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CONSTRUCTION METHOD STATEMENT

32 ST MARY'S BUTTS, READING, RG1 2LS

Reference	SMB
Client	A Cohen
Project	32 St Marys Butts
Revision	-

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Rev	Date	Detail	Chk	Auth
-	16th July 2024		NS	NS

Introduction

This construction method statement and safety plan sets out the health and safety standards and procedures which have been prepared in accordance with current legislation and takes account of the provisions of the Approved Code of Practice.

The plan will provide a safe basis for work, the prevention of accidents and the avoidance of work-related ill health amongst contractors, sub-contractors, our client's staff, and members of the public who may be affected by the project.

This document must be read in conjunction with the project drawings, other design documents and specific information supplied by designers, contractors, service providers and previous owners. It will be updated during the project as a living document to include detailed method statements, risk assessments and other material required to define safe systems of work at all stages of the project.

PROJECT DIRECTORY - NAMES AND DETAILS OF THE PARTIES INVOLVED

	Name/Position	Company & Role	Contact Details
1.2	Kalifa Architecture	**Architect**	ghn2426@gmail.com 07365-802-695
1.3	TBC	**Principal Designer**	
1.4	TBC	**Principal Contractor**	

Note:
The project directory is as known at the time this plan was prepared.

SECTION A - DESCRIPTION OF THE PROJECT

1 SCOPE OF WORKS

1.1 Prior to commencement of the project a Principal Contractor and Principal Designer will be appointed.
The site is located at 32 St Mary's Butts, Reading, RG1 2LS.
The construction activity will compromise the conversion and Extension of existing roof space above 32 St Mary's Butts to create one additional one bedroom flat including the creation of a new rear dormer at the rear of the roof.

1.2 The construction stages are as follows and will be carried out to Client and Principal Designer specifications, Building Regulation and Water Supply Regulation regulations, etc.

- Prelims
  - Provide suitable and sufficient welfare accommodation.
  - Provide suitable access and egress in the site to segregate the site from public areas.
  - Provide temporary fire detection and alarms to the work areas.
  - Provide temporary lighting to the work areas.
- Construction Works
  - Scaffold Installation
  - Roof structure alterations including construction of new dormer
  - Roof Cover and rainwater goods
  - Window installations
  - Internal demolitions and alterations
- Site Clearance
  - Remove and clear all materials and waste from site.
  - Removal of temporary access and welfare facilities
- Handover
  - Completion of site clearance of Principal Contractor to satisfaction of Client.
  - Provision of Project and O&M Information to the Principal Designer and Client

1.3 The estimated project duration is 18 weeks.

2 LOCATION, ACCESS, AND RESTRICTIONS AFFECTING THE WORKS

2.1 Transport Management Planning - Vehicle/pedestrian traffic flow:
The site is located at 32 St Mary's Butts, Reading, RG1 2LS. The route for entry to the site will be at side of the building to the rear of the property, opening onto the public square to the front of the Reading Market building. This access point is accessible to pedestrians only,

2.2 access into the site is not available to vehicles.
The section of St Mary's Butts leading from Castle Street to the site, is a dual carriageway with single flow traffic to each carriageway, the carriageway abutting the side boundary flows from south to north. 50 metres north of the site (after Hosier Street), St Mary's Butts changes to a dual carriageway with traffic flowing in both directions, this section of St Mary's

Butt's operates with restricted access between 7am-11am, and 4pm-7pm and will not be accessible to construction traffic during these hours. Hosier Street is a no-through road and is always inaccessible to construction traffic.

Vehicles accessing the site will approach from the A329 and turn onto Castle Street, travel along Castle Street for 265m and then perform a left turn onto St Mary's Butts southern carriageway.

St Mary's Butts southern carriageway is a moderately busy road with double red lines to its eastern side, and loading / disabled parking bays to its west side. To facilitate handling of materials into and out of the site, the Main Contractor will apply for a permit to suspend 2nr disabled parking bays adjacent to the site entrance, which will be utilised for loading and offloading. On approach to the site via Castle Road, there are parking/loading bays available. Divers are to lay up within the parking bays and report to the Site Manager for unloading and loading instructions. Drivers will not stop on double red lines.

