CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Version: 1

Date Prepared: INSERT DATE HERE

FOR THE WORKS AT:

|  |
| --- |
| **NAME****ADDRESS 1****ADDRESS 2****CITY****COUNTY****POSTCODE** |

**OUTLINE OF WORKS TO BE CARRIED OUT:**

**INSERT SCOPE OF WORKS**

**Time Scale**

The premises will be made available to the Principal Contractor from date

Works are anticipated to be completed within approximately ? weeks.

Planned hand over date

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This document is provided as an example template for a Construction Phase Plan.

All text in RED is for demonstration only and must be reviewed and revised to reflect your project specifically.

Use must be made of the pre-construction information provided by the Client / Architect / Designer and supplemented with your arrangements for carrying out the project.

All the following sections must be considered and adjusted accordingly. Where a heading is not considered relevant, it may be better to leave the black text in place in order to demonstrate consideration has been given. Just add a N/a by the header for that particular section. Remember - The CPP needs to be as comprehensive as possible.

On completion of Review, all remaining RED text should be deleted or changed to BLACK before submission to the Client or representative for approval.

**1.0 Project Directory**

|  |  |  |
| --- | --- | --- |
| **Client** |  |  |
| xxxxxxxxx RoadLondonW | Tel:Email | 020 xxxxxxxxx.xxxxx@ |
|  |  |  |
| **Client Agent / Project Management** |  |  |
| xxxxxxxxx RoadLondonW | Tel:Email | 020 xxxxxx |
|  |  |  |
| **Principal Designer** |  |  |
| xxxxxxxxx RoadLondonW | Tel:Email | 020 xxxxxx |
|  |  |  |
| **Lead Designer / Architect** |  |  |
| xxxxxxxxx RoadLondonW | Tel:Email  | 020 xxxxxx |
|  |  |  |
| **Principal Contractor** |  |  |
| XxxxxXxxxxx Roadxxxxx | Tel:Email | Xxxxx xxxxxx |
|  |  |  |
| **Site Manager** |  |  |
| Xxxxx | Tel:Email | Xxxxx |
|  |  |  |
| **First Aiders** |  |  |
| Xxxxxx Expiry date | Tel: | Xxxxxx |

**Primary Sub-contractors**

|  |  |  |
| --- | --- | --- |
| **Electrical** |  | Contact |
| XXXX XX LtdXXX RdAnytownX12 1XX  | Tel: 0x0xXXXX  | XXXXXXMobileEmail |
| **Mechanical** |  |  |
| XXXX XX LtdXXX RdAnytownX12 1XX  | Tel: 0x0xXXXX | XXXXXXMobileEmail |
| **??????** |  |  |
| XXXX XX LtdXXX RdAnytownX12 1XX  | Tel: 0x0xXXXX | XXXXXXMobileEmail |
| **??????** |  |  |
| XXXX XX LtdXXX RdAnytownX12 1XX  | Tel: 0x0xXXXX | XXXXXXMobileEmail |
|  |  |  |

Emergency Telephone Numbers: Should undetected services not shown on drawings become affected during works, emergency telephone numbers are listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SERVICE | COMPANY | ADDRESS | TELEPHONE | EMERGENCY TEL. |
| Gas | British Gas |  |  | 0800111999 |
| Electricity |  |  |  | 0800111999 |
| Water | Regional |  |  |  |
| Drainage | As above? |  |  |  |
| Telephone Comms |  BT |  |  |  |
|  |  |  |  |  |
| Environment Agency |  |  |  | 0800 80 70 60 |
| Hospital | Local A&E |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Health and Safety Executive**

Construction HSE office: -

Rose Court 2 Southwark Bridge London SE1 9HS ,Fax: 020 7556 2102

 OR

Northern Ireland: Health and Safety Executive for Northern Ireland, 83 Ladas Drive,Belfast
BT6 9FR. Telephone: 0800 0320 121 Email: mail@hseni.gov.uk

The Health and Safety Executive RIDDOR incident reporting centre contact number is

Incident Contact Centre: Caerphilly Business Park ,Caerphilly, CF83 3GG

0845 300 9923. Websites: www.riddor.gov.uk or www.hse.gov.uk

OR

Northern Ireland: Health and Safety Executive for Northern Ireland, 83 Ladas Drive,Belfast
BT6 9FR. Telephone: 0800 0320 121 Email: mail@hseni.gov.uk

**Serving of notices by the Health and Safety Executive**

The Principal Contractor must issue written notification to the Client, Principal Designer and all named Designers within 24 hours of receipt of any of the following from the Health and Safety Executive:

* Fee For Intervention (FFI)
* Improvement Notice
* Prohibition Notice
* Summons

**2.0**

**Professional Safety Advisors Statement**

HS Direct Ltd where requested will provide us with advice and assistance. The service may include the provision of a comprehensive Health and Safety System and Policy. Services that may be requested includes: General working guidance, covering various aspects of our clients activities enabling them to formulate safe systems of work and where necessary details for compiling method statements and compiling a Site Safety File where required.

