their working area.
- 32.1.2 Where practicable, live services will be isolated / made safe prior to works being undertaken in close proximity. Permits must be sort for working in high-risk areas. These can be sought from the Site Manager.
- 32.1.3 Great care is required to avoid damage to existing buried and/or hidden services. Any services will be identified as far as during establishment of the site. Mechanical excavation must not take place within 500mm of any identified service. The Principal Contractor's safe dig policy, based around HSE guidance HSG47 - Avoiding danger from underground services, must be adhered to by all groundworks contractors:
- Obtain service drawings and share / discuss with ground workers
 - CAT scan the area & mark out accordingly
 - Obtain a permit to dig confirming controls to be implemented
 - Hand dig to confirm line and depth BEFORE allowing mechanical removal of material
 - Hand dig / air spade dig only, within 500mm of any known services (>3mtr for intermediate pressure gas / >5mtr HV electricity)
 - Hand dig / air dig trial holes to locate untraceable services
 - Hand dig / air dig anywhere services are suspected, pending confirmation
 - **“going carefully” using an excavator, (including a mini-digger with a toothless bucket), is not an acceptable safe alternative**
- 32.1.4 Where emergency or other unforeseen work has to be undertaken, then excavation should proceed on the assumption that there are buried services in the vicinity, even if none have been identified.
- 32.1.5 Works near buried services, or in any area where there is a likelihood of buried services (such as brownfield sites) require a permit to work, issued by the site manager.
- 32.1.6 Overhead services - Although visible, overhead services are often outside workers' field of vision. Equipment does not need to contact overhead electricity lines, particularly high voltage, as an arc can jump a significant distance to earth via a tipper body, excavator boom, scaffold tube etc.
- 32.1.7 Works near to or under overhead services will be carried out in accordance with HSE guidance GS6.

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- 32.1.8 Plant & vehicle crossing points will be provided with “goal post” indicators of safe distances horizontally and vertically, with an exclusion zone established to prevent unauthorised access under the services by plant or vehicles. Works near to or under overhead services are subject to a permit to work, issued by the site manager.

32.2 Temporary Electric Installations

- 32.2.1 Any temporary electrical installations as described above will be installed by qualified and competent electricians. Site welfare cabins will be tested and re-certified after installation.

32.3 Works Within or Near Fragile Materials

- 32.3.1 N/a

32.4 Control of Lifting Operations

- 32.4.1 All lifting operations are to take place in accordance with the provisions of the Approved Code of Practice to the Lifting Operation and Lifting Equipment Regulations 1998, HSE publication L113.
- 32.4.2 Only personnel with adequate skill, knowledge, training and experience are allowed to operate any lifting equipment.
- 32.4.3 Pre-use checks are to take place on all lifting equipment before use. Competent slinger / signallers will be in place at all times during lifting operations. A lifting plan will be drawn up proportionate to the scale and difficulty of the lifting operation, prior to any lifting taking place on site.
- 32.4.4 The Principal Contractor requires that the Appointed Person attends a site liaison meeting with the Site Manager prior to authorising any lift, to ensure that all aspects of the site, and programmed works are taken into consideration. The Site Manager will also run through a check list prior to authorising the lifting operations on the day.

32.5 The Maintenance of Plant and Equipment

- 32.5.1 All maintenance of Plant and Equipment must take place in accordance with the provisions of The Provision and Use of Work Equipment Regulations 1998.
- 32.5.2 During the pre-commencement meeting all contractors will be briefed on the Principal Contractor's requirements for the use and maintenance of plant & equipment. It will be explained that the equipment provided must be: -
- Fit for its intended use.
 - Have been selected with the working conditions and hazards in mind.
 - Only used for its intended purpose.
 - Maintained by the owner in an efficient state and good repair.
 - Equipment users must be trained and competent in the intended use.
- 32.5.3 The Site Manager will ensure that all plant and equipment owned or hired by the Principal Contractor undergoes daily user checks and that a weekly inspection is recorded, noting any defects requiring attention.
- 32.5.4 The Principal Contractor will make unscheduled checks, without the equipment owner's knowledge, to ensure the necessary information and training has been given to operators and that suitable inspections are being undertaken.