A Banksman will be required to control access to and from the public highway. The Principal Contractors Transport Management Plan must be prioritised to make suitable provision for ensuring safe deliveries to and transport movements on site.

Upon egress from the site drivers will obey restricted access instructions on St Mary's Butts. During restricted hours drivers will travel towards Hosier Steet and perform a U-turn at the junction between St Mary's Butts and Hosier Street. This manoeuvre will be supervised by a banksman. During hours where restrictions do not apply, vehicles will continue travelling along St Mary's Butts Road for 280m and perform a left turn onto Friar Street and then continue onto the A329.

Waste materials resulting from the construction works are to be stockpiled within the site until such time that a full skip can be filled. Skips are to be positioned in the suspended disabled bays frontage of the site and are to be dropped, filled, and removed within one working day. Skips will require a road permit and associated signage and safety lighting.

The constraints of the site are such that on-site parking is not possible. Paid parking is available on surrounding roads, although the area tends to be occupied by parked cars during working hours and operates on a maximum stay of 2 hours and is therefore unsuitable for site operatives, who will require parking for their full work shift. Paid parking for longer durations is available at Civic Centre Car Park, 16 Castle Street, RG1, operatives traveling to site in their own vehicles will utilise this or other paid public car parks during working hours.

It is not anticipated that any road or footpath closures will be required during construction.

Site Management Plan

2.3 Where scopes of works require it, Sub-Contractors are to fully develop a Lifting Plan to account for movements to and from site and lifting materials/waste etc.

The safe use of vehicles on construction sites publication – HSE 144 Workplace transport safety (HSE 1995) should be used for further guidance.

Deliveries and waste consignment will only be received with Site Manager or representative in attendance.

2.4 **Asbestos:**
A Refurbishment and Demolition (R&D) Asbestos Survey will be undertaken prior to the commencement of works. In the event of discovering asbestos containing materials (ACMs) during the survey, the ACM's will removed from site by a licensed asbestos contractor.

2.5 **Site Working Hours.**
Site working hours will be limited to 8am-6pm Monday to Friday,
8am-1pm on Saturdays and not all on Sunday, or Bank Holidays.

2.6 **Services.**
The Site Manager will scrutinise all available plans along with the information provided by service providers. Any, and all, unidentified cables and pipes are to be treated as live until it is confirmed otherwise. CAT scan and reports are to be fully utilised prior to any intrusion into the ground surface. Hand digging is to be carried out where required before machinery excavation.

Services are to be located and identified using CAT scan equipment and ensure both operatives and deliveries are aware of existing underground situations, and/or overhead services prior to the start of works.
Isolations, capping, and terminations are to be clearly marked on final 'As Built' drawings and relevant information passed to any others i.e. electrical sub-contractors where overlap of works exists and finally to the Principal Designer as relevant.

2.7 **Commencement of Works**.

The project construction programme is approx. 18 weeks duration (over 30 days) and is notifiable under CDM. Works will not commence until the Client has submitted Form 10 to the HSE and suitable and sufficient welfare facilities are in place for the maximum number of persons expected on site.

2.8 **Surrounding Highways**

The site team will take care to ensure that surrounding highways are not damaged during the construction phase. A dilapidation survey will be undertaken upon request from the Local Authority.

2.9 **Contact Details**

Site contact details will be displayed prominently on the site entrance on St Mary's Butts.

2.10 **Wheel Wash**

Considering the site constraints and nature or works to be undertaken wheel wash is not required. General dust and dirt are to be suppressed as detailed in section 3.6 and will not therefore accumulate on the surrounding highways.

SECTION B – GENERAL ARRANGEMENTS

3 MANAGEMENT RESPONSIBILITIES

3.1 Responsibilities.

The management structure and the responsibilities of those involved in the project are as allocated by the client and will be clearly displayed in the site office and communicated during site inductions.