**3.0**

**Nature of Project, Existing Environment, Site Wide Elements**

EXAMPLE - The project is to develop the first, second, third floors and loft space to form 2 new apartments within an existing house / retail premises. The ground floor and basement is to be developed to extend the retail area and provide additional storage.

Access and egress to the property will be by separate door to the front and a rear door that service the existing residential area. These must remain closed and secure at all times to prevent unauthorized access and notices must be in place advising of “Construction works in Progress”.

**3.1 The Project (Additional Information)**

EXAMPLE - A Demolition / Refurbishment Asbestos Survey has been carried out and the premises to be developed have been stripped back to bare shell condition. All debris has been removed by others. All services have been isolated and cut back to suitable connection termination points. A new staircase system is to be installed to provide safe and secure access to the apartments. A modified roof will provide additional accommodation and roof top terrace.

**3.2 Existing Environment**

EXAMPLE - The site is an existing building with retail activity at ground level, located on a main thoroughfare. There is an area of ground to the rear of the property with access available from ROAD NAME. All materials must be delivered to the rear to prevent unloading hazards on the main road frontage.

**3.3 Existing Records and Plans**

The existing structure is detailed in existing plans. The landlord / Client is responsible for holding records of all structural changes made.

New plans have been provided by the Client to describe proposed layouts, construction detail and finish specification for the project/internal fit-out.

**3.4 Site Clearance and Preparatory Works**

EXAMPLE - A waste skip will be sited to the rear of the property and will be removed and replaced by a licensed waste management company as necessary.etc.

**3.5 Site Hours**

The hours on site will be 7.30am – 7.30pm Monday – Friday Weekend working will only be carried out if there looks to be an issue with the programme.

**3.6 Site Layout**

The single storey building is located within a main road dual carriageway. Retail properties adjoin the property at either side. There is no rear access to the retail unit.

The building is constructed of traditional material, timber windows and a flat roof,

The exact location of underground services could not be determined at time of survey.

It shall be the responsibility of the Principal Contractor to determine and identify the precise locations of electrical, gas, mains water, drainage and telephone / data services in order to ensure no disruption to mains systems within the area.

**4.0 Environmental Controls**

YOUR COMPANY recognises its Duty of Care under current legislation for ‘The Environmental Protection Act, the ‘Environmental Protection (Duty of Care) Regulations’, ‘The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations’, ‘The Hazardous Waste (England and Wales) Regulations’ and other associated statutory provisions.

“Controlled Waste” will only be released to a “Registered Carrier” after proof (original only) has been produced by the “authorised person”. All parts of the “Waste Transfer Note” will be suitably completed with a copy remaining with YOUR COMPANY for no less than 2 years.

Hazardous materials requiring a “Special Waste” carriers license were not discovered during pre-construction inspections of the site in the contract area. It is believed that no asbestos is present in the premises. However, if asbestos is suspected, work will be halted immediately and the Contracts Administrator and Principal Designer will be notified.

Should “Special Waste” be discovered on site during the construction phase of this project it will be released to a “Registered Carrier” only after the completion of a “Special Waste Transfer Note” (SWTN). Pre-notification of the movement will be given to the Environmental Agency and a copy of the SWTN will be retained be YOUR COMPANY for no less than 3 years.

**4.1 Disposal of Waste**

Provision of waste skips will be subject to availability of suitable location. Alternative arrangements may be made for stand and load of pre-bagged waste outside trading hours. Skips will be identified and where necessary labelled for segregation of waste for recycling where possible.

**4.2 Controls to prevent contamination of surrounding water ways** N/a

Expand as necessary

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage / leakage, waste blowing or falling or the pilfering of contents by third parties.

There will be no burning of waste of any type at this site.

**5.0**

**Arrangements for controlling Risks to Health and Safety**

The following information is a compilation of risks relevant to this site and is in addition to the requirements and controls to be met and detailed in the Health and Safety Policy of YOUR COMPANY

**General**

This will remain a hard hat site with toe protection worn at all times by all trades until the Site Manager deems there is no longer a foreseeable risk of head or foot injury.