32.6 Poor Ground Conditions

- 32.6.1 The site investigation report is included in the pre-construction information, and from this the following observations are made regarding the adequacy of the ground with regard to stability of excavations, type of foundations, bearing pressure for lifting operations and potential pollution arising by surface water runoff from exposed soils. Lifting plans to be presented by modular /steel contractor before any lifting occurs on site. Assessment to be made if crane needs lifting mats or CBR test to be carried out.

32.7 Traffic and Pedestrian Routes

- 32.7.1 Deliveries will be instructed to adhere to the following requirements:
- No deliveries between 08.00 - 09.15 and 14.30 - 3.30pm to avoid school drop off and pick up times

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- All delivery drivers to telephone site manager at least 30mins prior to arrival, to enable coordination of banksmen as necessary
- 32.7.2 Drivers failing to adhere to these requirements may be turned away and delivery refused.
- 32.7.3 A trained and competent banksmen will be available at all times to assist in controlling traffic along the access road, ensuring that public and users of the existing school are given priority as far as practicable.
- 32.7.4 Contractors' parking will be provided within the site area.
- 32.7.5 Parking on footpaths and verges is strictly prohibited and contractors must park in the designated area provided. No pathway or access route is to be blocked at any time and there must be a clear access at all times for emergency services.
- 32.7.6 Contractors and other road users must be aware that cars are parked at their own risk and at no time should valuable materials or tools be stored insecurely or left on display. Any anticipated unavoidable temporary obstructions of any road (eg during set up for lifting operations) must be brought to the attention of the Site Manager to enable advance liaison with affected parties. Reversing, or other manoeuvres made difficult by way of restricted visibility, shall be supervised by one or more competent banksmen. Drivers and banksmen will be briefed to direct vehicles to avoid the need for reversing as far as practicable.
- 32.7.7 All contractors must pay particular attention to the following:
 - Observance of 5mph speed limit on site at all times
 - Method and timings of deliveries to avoid heavy traffic periods
 - Minimising nuisance from congestion, noise, fumes and vibration
 - Preventing unauthorised entry into the working areas
 - Cleanliness and clear access roads and pathways
 - Fire escape routes
 - Maintenance of access for emergency service vehicles
- 32.7.8 All deliveries by HGV and cranes must be notified to the Site Manager before confirming delivery dates / times. The Site Manager will liaise with the management team to ensure the areas are free for deliveries, access for men, materials and machines. Delivery areas will be signposted and isolated as far as practicable to prevent any unauthorised personnel entering into the working areas. Contractors are also reminded of the close proximity of non-site personnel and should be vigilant at all times.

32.8 Storage of Hazardous Materials

- 32.8.1 All contractors must issue a copy of their COSHH assessments and associated safety data sheets to the Site Manager before being authorised to carry out any work with hazardous substances.
- 32.8.2 Contractors are responsible for safe storage of hazardous substances, for assessing the risk to others from unintended exposure or accidental release and for implementing appropriate controls, monitoring and health surveillance. The Site Manager will undertake the above process for any Principal Contractor's works with hazardous substances, in liaison with the health and safety advisor as required.

32.9 Unstable Structures and Temporary Works

- 32.9.1 Unstable structures and temporary works will be addressed by application of the Principal Contractor's procedures for the management of temporary works, including nomination of appropriate competent temporary works designers and checkers, dedicated temp works co-ordinator and appropriate site resources for the works, detailed below:
- 32.9.2 There are no unstable structures on this site.

32.10 Activities on Adjacent Sites

- 32.10.1 No specific considerations need to be given other than that of a residential area.

32.11 Working at Heights

- 32.11.1 Designers will be consulted during design works to eliminate work at height as far as reasonably

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- 32.11.2 practicable. Where it cannot be designed out, working at height must be controlled in accordance with the hierarchy of control prescribed in the Work at Height Regulations 2005.
- 32.11.3 Contractors will be required to provide specific information on controls for working at height where applicable. Ladders and stepladders are only permitted on site with the following provisos:
- 32.11.4
- They must be registered with the Site Manager
 - They must only be used for light work of short duration or where it is not possible to use inherently safer equipment for reasons of space or access restriction
 - They must be suitably CE marked Class 1 industrial for external use or Class 2 commercial for internal use
 - They must be provided with stability devices where practicable to do so
 - Leaning ladders must be secured to prevent slipping or overturning
 - Users must be suitably trained and experienced in their use and carry out inspection prior to use
- 32.11.5 The Site Manager and the Health and Safety Manager will challenge any contractor using a ladder or stepladder where these provisos are not met, and users may be required to stop work. Where scaffold is provided by the Principal Contractor for authorised use by others, it will be erected in accordance with a Scaffold Specification