Overall responsibility for works on the site lies with the Principal Contractor but day to day control lies with the Site Manager/Supervisor, who will oversee and ensure safe working, control access and where necessary give instructions to sub-contractors to avoid conflicts between work activities.

3.2 Principal Contractor's arrangements for directing and co-ordinating work.

All contractors and employees are to read the site copy of this safety plan and confirm that they have seen and will comply with it. They will be notified of any amendments to the plan.

Any sub-contractors working on the site must nominate a "person in charge" who will liaise with the Site Manager in all safety and other management matters. These individuals are responsible for ensuring that their workforces operate in accordance with the safety standards set in this plan and in keeping with their own safe methods of work and risk assessments (in addition to health and safety legislation and HSE guidance).

Where safety is threatened or compromised by the failure of any workers or others to adhere to this plan, the Site Manager is empowered to stop works and/or exclude workers or equipment from the site until a safe system of work can be agreed.

The Site Manager will conduct daily briefings/meetings. On first arrival at site allowance must be made for:

- Site induction for individuals, one time only briefing, which will include ''Client's site safety rules''.
- Mandatory Booking in and out of site (includes lunch and breaks).
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPC etc.)
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily site briefing.
- Maintain common access area for the public and neighbouring residents, including for postal deliveries/refuse collection and safe access for vehicles and deliveries.

3.3 It is not expected that elements of works will be further sub-contracted to others. However, should such instances occur, the Principal Contractor will take reasonable steps are to be taken to ensure the competence and resources of those appointed who will also be expected to comply fully with the safety policy of the host contractor and instructions given in this plan. The host contractor must ensure adequate site supervision for the work involved. The primary contractor remains responsible for method statements and risk assessments to be communicated and worked to.

3.4 Design information from specialist contractors.

Any specialist contractors, specifically temporary works are required to pass details of their designs and design risk assessments through the Principal Contractor, or the Site Manager, well in advance of the start of relevant work on site. Where significant design changes are made, this must be provided to the Principal Designer for appraisal and residual risk recording.

All contractors are to supply, maintain and operate their own equipment and plant. No contractor is to make use of equipment or plant provided or belonging to any other, without the expressed approval of the Site Manager. Contractors are to ensure that equipment and plant is clearly marked and 'in date' inspection labels attached. The following rules apply to equipment owned by operatives/companies on the site and any hired equipment.

- All portable electrical tools and appliances used outside of site cabins/offices must be 110 volt or battery operated.
- All 110-volt equipment is to be inspected and PAT tested by a competent person at suitable intervals and copies of the test certificates must be available to the Site Manager.
- The equipment user will visually inspect all appliances prior to use.
- All lifting appliances and equipment are to be inspected in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and certificates passed to the Site Manager during site induction for inspection and confirmation of validity.
- All lifting appliances and equipment are to be visually inspected prior to use.
- All plant equipment and in particularly Materials Handling Equipment (MHE), are to be parked up with forks/buckets lowered and have keys removed and secured when not in use and at end of working day/shift.
- Only one day's supply of fuels/oils and lubricants are to be brought onto site to support plant running. Flammable oils/lubricants are to be stored in appropriate containers, with protection against spillages and a suitable means of spill clean-up kit available. Any storage tanks are to be bunded or double skinned.
- Records of all inspection certificates are to be kept in the site safety management file.

3.5 Complaints

All projects should identify an efficient and effective means of dealing and interacting with the public and with any complaints that may be received from them. This should include provision for a Public Relations Manager/Coordinator or similar person, nominated via appointment to be able to organise, co-ordinate and liaise with the public as necessary.

Sites should establish a complaints log and issues should also be logged in the site diary where necessary.

Feedback should be given and sought to ensure that two-way communications are instigated. It should be remembered that some issues may be of a sensitive nature and advice should therefore be sought via company management, legal advisors, or others as necessary before communications are established.