All equipment on site is to be 110 V or battery powered with all leads etc to IEE 17th Edition Wiring Regulations or battery powered.

All steps or ladders are to be either CLASS ONE or BS EN 131 specifications only on site, and to be used for access only.

Public and communal areas will be maintained free of obstructions at all times and when necessary protected e.g. guarding of skips. The presence of the general public, surrounding units, staff, delivery personnel, and passing traffic will be given due consideration at all times.

Unusual or particularly hazardous processes are not anticipated during the execution of the Works.

YOUR COMPANY will consider what precautions will be employed during the execution of normal building activities and in particular hot or noisy work. If, during the course of the works, woodworking operations are to take place on site, YOUR COMPANY will ensure the limitation or control of the production of dust arising from such operations, particularly in relation to hardwoods. Similar consideration will also be given to chasing existing surfaces for preparatory cable and pipe work installation, as may be required.

All operatives have regular “tool box talks” on YOUR COMPANY sites where relevant site issues are covered.

An up to date visitor’s book will be available in the site office to record those persons present on site.

All statutory notices required by law will be displayed in suitable positions.

**5.1 Asbestos**

A Demolition / Refurbishment Survey has been carried out.

Enabling works have been carried out to remove all identified asbestos substances by competent Others. Asbestos is not thought to be present on this site. However, if asbestos in any form is suspected during site clearance, work will be halted immediately and not restarted until suitable and sufficient tests have been carried out, and if asbestos is present, it will be removed by a licensed Contractor. The Principal Designer will need to be notified if asbestos is suspected.

**5.2 Manual Handling**

Manual handling operations will be avoided where reasonably practicable by using mechanical or automatic means. However where manual-handling operations can not be avoided, operatives will be instructed in load reduction and suitable lifting and team lifting techniques, using kinetic lifting as a basis.

**5.3 Hazardous substances**

The works include elements of plastering, cement based products and painting which may involve the use or encounter with plasters, glues, varnishes and noxious paints. Consideration will be given to executing works using less hazardous substitutes when available, or the using of such materials off site in a controlled environment.

Where the use of any such material on site is unavoidable, Safety Data Sheets will be obtained and a COSHH Assessment generated to provide recommendations and precautions necessary for safe use of the product as part of YOUR COMPANY development of the Health and Safety Plan.

**Note**: The COSHH hierarchy will to be adhered to, i.e. should a safer material be available it is to be used in preference if all other characteristics including price are suitable and to implement all reasonably practicable measures to minimise any risks from any potentially hazardous materials and operations including paints, solvents, resins / glues etc.

**5.4 Electrical Supplies on site**

Temporary 110 volt supply will be used to provide supply to low volt power tools and festoon lighting. A temporary 240 volt supply protected by RCD may also be connected to provide power for computer, chargers and low current appliances for welfare needs. Total loadings must be within the rated capacity of supply. All works to be compliant with Electricity Regulations BS 7671:2008 and IEE 17th Edition, installed by competent persons.

**5.5 Protection from falls and falling objects.**

All open edges must be highlighted and over 600 mm high be protected by fixed barriers to prevent falls.

All work at height must be carried out from podiums, Fixed or Zip Scaffold erected by competent personnel in compliance with TG 20 or PASMA and manufacturer specification and current Work at Height Regulations. All works from these should be carried out in compliance with YOUR COMPANY procedures; Fixed Scaffold or Aluminium Tower Scaffold.

Ladders and Step ladders should only be used for access to a platform or in areas where a platform cannot be easily erected. They should only be used for tasks of short duration (< 30 minutes). Ladders should be mounted off a secure level base and footed or lashed to prevent slipping. Steps should be used in accordance with manufacturer instruction. (the apex must never be used to gain height). The top 2 steps must not be used. Only step ladders with purpose designed hand rails may be used to the standing platform. An assistant must be used to aid stability of these during all works. All ladders and Step Ladders must be Class 1 and comply with BS 131 Industrial Grade and be individually identified and regularly inspected for damage or fault, and records maintained.

Work with or near fragile materials / structures will be carried out under Permit to Work conditions following consideration of a submitted, detailed Method Statement and Risk / COSHH assessment. Control measures will be identified and affected.