32.12 Dealing with Asbestos

- 32.12.1 All work with Asbestos is to be undertaken in accordance with the Control of Asbestos Regulations, 2012, and associated Code of Practice Managing and working with Asbestos.
- 32.12.2 The Principal Contractor will ensure that the findings of the asbestos report are shared with all workers potentially at risk. All work with asbestos must be undertaken by suitably trained specialist contractors, no other employee or contractor is authorised to carry out work with asbestos, regardless of notifiable / licensed classification. Information on asbestos is included in the pre-construction information.
- 32.12.3 In the event of discovering unidentified suspected asbestos containing material (ACM) workers must stop work, isolate the area and inform the Site Manager immediately.

32.13 Dealing with Contaminated Land

- 32.13.1 The chemical analysis of a number of representative samples is in the site investigation report included in the pre-construction information.

32.14 Parking of Vehicles of Site Personnel, Operatives and Visitors

- 32.14.1 Contractor parking will be provided within the site.

32.15 Loading and Unloading of Plant and Materials

- 32.15.1 Loading and unloading of plant and materials will be within the site at all times.

32.16 Location on Site for Storage of Plant and Materials

- 32.16.1 Storage of plant and materials will be within the site at all times.

32.17 Footpath Closures or Road Closures needed during Construction

- 32.17.1 No footpaths or roads will require to be closed during construction.

32.18 Wheel Washing Facilities

- 32.18.1 Wheel washing facilities will not be required.

33.0 Work Involving Specified Risks

- 33.1.1 Schedule 3 of the CDM Regulations 2015 requires that details of controls measures are provided for work involving particular risks:

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- 33.1.2 Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site. Existing policies for the control of work at height and work in excavations are deemed satisfactory for the risks inherent in this project.

33.2 Work Which Puts Workers at Risk from Chemical or Biological Substances

- 33.2.1 This constitutes a particular danger to the safety or health of workers or involving a legal requirement for health monitoring; Identified risks inherent in the construction process include: Vibration; Noise; Respirable Crystalline silica and hazardous construction dusts; Asbestos; Lead; U.V. Radiation from sunlight.
- 33.2.2 All contractors are required to identify relevant specified risks in their RAMS and ensure that the relevant controls are implemented, including monitoring and health or medical surveillance as appropriate. The Site Manager will review these provisions prior to authorising contractor's works on site. The Health and Safety Manager will carry out random audits of contractors' activities to confirm that the provisions described in RAMS are being implemented.
- 33.2.3 A risk of Weils disease (Leptospirosis) is inherent in all works adjacent to watercourses. Awareness will be raised during induction training and through awareness materials posted at key positions around the site, and existing controls implemented.

33.3 Work with Ionizing Radiation

- 33.3.1 Requiring the designation of controlled or supervised areas under Regulation 16 of the Ionising Radiations Regulations 1999;
- 33.3.2 Not applicable

33.4 Work Near High Voltage Power Lines

- 33.4.1 Not applicable

33.5 Work Exposing Workers to The Risk of Drowning

- 33.5.1 Not applicable

33.6 Work on Wells, Underground Earthworks and Tunnels

- 33.6.1 Not applicable

33.7 Work Carried Out by Divers Having a System of Air Supply

- 33.7.1 Not applicable

33.8 Work Carried Out by Workers in Caissons with a Compressed Air Atmosphere

- 33.8.1 Not applicable

33.9 Work Involving the Use of Explosives

- 33.9.1 Not applicable

33.10 Work Involving the Assembly or Dismantling of Heavy Prefabricated Components

- 33.10.1 Heavy prefabricated components common in construction projects include timber frame or modular concrete sections, precast concrete components, mechanical and electrical plant, large prefabricated drainage modules and plant, prefabricated room pods, large steel or concrete lintels and beams, curtain walling, heritage feature items etc.