It is important that works are carried out in a manner that is respectful of those living and working near the site. Therefore, it is important that as many issues as possible are dealt with at the planning stage to reduce the likelihood of works causing nuisance of any kind.

A plan of action may be put in place to ensure that good relations can be maintained with residents, neighbours, and the public. It could involve such activities as:

- Public consultation to warn of any traffic problems, noisy processes, or critical stages, which may influence the lives of the locals, etc. The use of letter drops will assist in this process.
- Regular meetings with neighbourhood representatives.
- Exhibition of the works in the local area.
- Setting up a liaison with schools, local community centres, etc.

In the event of a complaint, the person making the complaint should be directed to the most senior member of the site personnel. The following details should be taken from the complainant and added onto the project complaints log:

- Name.
- Address.
- Contact number.
- Date/Time.
- Nature of complaint.
- Location of complaint.
- Date/time complaint occurred.

If possible, the nature of the complaint should be dealt with immediately. Prompt action will create a good impression. If not, the person should be given some indication of when he or she will receive a response to his or her complaint either by letter or by phone call.

Investigation may be required to ascertain the circumstances of a complaint. For example, if noise is an issue, it may be necessary to carry out a noise survey.

3.6 Waste Management

A waste management system will be implemented on site in accordance with the requirements set out below to reduce and manage site waste:

- Ensure that all materials remove from site are taken to waste recycling stations and separated for recycling where possible.
- Enforce Good Housekeeping measures e.g. proper storage of materials to minimise wastage and spillages.
- Waste materials will be stored at a designated location on the ground floor of the property, within the confines of the site and removed daily.
- The use of raw materials as per manufacturer's instructions
- Monitoring the generation of waste to identify trends and areas for further investigation.
- Identifying recyclable and salvageable materials and where feasible find secondary alternative uses.
- Segregate waste types to facilitate recycling activities.
- Working with suppliers and subcontractors to minimalize surplus material deliveries to site.

- Working with suppliers to ensure only the necessary minimum amount of packaging is used.
- Considering alternative materials with lower wastage levels
- Ensure that that duty of care and other legal requirements are complied with during the disposable of waste.
- Assessing the project designed to identify ways in which waste generation through raw material wastage and from temporary and permanent work activities can be avoided and minimised.
- Set waste reduction targets as well as educating and informing site staff.
- Reducing usage of diesel electricity and water on site by adopting good practices and management procedures
- General construction waste management will be provided by a package contractor who will manage site coordination.
- Where gypsum plaster products are used the specialist contractors will be required to arrange recycling directly to the manufacturer
- Record and store waste management transfer notes.
- Bonfires will be prohibited.

3.7 Dust Emissions

To comply with health and safety legislation, when assessing any activity that have the potential to emit dust and dirt, the company will assess the works to be carried and the risk of dust impacts.

Task specific mitigation will be implemented using the following safety measures as appropriate:

- Carry out regular site inspections identifying dust and dirt emissions.
- Ensure adequate water supply is available on site.
- Work Areas to be dampened down prior to any structural alterations and demolition.
- Tool / machinery mounted dust suppression
- Tool mounted dust extraction
- Minimise drop from heights into skips and waste areas.
- Enclose chutes, conveyors, and skips.
- Ensure equipment is readily available to clean spillages.
- Ensure operatives are equipped with face fit face masks.
- Monitor wind strength and directions to avoid dust blowing to nearby areas.
- Ensure that machinery is regularly services to ensure it is working to its optimum and dust is kept low.
- Avoid water run off to adjacent areas.
- Vehicles and machinery not to be left idle.
- Road sweepers to be utilised on hard surfaces areas inside and outside site boundary.
- 1.8m solid hoarding will be erected along the boundary with St Mary’s Butts and along the northern boundary of the site adjacent to the extended public footpath.
- All Non-Road Mobile Machinery (NRMM) will comply with the Non-Road Mobile Machinery (Emission of Gaseous and Particulate Pollutants) Regulations 1999.