**5.6 Mechanical Lifting**

All Lifting Operations must be carried out in compliance with both current LOLER (Lifting Operations and Lifting Equipment Regulations) and the PUWER (Provision & Use of Work Equipment Regulations). All equipment must be inspected, tested and / or maintained, and used by competent personnel. Lifting operations will be managed by a competent Banksman / Slinger. A suitable lifting plan will be developed and affected.

**5.7 Work in confined spaces** N/a

Potential for confined spaces where there is a likelihood of an oxygen deficient atmosphere being present must be identified by a competent person. All works within this area must be risk assessed and adequate measures put in place to minimise the risk of poisoning or suffocation. Measures must include monitoring at all times during the works; means of escape; on site emergency response; a suitable Confined Space Permit to Work management system. All personnel involved must be trained and deemed competent to work under these conditions

Expand as necessary

**5.8 Work on or near excavations** N/a

Adequate controls must be put in place to prevent personnel, public or plant accidentally falling into an excavation. Suitable barriers must enclose the excavation and notices be posted informing of the presence. Mobile plant operating in close proximity must be protected by suitable stop blocks and use of banksman when tipping loads into the excavation. Expand as necessary

**5.9 Work on or near live services**

This work must be carried out by competent personnel under Permit to Work conditions following consideration of submitted method statement and risk / COSHH assessment. Location of services must be identified and the area closed off from others not involved, by barrier or cordon as necessary. Services must be isolated and disconnected from supply where possible. Electrical works must be carried out using tools suitably insulated and a safe system of work employed to ensure safe working conditions. Any excavation must be by hand within 500 mm of known live services using spade only. Pointed implements must not be used.

**5.10 Work adjacent to unstable ground conditions or water** N/a

Work activities must be risk assessed and suitable controls put in place to prevent personnel falling. When working near / above water, harness and lanyard together with buoyancy aids may be necessary. Lone working is not allowed, suitable arrangements must be in place for rescue. Expand as necessary

**5.11 The storage, use and distribution of materials including those of a hazardous nature.**

A suitable and sufficient COSHH Assessment must be created for each identified hazardous substance. All users must be familiar with the COSHH assessment and controls to prevent harm.

Hazardous materials must not be stored within the building.

Flammable materials must be stored in small quantities only, within a fire proof container with closed cover / doors at all times. Containers must be sealed to prevent release of fumes and prevented from falling over. The main container must be located in a cool area clear of any heat source or activity likely to generate heat or naked flame. It must be secured accordingly.

All substances must be used and stored in compliance with manufacturer instructions, COSHH assessment and suitable safe system of work. Personnel using materials must follow a suitable safe system of work and wear personal protective equipment as specified for the duration of task.

Measures must be in place for dealing with accidental spills to prevent leaching into ground systems and to ensure safe collection and disposal. Substances must not be disposed of into foul or surface water sewers, but should be held in containers for safe disposal via authorised waste management. Waste must be removed to designated waste skips by the end of every shift.

**5.12 Dealing with unstable structures and use of temporary structures. e.g. false work**.

A timber hoarding must be constructed to the front of the property to allow replacement and refurbishment, and be maintained in a stable condition at all times. No risk must be presented to others. Provision must be made for both security and emergency escape whilst ensuring no harm to the public during any such event. Permission for erection must be sought from local authority in advance. The arrangement must be free from sharps and trip hazards to all external faces.

**5.13 Controlling the removal of asbestos based products**. N/A

The premises are to have a Demolition / Refurbishment Asbestos Survey carried out by the Client prior to works commencing. The Report will be made available to the Principal Contractor in order to determine what implications may be present and what measures need to be taken. Expand as necessary

All YOUR COMPANY personnel are aware of the hazards of asbestos based products and have received asbestos awareness training as a minimum. Any ACMs requiring removal will be dealt with in compliance with the current Control of Asbestos Regulations and HSE Guidance re use of licensed asbestos waste management contractors or non-licensed works. (Refer to Asbestos Essentials – HSE publication re allowable works and procedures)

**5.14 Dealing with contaminated land issues** N/a

A suitable land survey must be carried out by a competent person to determine any potential form of contamination that may be present and have the potential to create a hazardous environment. This is essential if the land is a brown field site.

Expand as necessary

**5.15 Controlling the reduction of dust, noise and vibration.**

Processes emitting excessive dust must be carried out with a suitable dust extraction and filtration system in operation, e.g sawing timber board materials.

All plant and equipment must be provided with noise and vibration reduction measures where possible. These may include silencers, muffler or sound proof enclosure, cushioned mountings, anti-vibration dampers and cushioned hand grips. Operatives must be aware of the effects of noise and vibration and will be required to work in compliance with the YOUR COMPANY SSW or similar.