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34.0 Noise and Vibration

34.1 Plant and Equipment

- 34.1.1 All plant and equipment (where possible) will be powered by mains electricity in preference to locally powered sources such as diesel generators. Hand tools should also be electrically powered rather than petrol or diesel driven.
- 34.1.2 Noisy plant or equipment will be sited as far away as is practicable from sensitive buildings. The use of barriers, such as acoustic mats, barriers, soil mounds, site accommodation, acoustic sheds or partitions to deflect noise away from noise sensitive areas will be employed wherever practicable.
- 34.1.3 Vehicles and mechanical plant used for the works will be fitted with effective exhaust silencers, maintained in good and efficient working order and operated to minimise noise emissions. All plant will comply with the relevant statutory and manufacturers' requirements.
- 34.1.4 Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum. Noise emitting equipment that is required to run continuously will be housed in suitable enclosures.
- 34.1.5 Compressors will be 'sound reduced' models fitted with properly lined and sealed acoustic covers that must be kept closed whenever the machines are in use.
- 34.1.6 Equipment that breaks concrete, brickwork or masonry by bending or by bursting will be used in preference to percussive tools as far as practicable.
- 34.1.7 Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- 34.1.8 Where practicable rotary drills and busters actuated by hydraulic, chemical or electrical power will be used for excavating hard or extrusive material.
- 34.1.9 All plant will be maintained in good condition so that extraneous noise from mechanical vibration, creaking and squeaking is reduced.
- 34.1.10 Care will be taken when loading or unloading vehicles, dismantling scaffolding or moving materials etc to reduce impact noise.

35.0 Dust Suppression

- 35.1.1 Watering down of the area will be carried out where necessary to minimise dust transfer into neighbouring premises.
- 35.1.2 Dust pollution will be minimised during demolition by:
 - Complete screening, if practicable, of the building or structure to be demolished with debris screens or sheets.
 - Control of cutting or grinding of materials on the site.
 - Mixing of large quantities of concrete or bentonite slurries in enclosed/shielded areas.
- 35.1.3 Stockpiles of material will be damped down or otherwise suitably treated to prevent the emission of dust from the site. Stockpiles should be planned and sited to minimise the potential for dust generation. The handling of material should be kept to a minimum and when deposited onto a stockpile it should be from the minimum possible height.
- 35.1.4 Skips and removal vehicles will be properly covered when leaving the site. Materials will be handled in such a way so that it does not give rise to excessive dust. Watering of rubble chutes will be undertaken where necessary to prevent dust emission.
- 35.1.5 The area around the site, including the public highway, will be (as required) regularly and adequately swept to prevent any accumulation of dust and dirt.
- 35.1.6 All plant used for the crushing of materials will be authorised by a local authority under the Environmental Protection Act 1990 Part 1 (Prescribed Processes). All works will be carried out in accordance with the conditions of such an authorisation. Plant is used to recycle materials, the appropriate licence from the Environment Agency will be in place.

36.0 Air Pollution

- 36.1.1 Burning of materials on the site will NOT be permitted.
- 36.1.2 All necessary precautions will be deployed to prevent the occurrence of smoke emissions or fumes from the site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into residential areas. Plant will be well maintained, and measures taken to ensure that it is shut down in the intervening periods between work or throttled down to a minimum.

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- 36.1.3 The following will be implemented to minimise the risk of air pollution:
- Use processes that do not generate hazardous fumes and/or hazardous dust.
 - Ensuring that airborne hazards do not escape from the site to affect members of the public and surrounding environment.

37.0 The Health and Safety File

- 37.1.1 The Health and Safety File must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.
- 37.1.2 The Principal Designer will prepare the Health and Safety File and all contractors and designers are required to submit the relevant information for inclusion. Information on the following should be considered:
- A brief description of the work carried out
 - Any hazards that have not been eliminated through the design and construction processes
 - How they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
 - Key structural principles (e.g. bracing, sources of substantial stored energy - including pre or post-tensioned members) and safe working loads for floors and roofs
 - Hazardous materials used (e.g. lead paints and special coatings)
 - Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
 - Health and safety information about equipment provided for cleaning or maintaining the structure
 - The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
 - Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)
- 37.1.3 The file should not include things that will be of no help when planning future construction work such as pre-construction information, contractual documents, safety method statements etc.
- 37.1.4 Information must be in a convenient form, clear, concise and easily understandable, ideally submitted electronically / digitally.
- 37.1.5 Specific client requirements regarding information or required format for the Health and Safety File will be detailed in the Pre-Construction Information.