The existing water supply within the property will be retained throughout the construction phase to facilitate the above water suppression.

The name and contact details of the person responsible for dust management will be displayed at the site boundary.

3.8 Vibration and Noise Emissions

Works involving road saws/chop saws, hydraulic breakers, compactors, piling etc. will be monitored for the effects of vibrations and noise emissions to neighbouring properties.

The following control measures will be implemented as required:

- Machinery will be regularly serviced to ensure it is working to its optimum
- Mufflers / Silencers fitted to tools.
- Restrict the number of plant in use at any one time.
- Hoarding / noise shields to be erected.
- No crushing to be undertaken on site.

Neighbouring residents to be consulted prior to vibratory works taking place and informed of control measures being implemented.

3.9 Light Emissions

Site task lighting will be installed to internal areas only and will be switched off out of site working out hours. Any security lighting installed to the perimeter of the site or site hoarding will be shielded and appropriately directed to avoid glare to neighbouring receptors.

3.10 Pest Control

The following measures are to be undertaken as required to mitigate the risk or pest infestation:

- Good housekeeping and adhering to waste removal schedule
- Regular inspections of water sources for leaks
- Capping of open drains
- Inspect incoming materials for infestation
- Upon discovery of infestation employ specialist pest control contractor to deploy traps and or deterrents

4 STANDARDS

4.1 General standards

All personnel are expected to comply fully with health and safety law and the associated approved codes of practice. Contractors are, in addition, to be aware of and pay due attention to guidance issued by the Health and Safety Executive as well as that issued by trade bodies and authorities, which constitute industry “best practice.” Method and policy statements submitted for these works will be reviewed by the Site Manager to ensure that these standards are met.

All contractors are expected to assess risks and adopt safe methods of work in keeping with construction regulations and good practice (as well as the standards and detail set out in this document).

In some cases, however this health and safety plan specifically requires the preparation and submission of method statements in advance of work operations. All contractors are to ensure that their employees are aware of these safe working method statements and have been suitably trained

and have adequate supervision to ensure that the procedures are fully followed. There are no exceptions to this requirement.

All works will be carried out in accordance with British Standards BS 5228-1:2009+A1:2014

4.2 Training standards

Safety training certificates are required for operatives appointed to operate plant and equipment and to undertake certain specific forms of work on this project. Copies of the following certificates must be submitted to the Principal Contractor before work begins.

(The list below is far from exhaustive and other relevant training competencies should be included)

Operation/trade Level of certification

Construction Works All work is to be carried by a competent person with adequate supervision to industry standards approved by CITB and to meet requirements of NHBC.

Abrasive wheel operator

Abrasive wheels - mounting Certificate of competence issued by employer or equipment supplier.

Certificate of training and appointment to mount abrasive wheels.

Scaffolds/Access & Working at Height

(incl. MEWPs) Certificate of training achievement approved by CISRS/NPORS/PASMA/IPAF or equivalent.

Plant equipment operators.

(Cranes, excavators, telehandler, etc.) Certificate of training achievement approved by CITB/CPCS/RTITB or similar.

Gas/Heating/Plumbing work All work is to be conducted by a competent person to industry standards.

Certificate of training achievement and registration to GAS SAFE Register.

Electrical work Certificate of training and competence issued by employer.

All electrical work is to be conducted under the supervision of a competent person to IEE standards and is to be tested and inspected to the standards set in the IEE Wiring Regulations 17th Edition on completion.