Any restrictions imposed by the local Environment Agency will be upheld.

Contamination of public footpaths and highways must be prevented at all times. Suitable control measures will be put in place to ensure this. Expand as necessary

The early construction works during this project may generate noise and these noisy works will be carried out as instructed by relevant parties if appropriate, however YOUR COMPANY will ensure that they comply fully with the statutory requirements of the current Noise at Work Regulations for all operatives within the site. Example - A request for Prior consent under Section 61 of the Control of Pollution Act

Efforts will be made to contain noise within the local area by enclosure, i.e. closing doors, erecting partitions etc. The Principal Contractor is aware that heavy penalties may be imposed on failure to comply.

Individual exposure to vibration will be controlled by the use of low vibration equipment together with duration of exposure in compliance with specific equipment guide lines and task sharing.

**5.16 Overlap with Client’s undertaking**

The unit will be closed for the duration of refurbishment.

The store is located within a busy main road retail area. All access to the construction area will be via “The Front Door”. Consideration must be given to residents who may be present in above accommodation or adjacent properties outside normal working hours. ( Consider ‘Live-in residents / traffic, Public, Staff, Deliveries of materials, etc – control measures for safety)

**5.17 Delivery of materials and removal of waste** will be arranged such that all risks are minimised in respect of public pedestrians and road traffic. The busy dual carriageway has significant sections of ‘double yellows’ and significant constraints on parking. The Site Manager will make suitable arrangements in order to comply with road traffic regulations etc. A materials delivery and traffic / pedestrian site plan will be created and will identify drop off / storage areas. Expand as necessary

**5.18 Storage of Materials**

Locations are to be identified within the area and to be clear of access & egress routes.

At no time will material stacked exceed 2 pallets high or advised floor loadings.

**5.19 Other significant health risks** – as identified by Pre-Construction Health & Safety Plan. These to be identified and made clear to all personnel at site induction.

**5.20 Security**

Arrangements are to be made to safeguard the access and emergency exits during the progress of the works. Particular attention will be paid to fire protection and security arrangements, maintaining fire exit routes in secure areas. A distance of not less than 900mm will be maintained between walls or handrails.

All deliveries will be received via a route approved by the client and any other involved parties. All materials will be unloaded into the designated storage area.

The working area will be secured, so far as is reasonably practicable, at the end of each working day with the protection maintained through the working day. The Site Manager or a designated competent person will be responsible.

No visitors are to be allowed on site without the express permission of the Client or the Site Manager. The Site Manager must be informed of any visitors attending site. All visitors will be escorted at all times by a competent person while in construction areas.

Signage and adequate barriers will be provided to ensure the security of the site and will include adequate warning of the potentially hazardous construction related dangers within the project area. Visitors will not have access to the project unless accompanied at all times and are wearing suitable personal protective equipment.

**6.0**

**Management of Health and Safety, Setting Standards**

YOUR COMPANY will appoint a Site Manager who will have the day to day responsibility for ensuring the site is run in a safe manner, as far as is reasonably practicable. The Organisation section of the Health and Safety Policy outlines the hierarchy of the management and their various responsibilities within the company.

The aims for this project are that:

All persons working on this development will ensure that safety will be of the utmost concern at all times and will assist all parties in achieving this standard wherever necessary.

Any breach of safety standards will not be tolerated and may result in dismissal from the development.

‘Current CDM regulations and ACOPS will be regarded as the minimum standards for this site with the aim of no lost time accidents or dangerous occurrences.

We aim to achieve 100% Health and Safety success by ensuring that all operatives working on site receive a Health and Safety induction prior to starting work.

We generate a culture where everyone irrespective of their position realises that they have a part to play in ensuring that accidents are preventable.

We ensure that there is co-operation and co-ordination of activities between all contractors to achieve a safe working environment.

We consider how works may impinge on the undertakings of others, particularly the general public, and to reduce the impact of those undertakings before their commencement.

The COSHH hierarchy will be adhered to i.e. should a safer material be available it will be used in preference if all other characteristics including price are suitable.

**7.0**

**Development of the Health and Safety Plan**

YOUR COMPANY, throughout the life of the project, will develop this Health and Safety Plan. It will become a specific document which sets out the arrangements for securing the Health and Safety of all those carrying out the work and all others who may be affected by it.

