

CONROY BROOK DEVELOPMENTS

CONSTRUCTION OF 9 DWELLINGS & REFURBISHMENT OF THE FOUNTAIN INN

**The Fountain Inn
Wellthorne Lane
Penistone
Sheffield
S36 7GJ**

Issue Date	Status	Created By
Xx/xx/xx	Construction Phase	X.Xxxxxx

**Prepared in accordance with the
Construction (Design and Management) Regulations 2015**

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Construction Phase Health & Safety Plan

Document Control Sheet**Document History:**

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Rev	Date	Section Ref	Revision Details	Revised By
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Signed by Site Manager:.....

Contents

1.	Description of Project	
	1.1 project description and programme details	6
	1.2 details of client, Principal Designer, designers, principal contractor and other consultants;	7
	1.3 extent and location of existing records and plans	7
2.	Management of the Work	
	2.1 management structure and responsibilities;	10
	2.2 health and safety goals for the project	10
	2.3 arrangements for:	12
	2.3.1 regular liaison between parties on site,	12
	2.3.2 consultation with the workforce,	12
	2.3.3 the exchange of design information between the client, designers, Principal Designer and contractors on site,	12
	2.3.4 handling design changes during the project,	13
	2.3.5 the selection and control of contractors,	13
	2.3.6 the exchange of health and safety information between contractors,	13
	2.3.7 site security,	14
	2.3.8 site induction,	14
	2.3.9 on site training,	14
	2.3.10 welfare facilities and first aid,	14
	2.3.11 the reporting and investigation of accidents and incidents including near misses,	17
	2.3.12 the production and approval of risk assessments and written systems of work;	18
	2.4 site rules (including drug and alcohol policy);	18
	2.4.1 personal protective equipment	18
	2.5 fire and emergency procedures.	19
3.	Arrangements for controlling significant site risks	20
	3.1 Safety risks, including:	20
	3.1.1 delivery and removal of materials (including waste*) and work equipment	20
	3.1.2 dealing with services - water, electricity and gas	20
	3.1.3 accommodating adjacent land use,	21
	3.1.4 stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,	21
	3.1.5 preventing falls,	21
	3.1.6 work with or near fragile materials,	21
	3.1.7 control of lifting operations,	21
	3.1.8 the maintenance of plant and equipment,	22
	3.1.9 work on excavations and work where there are poor ground conditions,	22
	3.1.10 work on wells, underground earthworks and tunnels,	22
	3.1.11 work on or near water where there is a risk of drowning,	22
	3.1.12 work involving diving,	22
	3.1.13 work in a caisson or compressed air working,	23
	3.1.14 work involving explosives,	23
	3.1.15 traffic routes and segregation of vehicles and pedestrians,	23
	3.1.16 storage of materials (particularly hazardous materials) and work equipment,	23

CONROY BROOK GROUP

Construction Phase Health & Safety Plan

	3.2 health risks, including:	25
	3.2.1 the removal of asbestos,	25
	3.2.2 dealing with contaminated land,	25
	3.2.3 manual handling,	25
	3.2.4 use of hazardous substances, particularly where there is a need for health monitoring,	25
	3.2.5 reducing noise and vibration,	26
	3.2.6 work with ionising radiation,	26
	3.2.7 exposure to UV radiation (from the sun),	26
	3.2.8 any other significant health risks.	27
	(a) dust & fumes	27
	(b) health & biological hazards	27
	(c) scaffold control	27
	(d) smoking	28
	(e) Covid 19	28
4.	The Health & Safety File	
	4.1 layout and format;	33
	4.2 arrangements for the collection and gathering of information;	33
	4.3 storage of information;	33

APPENDIX

A	Construction Site Risk Assessment	34
B	Subcontractor Risk Assessment/Method Statement Review Form	44
C	Emergency Contact Information	49
D	Site/Traffic Management Plan & Fire Arrangements	51
E	Site Rules	59
F	Site Induction Check List	61
G	Daily Site Inspection Sheet	63
H	Hand Arm Vibration Monitoring	65
I	Noise Assessment	69
J	Permit to Work	72
K	Covid19 Risk Assessment	79
L	Existing PCIP	98