5 INFORMATION & TRAINING FOR THOSE ON SITE

5.1 Site induction training.

On first arrival at the site all workers will be given a short briefing by the Site Manager which will include:

- Site details, personalities, address and telephone number, location of the site telephone (for emergencies)
- Safety responsibilities
- Site security and booking in/out arrangements.
- Site layout and nature of the works in progress/intended.
- Transport Management Plan – 48 Hrs. notice to residents for road closures, limited to approx. 3 hours duration).
- Awareness of other contractors involved onsite and 3rd Parties (Staff/Public/Residents)
- Asbestos Discovery (as applicable)
- Site rules
- Permit to Work system for HOT WORKS
- Working Hours 8am to 5pm
- Restricted delivery/waste collection times (access will be maintained for postal worker and waste collections – road plates over utility trenches).
- Welfare and first aid facilities - locations, name(s) of first aiders on site
- Certified Machinery Operator
- Fire and emergency procedures including.
- Escape routes.
- Assembly point
- Location and types of fire extinguishers.

The names of those receiving induction training are to be recorded in the site records. Nobody, including visitors, will be allowed access to the site until they have received this induction briefing.

5.2 The Site Manager will brief "persons in charge" of all work groups at the beginning of each day's work on matters pertinent to health and safety. This briefing will include:

- A general outline of the work being undertaken that day, pointing out and discussing any area of potential overlap or risk.
- Drawing attention to any changes in the developed health and safety plan.
- Discussing and agreeing updated works programmes and expected completion dates for each element of work by contractors.
- Confirming total number of employees and visitors to the site for that day.
- Confirming the expected arrival/departure time of vehicles delivering/removing materials from the site for that day.
- Documents relevant to the site safety records (risk assessments, method statements and COSHH assessments).
- Hot Working arrangements and precautions for fire prevention
- Any other health and safety related matters.

SECTION C – SITE RULES & ARRANGEMENTS FOR MONITORING SAFETY

6 SITE RULES

6.1 The following rules are to be observed by all on site. Site induction will include these rules and those working on site are required to sign indicating their agreement to comply.

- Individuals (or in the case of groups - the person in charge) must register on arrival on site and when leaving at the beginning and end of each working day.
- Safety helmets (hard hats) are to be always worn. Safety footwear and Hi-Visibility vests are to be always worn by all persons on site.
- The use of other Personal Protective Equipment (PPE) may be required by the Principal Contractor and/or by specific work method statements and supporting Risk Controls.
- Individuals may only operate and use plant or equipment for which they are trained and authorised.
- Only 110V or battery powered electrical tools/equipment is to be used outside cabins/offices.
- Defective or suspect equipment or tools must be removed to the site office, tagged, and not used.
- Waste and debris must be cleared as work progresses and tools and materials stored only as agreed by the Principal Contractor. Burning of waste on site is prohibited. All waste materials must be removed from the site and disposed with due regard for environmental impact and only to be stored in the allocated waste area.
- Areas below or close to those working at height must, as far as reasonably practical be kept clear of all tools, equipment, materials, and debris.
- Personnel are to ensure that excavations, drains, sewers, culverts, and ducts etc. are always kept free from obstruction by rubbish and debris and not used for discharging contaminants.
- Smoking is prohibited inside any building and in the vicinity of any flammable materials and only in the designated area as defined by the Principal Contractor and communicated during induction.
- It is forbidden to bring or consume alcohol or drugs on site or to be under their influence.
- Horseplay and violent behaviour are not tolerated and will result in exclusion from site.
- The Principal Contractor reserves the right to evict or refuse entry to any person for any reason, which he or she considers prejudicial to safety or good conduct.
- Mobile phones are only to be used in designated areas. Radios/cassette/CD players etc., are prohibited on site.
- All of those on site are required to wash before eating. Meals and drinks are only to be consumed in the specified welfare area.
- All personnel are to ensure that at the end of each working day that no means of access e.g. steps, ladders, equipment etc., are left in a position that would allow unauthorised persons access to the site or to danger areas within the site, including open excavations.

7 ARRANGEMENTS FOR MONITORING SAFETY

7.1 Safety standards will be monitored by the Principal Contractor by:

A continuous inspection process by the Site Manager. A checklist for these inspections is included with the site safety records. These inspections will include all contractors working on site and a report of all actions required will be given to the contractor's supervisors with instructions to rectify non-conformance in a timely manner.