While developing the Health and Safety Plan, YOUR COMPANY will identify the hazards and assess the risks at each of the main stages of the construction phase. And will also ensure the Safety Plan is kept up to date, modified and altered in the light of changing circumstances. Any Information from contractors will invariably mean parts of the Health and Safety Plan will have to be amended and updated.

Reviews of parts of the Health and Safety Plan may also need to be made if there are design changes, unforeseen circumstances etc. It is vital that such changes are notified to all those working on site who may be affected. YOUR COMPANY will update, amend and modify as necessary the Safety Plan to address any Health and Safety risks associated with individual design elements modified during the works. To ensure at all times that the Plan may be considered suitable and sufficient.

**8.0**

**Good Neighbour Policy**

YOUR COMPANY objective is to maintain high standards on our site.

Employees and contractors working on behalf of the company are encouraged to do their best to respect the people and neighbours around them and to keep noise and disruption to a minimum.

Everyone affected by the works should be advised before it begins.

YOUR COMPANY encourages Site Supervisors to be proactive in engaging with both clients and all neighbours throughout each project, to inform them about site activities and pre-empt and avoid complaints.

Employees and contractors of YOUR COMPANY are instructed to give maximum consideration at all times for the safety of the public, public access to site where agreed and any visitors to site including those working on or adjacent to the site.

Any complaints are logged and handled personally by the director of YOUR COMPANY. To ensure a good outcome for all concerned parties.

Traffic movement, deliveries and parking will be kept to a minimum on site, along with all forms of site pollution. No fires are allowed on site.

Site areas and perimeters should be clean, tidy and well presented with materials stored neatly.

Employees and contractors working on behalf of the company will act in a respectable, conscientious and professional manner at all times, to maintain a positive image for YOUR COMPANY.

Everyone associated with YOUR COMPANY including sub-contractors, are expected to adhere to the points in this Good Neighbour Policy

**9.0**

**Information for Contractors**

All Operatives on this project will attend Site Induction to be made aware of the risks to each of them and the measures in place to protect them from harm, prior to commencing work on site. This information will be updated as and when changes occur and will be supplied to all operatives i.e. employed, self-employed; by either Toolbox Talks or Team Briefings. YOUR COMPANY are aware or their duties and will give notice of changes to all concerned.

The Construction Phase Health and Safety Plan will be brought to the attention of all Contractors before their commencement on site and they will return, before commencement, full method statements and risk assessments identifying any significant hazards involved in their works. Every Contractor is responsible for ensuring all their operatives have been taken through risk assessments and method statements etc and have signed and dated an acknowledgement to this effect. All documentation will be available for inspection in the site office and YOUR COMPANY will be responsible for ensuring all information that may be required by others will be added to the plan, i.e. Health and Safety Policies, COSHH, Noise, PPE, Manual Handling Assessments, Statutory Inspection Records, Lifting plans etc.

**10.0**

**Co-Operation & Communication**

All operatives and contractors are required to co-operate fully with other parties with regards to Health and Safety matters. If an operative or contractor does not co-operate and co-ordinate his activities with others and / or prevents them from complying with their duties he is in breach of various statutory provisions. A warning will be given and action will follow should the situation not be rectified.

YOUR COMPANY will ensure all Contractors involved in this development are regularly updated with any changes in Health and Safety matters that may affect them.

The views of any person on site can be expressed directly to the Site Manager,

YOUR COMPANY will act on any reasonable Health and Safety request made by any individual.

The company uses a variety of methods to communicate information with employees and sub contractors. A regular informal meeting will be held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the site office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods: -

* Ensure adequate time to consult with employees where language and/or literacy may be an issue so they can absorb the information and respond to you.
* Use an interpreter; this may be a trained work colleague.
* Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
* Use pictorial information and internationally understood pictorial signs where appropriate
* Where information has to be in English, use clear and simple language, and allow more time to communicate issues.

**11.0**

**Emergency Procedures**

Operatives will be informed at the site induction of Fire Points and the notices that denote their location. Operatives and other occupants will again be informed if Fire Point locations change i.e. due to works progress. Particular attention will be paid to fire protection and security; arrangements will be made to safeguard the access and emergency exits during the progress of the works.

YOUR COMPANY has allocated one fire safety co-coordinator for this project to ensure the maintenance of the above and to implement emergency evacuation procedures in the event of serious and imminent danger. Emergency escape routes and fire points will be displayed on the fire plan. Routes will be identified on site using signs as necessary.

A mobile telephone (\*\*\*\*\*\*\*\*\*\*\*\*) as a minimum requirement will be allocated to this project for emergency use.