Construction Phase Plan

1 Description of project

1.1 Project description and programme details including any key dates;

1.1.1	Project Title	The Fountain, Ingbirchworth
1.1.2	Project Address	The Fountain Inn Wellthorne Lane Penistone Sheffield S36 7GJ
1.1.3	Description & Scope of Works	The project comprises the construction of 9Nr Dwellings traditional brick & block construction with associated access, car parking and landscaping. Partial demolition of existing Fountain Inn.
1.1.4	Start Date	7 Jun 2021
1.1.5	Completion Date	20 May 2022
1.1.6	Programme Duration (Weeks)	50 weeks
1.1.7	Existing Environment (Description of Property)	The site is currently 2nr fields of meadow grass surrounded by dry stone walls and vacated public house.
1.1.8	Ground Investigation	A Ground Condition survey has been carried out on the existing site, a copy of the report is included in Appendix L
1.1.8	Asbestos Survey	A Refurbishment/ Demolition Asbestos Survey has been carried out on the premises, a copy of the report is included in Appendix L.
1.1.9	Existing Services	Existing services information is included in Appendix L
1.1.10	Ground Conditions	A Ground Condition survey has been carried out on the existing site, a copy of the report is included in Appendix L
1.1.11	Surrounding Area (Adjacent Land Use)	Adjacent sites comprise the following: ➤ Residential properties ➤ Ingbirchworth Reservoir ➤ Farmland
1.1.12	Existing Traffic System (Access)	Access to the Site is from Wellthorne Lane Pedestrian access to the site is from Wellthorne Lane
1.1.13	F10 (Notifiable)	F10 will be required.
1.1.14	Working Hours (Local Restrictions)	During the construction phase, except in case of emergency, operations should not take place on site other than between the hours of 08:00 - 18:00 Monday to Friday and between 09:00 - 13:00 on Saturdays . There should be no working on Sundays or Public Holidays. At times when operations are not permitted work shall be limited to maintenance and servicing of plant or other work of an essential or emergency nature. The Local Planning Authority should be notified at the earliest opportunity of the occurrence of any such emergency and a schedule of essential work shall be provided.
1.1.15	Delivery Time Periods (Incl. Waste Skips)	Heavy goods vehicles should only enter or leave the site between the hours of 08:00 - 18:00 on weekdays and 09:00 - 13:00 Saturdays and no such movements should take place on or off the site on Sundays or Public Holidays (this excludes the movement of private vehicles for personal transport).

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1.2 Details of client, Principal Designer, designers, principal contractor and other consultants;

Client	Conroy Brook (Developments) Ltd 172 New Mill Road Brockhole HOLMFIRTH West Yorkshire HD9 7AZ	Contact: Tel: Fax: Mobile:	Richard Conroy 01484 667 777
Principal Designer	Blenwood Court 451 Cleckheaton Road Low Moor Bradford BD12 0NY	Contact: Tel: Mobile:	Nick Foster 01274693622 07866880957
Architect	Farrar Bamforth Associates Ltd 51 Trinity Street Huddersfield HD1 4DN	Contact: Tel: Mobile:	Dan Heneghan 01484 424008
Structural Engineer	Eastwood & Partners St Andrews House 23 Kingfield Road Nether Edge Sheffield S11 9AS	Contact: Tel: Mobile:	 0114 2554554
Quantity Surveyor	Conroy Brook Group 172 New Mill Road Brockholes HOLMFIRTH West Yorkshire HD9 7AZ	Contact: Tel: Mobile:	Steve Hainsworth 01484 667 777 07519120024
Principal Contractor	Conroy Brook (Construction) Ltd 172 New Mill Road Brockholes Holmfirth West Yorkshire HD9 7AZ	Contact: Tel: Mobile:	Steve Hainsworth 01484 667 777 07834710887
Estimator / Purchaser	Conroy Brook Group 172 New Mill Road Brockholes HOLMFIRTH West Yorkshire HD9 7AZ	Contact: Tel: Fax:	Paul Peddie 01484 667 777 07730525361

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HSE Office	Health & Safety Executive Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH		
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1.3 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

Document	Prepared By	Issue Date	Title
Existing Health & Safety File	Not applicable		
Site Survey	Holden Surveys Ltd	20/07/2019	Site Plan
Ground Investigation Report	Eastwood & Partners	20/01/2021	Phase 1 & 2 Geotechnical and Geo Environmental Site Investigation
Services Overlay	Subscan	08/04/2021	Underground Utilities Survey
Drainage Investigation Report	Environmental drainage solutions Ltd	10/12/2019	Drainage Investigation Report
Arboricultural Report	James Royston	10/06/2020	Arboricultural Impact Assessment