Once per week the Site Manager or appointed representative will inspect (and replenish if necessary) fire equipment, first aid equipment, registers, and site documentation. This inspection will be recorded in the site diary.

7.2 Inspections required under construction legislation will be carried out by the Safety Consultant as required and a formal report will be provided and be prioritised for remedial action/recommendations and filed with the site management system. This will be checked for closed out actions/progress at the next site inspection visit. In addition, contractors are required to audit and inspect their own works and equipment. Records are to be kept.

SECTION D – WELFARE AND STORAGE

8 WELFARE AND STORAGE FACILITIES

8.1 Adequate toilets and washing facilities, drying room will be available for use on-site by all authorised persons. This will be provided on the ground floor of the existing property.

8.2 These facilities are to be kept clean and tidy by those using them. The facilities provided include toilet, washing facilities (cold water as a minimum), as well as a wholesome supply of fresh drinking water and an area to rest and eat.

8.3 All personnel must be aware of the need to allow workers to keep the skin covered, drink plenty of fluids and be alert to risks of sun burn and sun stroke during any periods of hot weather. Similarly, to take appropriate measures to protect from the cold, i.e. cold/wet weather clothing and ensure regular rests during periods of prolonged exposure to inclement elements.

8.4 Just in Time delivery methods will be utilised to ensure that minimal storage is required.

8.5 The existing building will be utilised to provide an internal space for the storage of plant and materials that are to be use during the construction process.

SECTION E – FIRE, EMERGENCIES & ACCIDENT REPORTING

9 EMERGENCIES

9.1 Fire - Immediate action:

- Raise the alarm – Activate site fire alarms.
- Switch off electrical and other appliances.
- Evacuate the area.
- Alert the Site Manager
- Only go back to fight the fire if it is safe to do so and you have been trained in the use of the correct type of extinguisher.
- If required phone 999 or 112 from the site office (or from any nearby premises or mobile phone).
- o Fire points with the appropriate extinguishers to the fire risk will be located at various site areas.
- The Site Manager will:
- Ensure evacuation of the site of all personnel who should then muster at the fire assembly point (or at the Site Office Cabin).
- Check that all workers are clear. Contractors "persons in charge" should conduct checks for their own personnel and report to the Site Manager.
- Despatch individuals to warn those in any neighbouring premises, which might be subsequently threatened by the incident.

9.2 **Control measures**.

- The Site Manager is to ensure that a fire safety plan is produced before any work starts and that this is communicated during site inductions and clearly displayed on the site office notice board.
- All contractors and individuals will be briefed on the fire procedures in an initial site briefing. Where work is being conducted at height or where access routes may be changed by their scope of works, those in charge of works parties are to:
- Ensure that emergency escape routes are available and sufficient for the numbers of workers involved.
- Ensure that those in their works parties are aware of the escape routes.
- Bring to the immediate notice of the Principal Contractor any potential difficulties in maintaining suitable routes.

9.3 **First Aid**

- The Principal Contractor will ensure that a trained and in date 'Appointed Person' or First Aider is always available on site during construction activities.
- A first aid box (>20 persons) will be available on site.
- All instances requiring First Aid treatment are to be initiated via the Site First Aider. Where sub-contractors have a dedicated and authorised First Aider, then treatment may be provided, and the Principal Contractor informed accordingly.
- First aid arrangements will be included in the initial site briefing given to all workers on first arrival at the site.

10 ACCIDENT REPORTING

10.1 All accidents will be recorded in the site accident book kept by the Site Manager. The Site Manager must be immediately informed of any accident or dangerous occurrence on the site or of ill health, which could be linked to site work.

All reportable accidents are subject to the procedures detailed in accident reporting legislation with:

- Death, Specified injuries to workers and over 7-day injuries or disease - reported by the person's employer.
- Death or an injury requiring hospital treatment of a person at the site not directly involved in the works - reported by the Principal Contractor.
- Dangerous occurrences at the site - reported by the Principal Contractor.
- Accidents or dangerous occurrences during transport to or from the site or in preparatory works at contractors' premises must be reported by that contractor - the Site Manager should however be informed of such incidents.