YOUR COMPANY will have an Accident Book on site for recording any incidents. Any incident which is governed by the current ‘Reporting of Injuries Diseases and Dangerous Occurrences Regulations’ (RIDDOR) legislation will be recorded / reported by the Site Manager.

The Site Manager must immediately be informed of any occurrence on site.

The projects emergency procedures as well as the Site Safety Plan will be discussed during the site induction.

**11.1 In The Case of an Accident**

DO NOT ATTEMPT TO MOVE ANYONE

ENSURE THE SAFETY OF OTHER PERSONNEL

INFORM YOUR COMPANY STAFF AND ALL OTHERS ON SITE

USE THE MOBILE PHONE TO SUMMON EMERGENCY SERVICES

THE FIRST AID BOX IS LOCATED IN THE SITE OFFICE

In The Case of Fire

IF SAFE TO DO SO - EXTINGUISH FIRE WITH SITE APPLIANCES

RAISE THE ALARM BY SHOUTING ‘FIRE’ or identify other means of raising the alarm.

NOTIFY ALL YOUR COMPANY STAFF AND ALL OTHERS ON SITE

CALL EMERGENCY SERVICE FROM PHONE IN SITE OFFICE

GO TO THE ASSEMBLY POINT THAT HAS BEEN ESTABLISHED

**11.2 Fire & Emergency Procedures**

* Every effort will be made to prevent the outbreak of fire.
* There will be NO SMOKING on site other than in designated smoking zones, a mandatory requirement of the Client and Principal Contractor in compliance with the Health Act 2007.
* Fire boards and manual alarms will be positioned on each floor for the duration of works in compliance with the Fire Emergency Plan.
* An Emergency Plan will be produced and posted at each floor level and will be updated as necessary as works progress.
* Emergency escape route arrows will be positioned throughout the development
* All personnel will be responsible for following the Emergency Procedure, and Fire and Emergency Plan to report at the designated Assembly Point.

**11.3 Route Plan for Emergency Fire Response** to be added here. Use Google maps route planner to include any diversions necessary as result of construction works.

**12.0**

**First Aid**

Details of First Aiders are to be found at the beginning of this document and will be posted on the YOUR COMPANY Health & Safety notice board. There will be personnel identified as fully qualified / emergency First Aiders available at all times during site operation. They will have access to stocked first aid kits and will be competent to assess and treat minor wounds or make judgement to call for additional emergency services. First Aid kits will be maintained by the First Aider.

All accidents and injuries will be recorded in the accident book on form BI 510. All serious injuries or incidents will be investigated and recorded on the YOUR COMPANY, Accident Investigation Report form.

Accident & Incident Reporting will be in compliance with current RIDDOR requirements for reporting; over 7 day lost time; major injuries; dangerous occurrences; and fatalities. RIDDOR Guide Lines document will be used for reference.

All accidents will be reported by the Site Manager (Name), directly to the Health & Safety Co-ordinator and the Client / Project Management representative as defined.

**12.1**

**Nearest A&E Hospital** TBC

**Address**

**Phone**

**Route Plan via Google maps to be inserted here**

**13.0**

**Welfare Facilities**

Temporary welfare facilities and potable water will be available throughout the duration of the project located on site.

Welfare facilities will comply with current Welfare and ‘CDM’ regulations as a minimum requirement.

It is a requisite that persons using the welfare facilities are to ensure that they are left in a clean state.

This will be discussed at site induction.

**14.0 Information & Training**

YOUR COMPANY will ensure no contractor, operative, designer, etc are permitted to work on this development unless considered competent or under adequate supervision. Contractors will ensure that all their employees have at least the minimum Health and Safety training prior to the commencement of the project.

Any work requiring specific training or competence will require proof of training certificates prior to work commencing.

All hire companies; material suppliers etc., will ensure adequate Health and Safety information is made available for all equipment and materials being used on site.

This is a project of medium duration and statutory notices will be displayed in prominent positions and will include the “Health and Safety Law” poster, a copy of the Fl0 (rev), Public and Employer Liability insurance certificates, site rules, standard PPE requirements and emergency information as far as is reasonably practicable.

Warning signage will be displayed at the entrance of the project area warning of potential site dangers.

**15.0 HSE Notification**

YOUR COMPANY and the Principal Designer have sent notification of the project to the Health and Safety Executive on form Fl0 (rev).

**16.0 Health & Safety File**

YOUR COMPANY will ensure information required by the Principal Designer for inclusion in the Health and Safety File is collated and relayed back to them. Assistance will be afforded the Principal Designer when necessary to ensure the production of the Health and Safety File at the completion of the project.