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Appendices

- Appendix 1 - Programme
- Appendix 2 - Site access and compound and traffic management plan
- Appendix 3 - Fire strategy plan
- Appendix 4 - Site Rules
- Appendix 5 - Site Office Information
- Appendix 6 - Policy's to Control Specific Risk
- Appendix 7 - Scaffold inspection check
- Appendix 8 - Subcontractor declaration
- Appendix 9 - Asbestos Report

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38.0 Appendix 01 – Programme

38.1.1 See master project Programme

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39.0 Appendix 02 - Site Access, Compound and Traffic Management Plan - TBC

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40.0 Appendix 03 - Fire Strategy Plan - TBC

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41.0 Appendix 04 - Site Rules - Example

- Comply with reasonable direction from the Principal Contractor or Site Manager on site.
- Comply with the Construction Health and Safety Plan.
- All workers and contractors must complete a site safety induction prior to starting work.
- Do not walk through barricaded areas.
- Keep work areas clean and tidy at all times.
- No smoking except in designated area
- No fighting, bullying or aggressive behaviour.
- Use personal protective equipment in accordance with manufacturer's instructions and where directed by the Principal Contractor and in accordance with site signage.
- No illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must advise the principal contractor.
- Report any incidents, dangerous events, serious bodily injuries or work-caused illnesses to the principal contractor.
- Maintain all site amenities in a clean, tidy and hygienic state.
- Follow safe lifting procedures at all times.
- Place all rubbish in bins provided.
- Any other items as seen fit

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42.0 Appendix 05 - Site Office Information/Equipment (as a minimum) Example

- Construction Phase Plan
- F10
- Fire & Emergency Plan
- Health and Safety Policy
- Accident Book
- Site Register
- Insurance document
- Permit to Work - high risk
- Risk Assessments
- Method Statements
- Toolbox talks
- Spare PPE for visitors
- Fire extinguisher
- First Aid Kit
- Spillage Kit
- Site Rules
- All existing site investigation information
- Asbestos Register
- Scaffold/Ladder/Equipment Log
- COSH information

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43.0 Appendix 06 - Policy's to Control Specific Risk - TBC

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44.0 Appendix 07 - Scaffold Inspection Check - TBC

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45.0 Appendix 08 - Subcontractor Declaration

Please confirm that you have read and understood this Health and Safety Plan, that all operatives and subcontractors engaged by you on the project will receive copies of the Plan and relevant information contained herein and will comply with its requirements.

Project

Scope of Works

Signed Name

On Behalf Of

Date

Please return this page to the site manager with the following documentation:

- Method Statement(s) (Site Specific)
- Accompanying Risk Assessments, reviewed as required for specific site considerations
- COSHH Assessments and data sheets for any hazardous substances
- Evidence of competence for workers on site

Contractors will not be allowed to commence work on site unless the above documentation has been issued to the Site Manager.

Additional documents may be required for high-risk activities (e.g. lifting operations)

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46.0 Appendix 09 - Asbestos Report – TBC

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47.0 Appendix 10 – Method Statement – Demolition of Concrete Slab

Standard Working Practices

Housekeeping

All good housekeeping regarding housekeeping in the workplace shall be observed. Any spillage shall be cleared immediately to prevent slip hazards. All areas under our control will be maintained in a clean and tidy condition with clear access and egress at all times.

Manual Handling

All manual handling shall be minimised through the provision of mechanical aids where practicable. Operatives are not expected to handle loads weighing more than 25kg without assistance.

The following manual handling principles shall be adopted where practicable to do so:

All persons are trained in manual handling and follow training and instruction given. Personnel are instructed to use mechanical assistance wherever practically possible. Loads are broken down as far as is reasonably practicable and team lifting employed where necessary. Where larger loads are involved, a specific manual handling assessment will be required.

Work Equipment

All current legislation and approved codes of practice shall be complied with. Only persons who are deemed competent will be permitted to use work equipment.

Prior to using any work equipment, it shall be inspected by the user to ensure that it is in good condition and unlikely to cause injury or harm to any person because of its correct usage.

When not in use, work equipment shall be stored to prevent unauthorised use or accidental contact with sharp or dangerous parts.

Harmful Substances

All current legislative standards and codes of practice relating to chemical / substance usage shall be complied with. Where possible the company will look to substitute harmful substances with less harmful substances, COSHH assessments shall be carried out prior to the use of harmful substances.

Only persons who are fully conversant with a chemical or substance will be allowed to use said substance.

All control measures outlined in the COSHH assessment shall be complied with chemicals / substances kept in their original containers in a secure location to prevent unauthorised use.