11 GENERAL

11.1 The Site Manager is to collate copies of documents, drawings and other material required for inclusion in the Health and Safety File. This will include:

- Contractors Brief
- 'As built' drawings and or schematics for all works and installations.
- Manufacturer's brochures, literature, specifications, and cleaning / operating / maintenance (O&M) Manuals and instructions for all equipment fitted.
- Test and commissioning certificates where appropriate.
- Residual risk details
- Emergency procedures
- Suppliers list and recommended spare parts.
- Hazardous substances information (manufacturer's safety data sheets/COSHH assessments.

11.2 Before leaving site at the completion of their works, any sub-contractors are to certify to the Site Manager that all relevant documents have been handed over in an acceptable manner and format as specified. Payment will not be made for works that have not been handed over in an acceptable manner.

11.3 The Site Manager will list such documents and pass them to the Client/Principal Designer. He will also ensure that he passes any information or documentation relating to the site (i.e. surveys etc.).

11.4 All documentation for the Health and Safety File is to be recorded and passed to the Principal Designer who will provide handover receipts of all such documentation.

SECTION F –RISK ASSESSMENTS AND METHOD STATEMENTS

12 GENERAL

12.1 Routine construction activities.

The Method Statement or System of Work is a requirement of construction legislation. It is intended to provide both the Client and the individuals that are carrying out the work, with the necessary information and controls to undertake the job safely. It is essential that a copy of the Method Statement is kept on site and is available for inspection/perusal by all personnel. In addition, it is the responsibility of company management to ensure that all operatives are aware of their role in the job, which is outlined within the documentation.

This plan makes no attempt to detail risks in construction activities which are routinely met and which any competent organisation should avoid or overcome safely. The hazards in individual tasks must be considered by contractors in preparing safe systems of work separately from any specific matters highlighted here and contractors are still expected to have assessed risks and safe methods of work thoroughly for such routine activities. Copies of such documents may be required from sub-contractors to cover their routine work.

The method statement will depend on the complexity and size of the job/task and is intended to show how the activity will be executed safely. The method statement should give details of the following:

- Details of supervisory personnel on site who will be responsible for the activity.
- Details of Safety Consultant (their name and telephone number).
- Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
- Work activity sequences.
- Stabilisation of the activity during its progress e.g. any temporary props, struts & supports that are required.
- The method of executing the activity, which will include methods of lifting, fixing, holding, or bolting. This will include slinging and un-slinging practice where necessary.
- Methods to prevent any fall from heights. Full details should be given i.e. working platforms, handrails, safety harnesses or other means of preventing falls.
- Access and egress to the job, i.e. by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access.
- Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc.
- The description of equipment to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable.
- Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.
- Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
- Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the activity.
- Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets, safety boots, Hi-Viz etc.
- Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.

- Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.
- Details of certification of personnel on site i.e., CITB/CISRS/PASMA Certification Scheme for scaffolding, steel erectors, plant operators, etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
- The training of operatives on site i.e., induction training and any details regarding their part to be played within the work method statement.

The Client, Principal Designer and Principal Contractor will have the right to request additional Method Statements prior to the commencement of any site activities. Such method statements shall be submitted not less than 5 working days before the commencement of the activity.

12.2 Site specific safety controls or standards are required for the sub-contractor activities. In these cases, work is not to begin until the Site Manager has approved final, specific, detailed plans for the work concerned prepared in keeping with the schedule of works.

12.3 Where appropriate detailed site-specific risk assessments and method statements will be inserted in the project file immediately following the relevant section of the health and safety plan.

Routine (generic) arrangements contained in the following safe working instructions apply to the protection of workers accordingly, but do not negate the requirement for a site-specific assessment where more significant hazards exist and affect the planned works:

- Working with electrical equipment
- Use of hand tools
- Manual handling
- Portable electrical equipment
- Working at height (includes working in excavations for access/egress)