All Contractors / Suppliers are required to provide adequate detail of their works / products covering design, installation, operation, maintenance and disposal, for inclusion in the Project Health and Safety File to be prepared for the Client. This information must be made available by all contractors within 2 weeks of the completion of works on site.

**17.0 Method Statements and Risk Assessments, Control Of Substances Hazardous To Health (COSHH)**

Method Statements and risk assessments will be provided by all contractors for the works they are to carry out. Every Contractor is responsible for ensuring all their operatives have been taken through risk assessments and method statements etc and have signed and dated an acknowledgement to this effect.

All construction materials deemed hazardous will be accompanied by a ‘COSHH’ assessment which will be prepared by a competent person. The COSHH assessment will be made available to each individual who could be exposed to the substance.

Contractors will ensure that assessments are updated and maintained on site at all times. Sub contractors will advise of any materials they bring to site and will provide the appropriate COSHH assessments. When purchasing new materials a Safety Data Sheet must be requested and a COSHH Assessment prepared. Every potential user of the substance must be made aware of the content prior to use.

**18.0 Fire Plan**

No high risk areas identified at present. Amend as required.

**18.1 Means of Alarm**

A suitably robust means of alarm will be set up on all levels. All personnel on site will be informed of the method of raising the alarm in event of emergency. Typical systems may include a mechanical bell or air horn located on each fire board. More sophisticated systems may be remotely activated. Expand as necessary

**18.2 Means of Escape**:-

All escape routes from the construction areas are to be clearly marked using fire exit and escape route signs.

All escape routes will be kept clear and will be lit during the hours of darkness.

The Fire Warden will have the responsibility to make sure fire exit routes are kept clear at all times. If works are being carried out on a fire exit route then a temporary alternative route will be shown.

**18.3 Means of extinguishing**

Fire points with extinguishers will be prominently located within the building at each level and clearly signposted.

A foam, CO2 or dry powder type extinguisher will be provided.

The site office will have an individual extinguisher.

**18.4 Means to minimise risk**

Rubbish will be removed daily from the site and not allowed to build up.

Instructions relating to inflammable materials will be strictly adhered to.

Any gas bottles will be stored in a separate fenced compound clearly marked as flammable.

Smoking will NOT be permitted in any areas of the site other than at the DESIGNATED SMOKING AREA.

**18.5 Hot works permits**

Comply with the relevant sections of ‘Fire Prevention on Construction Sites’ code of practice.

We will issue our own hot works permits with fire extinguishers as stated in Method Statements and Risk Assessments with escape routes maintained at min 900mm width from any site boundary fencing.

**18.6 Security**

Special attention will be required to maintain fire exit routes when this conflicts with maintaining security on site.

**19.0**

**Arrangements for Monitoring**

It will be the responsibility of the Site Manager to monitor the activities and agreements with Contractors on a day to day basis to ensure that they are undertaking their activities in a safe manner and in line with any written task specific Risk Assessments & Method Statements. Initially, the Contracts Manager vets methods of work prior to commencement of site operations. The Site Manager will then ensure site operations comply with the agreed methods of work. The Site Manager has the ability to comment on a Contractors approach to safety and compliance with agreed methods of work using first, verbal warnings, followed on further breaches of Health and Safety Breaches by a written notice.

All Plant and Equipment will be inspected prior to use and as legally required, all findings shall be recorded in the plant inspection register.

Where an inspection reveals a defect it will be the responsibility of the Client / Site Manager to ensure that the equipment is not used until such time as a suitable repair has been carried out; if the equipment is beyond repair it will be discarded whether or not a suitable replacement is available.

**20.0**

**SITE DOCUMENTS**

Method Statements for all activities

Risk Assessments; COSHH assessments; Manual Handling assessments.

Detail drawings

Site Rules

Fire Safety Plan

Traffic Routes

Statutory Inspections - Places of Work

Statutory Inspections - Work and Lifting Equipment

Statutory Inspections - Temporary Electrical Equipment

Personal Protective Equipment and Clothing Register

Disciplinary Diary

Induction Procedure and Site Rules

Training Certificate Records

Site Attendance Records

Accident Reports

Minutes of Safety Meetings

Safety Consultants Reports

Site Manager Inspection Reports

Certificate of Employers Liability Insurance – display on notice board

F10 – current to be posted on notice board when applicable.

Current construction plans, specifications, survey reports, etc