Workplace

Good practice guidelines regarding sufficient clear working space shall be observed. Suitable signage and barriers (as necessary) shall be positioned around the work area to prevent others from entering a restricted area. All work areas shall be monitored for compliance at all times.

Work at Height

All current legislation and codes of practice relating to work at height shall be complied with. All work at height is planned in advance and only allowed to proceed if all controls are in place.

Suitable access equipment shall be selected to provide a safe working platform (taking into account the task).

All work at height equipment shall be inspected pre-use and used in the intended manner. Suitable edge protection shall be in place where required.

Only persons who have received suitable instruction shall be permitted to undertake work at height tasks.

Storage

Materials, substances and equipment shall be stored in a safe manner at all times within the works location. Waste material shall be removed at regular intervals in the agreed manner.

Fire Prevention

All current legislation and codes of practice relating to fire safety shall be complied with. Where possible, flammable substances will be substituted for alternative non-flammable substances. All hot works will be controlled through the use of a hot works permit to work system.

Prior to the commencement of any works that requires a naked flame, all combustible material / pressurised containers will be removed from the area. Prior to the commencement of any hot works, suitable firefighting equipment shall be in place in line with the requirements of the hot works permit.

Smoking and the use of e-cigarettes is banned on all sites unless in a designated smoking area.

Skips and the storage of flammable substances will be positioned away from sources of ignition. The area shall be checked on a regular basis to ensure compliance.

Waste Disposal

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All current legislation relating to environmental contamination including waste disposal shall be complied with. Any contaminated or hazardous waste created as a result of our activities shall be properly contained and disposed of by a specialist contractor with the correct documentation being in place.

Cleaning

Protection that is suitable to the nature of the works and does not present an additional hazard shall be put in place prior to the commencement of works.

Upon completion of the works, all areas shall be left in a clean and tidy condition with all associated waste removed and properly disposed of.

Resource

The company shall provide adequate resource to ensure the task is completed in such a way as to be safe, on time and with due regard for others who may be affected by the works.

- 1 X Supervisor
- 3 X operatives (additional labour / trades are available as task dictates)

Plant & Equipment

The following plant and equipment shall be provided for use on site

- Heras fencing with sound insulation
- Kubota excavator with pecker attachment
- Water hoses

Personal Protective Equipment

Personal protective equipment (PPE) is issued as standard to all employees.

PPE Requirements are identified in the specific risk assessment for each operational task involved in the contract. PPE to be worn by operatives as risk assessments dictate includes:

- BS EN 352 Hearing protection
- BS EN 166 Eye protection
- BS EN 397 Hard hat
- BS EN 471 (Minimum) High visibility clothing
- BS EN 345 Protective footwear
- BS EN 388 Protective gloves
- BS EN 149 (Minimum) Respiratory protection
- BS EN 361 Harness, BS EN 354 lanyard

Materials

As per client / task specification to include:

Site Set Up

The entire work areas shall be clearly identified.

Safe access / egress routes shall be identified for emergency purposes.

Areas where hot works take place shall be identified and clearly marked.

The company may need to implement a permit to work procedure in certain areas.

Execution of Works

- All personnel attend site safety briefing to include hours of work permitted for the given task i.e. noisy / quiet times
- Erect Heras fencing to the perimeter of the slab with insulating material fixed to act as baffles
- Construct a water run off area with permeable membrane to collect dust allowing water through
- The entire area shall be scanned for buried services with information taken from existing plans where available
- Prior to breaking out the slab the area shall be watered down to suppress exposed dusts
- The watering down of the slab shall continue in the location of the works until the slab is completely broken
- The rubble shall be collected by grab lorry for removal to approved site

Construction Phase Health and Safety Plan

Risk Assessments

The supervisor / team leader will be in possession of all task and site specific risk assessments for this project. He will have ensured that all members of the team have been either briefed on them or had the opportunity to read through them. The team are fully aware of the legal obligations placed upon them to comply in full with the control measures and strategies set down in all assessments and statements effecting their operations.

The client is requested upon the receipt of this method statement and prior to the arrival on site of the team, to inform all other contractors and operatives on site who will be in the vicinity of our operations.

Emergency Issues

Where practical, a minimum of a qualified one day appointed person (First Aid) will be available. The person will upon arrival at the site identify themselves to the site manager / agent. They will further familiarise themselves with the first aid procedures for the site.