Drawings

Created By	Drawing No.	Revision	Drawing Title

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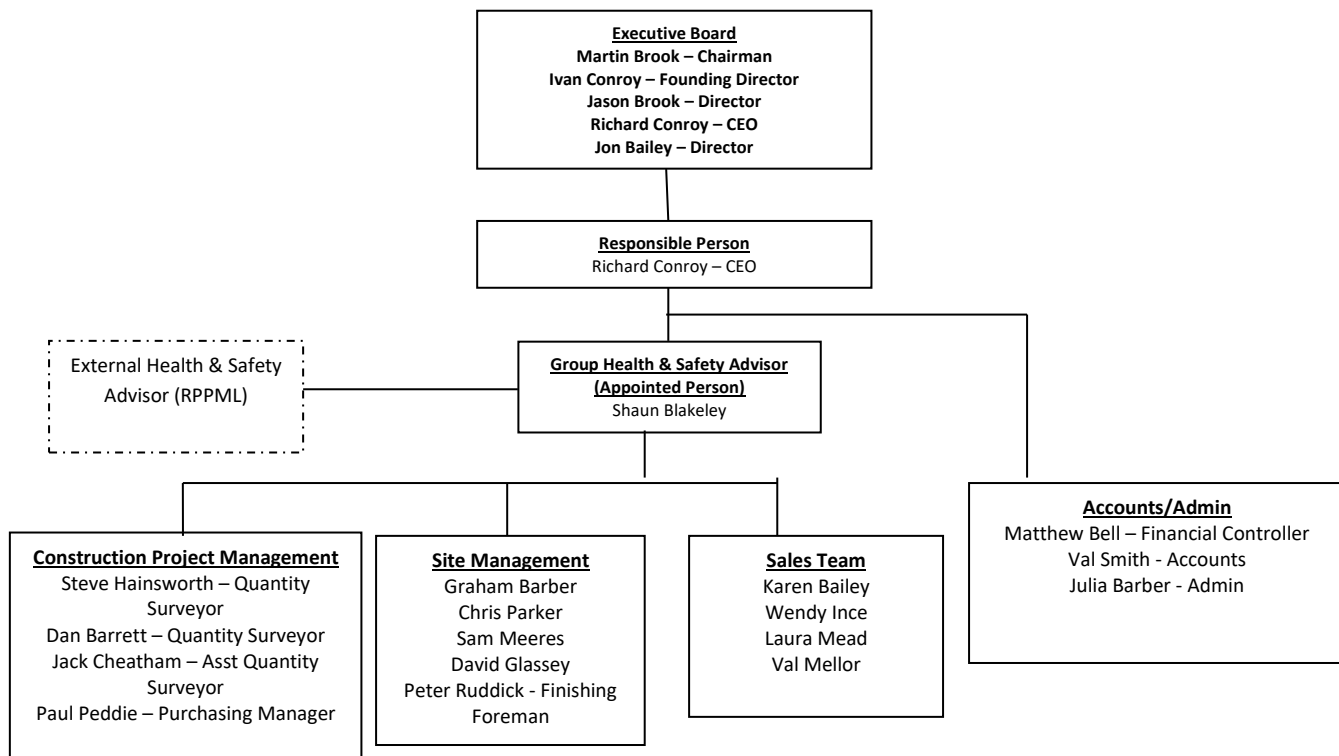
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2 Management of the work

2.1 Management structure and responsibilities;



Project Team

Group H&S Advisor	Paul Peddie	01484 667 777
Quantity Surveyor	Steve Hainsworth	07519120024
Project Manager	Steve Hainsworth	07519120024
Contracts Manager	Steve Hainsworth	07519120024
Purchasing Manager	Paul Peddie	01484 667 777
Site Manager	TBC	
First Aider	TBC	

The Site Manager will ensure that all works are carried out to best practice standards, company procedures and all relevant legislative requirements.

The Conroy Brook management team for the project will ensure that the Site Manager has adequate resources at his disposal. The Management Team will monitor the progress of the works and provide leadership and guidance to the Site Manager, providing advice and support on health, safety, environmental and quality issues.

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2.2 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance;

The principles adopted by the Conroy Brook Group of companies are in accordance with the Health & Safety at Work Act 1974 and all other current health & safety legislation.

It is the policy and commitment of Conroy Brook Group that the Health and Safety of all persons engaged in construction activities, their employees, visitors and customers will not be compromised. Consequently, it is the intention that all construction related work commissioned by Conroy Brook will have as its highest priority the consideration of the Health and Safety and welfare of all those who will carry out, use and maintain the works or who will be affected by them in any way both during construction and in normal operation.

Conroy Brook requires all employees to cooperate with the company in their aim to promote a positive and pro-active attitude to the health, safety and welfare of everyone whilst at work. We operate a 'no blame' culture and strongly encourage everybody to speak up on health and safety matters, no matter who is involved or what the situation is.

In order to successfully achieve these aims the project specific goals are as follows:

- To promote, instil and develop a safety culture where unsafe behaviour, acts and conditions are challenged and not tolerated.
- To report and promptly address all unsafe behaviours, acts and conditions.
- To safeguard each other, those who work alongside and members of the public.
- To know that everything is done to minimise risks associated with activities to both colleagues and the general public and not expose anyone to unacceptable risks.
- To take responsibility for health and safety and that of others who may be affected by the things we do, or fail to do.
- To ensure that the Managers take responsibility of the health and safety of their personnel.
- To learn lessons quickly, find effective solutions and communicate clearly to all who may need to know.
- To stop work and ask if it is thought that health and safety may be at risk.
- To encourage, coach and educate people involved with the project.
- To build on the commitment of all parties and to strive for continuous improvement.
- To prevent harm to the environment through spillages, leaks and gaseous emissions.
- To minimise the amount of waste produced.
- To sensibly monitor all site activities.

Monitoring & Reviewing

The Site Manager will ensure that no one will commence or continue to work on the site if he is not satisfied with their compliance to the health and safety requirements. The Site Manager will undertake documented daily safety inspections of the site and work activities.

Furthermore, the site will be independently audited during the course of the works by an external safety advisor to supplement the Site Managers activities; this will offer a different viewpoint to the health and safety aspects of the works and ensure that appropriate systems are in place and maintained on site.

2.3 Arrangements for:

2.3.1 Regular liaison between parties on site,

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through the Client/Project team.

Co-ordination of contractors will be achieved through the normal line management process for controlling the contract.

Coordination meetings are to be arranged and attended where necessary to address site matters. A written record is to be completed where necessary to communicate any actions or advice given. Good communication is to be kept at all times during the works between all parties. The efficient and effective flow of information is vital to a safe, cost effective project.

2.3.2 Consultation with the workforce,

All operatives must be made fully aware of the Health and Safety implications of their works and the works of others before commencing on site this will be disseminated during the site induction and reinforced with toolbox talks, safety talks, safety information displayed on notice boards and meetings.

The Site Manager will ensure that all operatives on site co-operate with the Construction Phase Plan, all health and safety requirements, each other and the directions given to them by the CDM parties.

Co-ordination of the works will remain the responsibility of the Project Manager and the Site Manager.

All operatives will be encouraged to approach the Site Manager if concerned about Health & Safety matters, in line with the 'no blame' policy Conroy Brook promote. Informal health and safety conversations are to be encouraged between all on site where they see a practice they feel is not safe and comment should be encouraged where good practices are observed. All persons on site are responsible for their own safety and the safety of those around them.

The reporting of near misses to Conroy Brook Safety Advisor will be encouraged across the site. By reducing the number of near misses we will reduce the number of accidents and make our workplace safer for everybody.

2.3.3 Exchange of design information between the client, designers, Principal Designer and contractors on site,

The Organisation will co-operate fully with the Client, Designers, Principal Designer and Contractors via the normal line management and contractual procedures to ensure all relevant design information is communicated through to the relevant parties in a fast and efficient manner.

Design information will be communicated from the Designers (Conroy Brook Architects Office) to the Principal Contractor (Conroy Brook) and will be in the form of Drawings, Written instructions or Verbal Instructions; the Principal Contractor will in turn issue information to Site Managers, Site Operatives and Sub-contractors as necessary.

The Principal Designer must be informed of and involved in all proposed design work and design changes during the project.

2.3.4 Handling Design Changes during the project,

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. Conroy Brook will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

All proposed design changes must be communicated to the Principal Designer for comment prior to implementation. They must be considered for their effect on the overall project design and maintenance strategies.

The guidance document provided by the Principal Designer – ‘Design process for health and safety in construction’ – is to be referenced for guidance on design matters.

2.3.5 Selection and control of contractors,

To ensure that only competent Contractors are employed to work with Conroy Brook, new contractors will be pre-qualified by means of a questionnaire to assess their current status and relevant experience. We will also ensure that Contractors have adequate resources to complete the tasks that they are allotted.

This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

Subcontractors must produce all relevant Health & Safety documentation prior to the commencement of their works on site. Contractors will not be allowed to carry out their works if this is not adhered to. Additionally all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.

2.3.6 Exchange of health and safety information between contractors,

The exchange of health and safety information between contractors will take place during pre-start meetings and throughout the duration of the project by the use of on-site meetings, letters and electronic means.

On entering the site all persons are to be directed to their relevant working area by the Site Manager. They will initially be issued with a site safety induction briefing and informed that their vehicles must be parked in the designated areas only; any alternate arrangements must be discussed and agreed with the Site Manager.

A detailed plan of the project will be available in the Site Office, along with a programme of work activities. The Site Manager will use this as an aid during specific tool box talks and inductions.

Health and safety matters will be communicated by the following methods:

- Site specific safety inductions
- Daily safety discussions as needed
- Site meetings and minutes, as required
- Health and safety posters and alerts
- Direct verbal instructions
- Action following highlighted items on safety inspections and audits
- Client circulated information

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Construction Phase Health & Safety Plan

2.3.7 Site security,

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors.

ONLY AUTHORISED PERSONS WILL BE ALLOWED INTO THE WORKING AREA.

There will be a signing in and out procedure to record the attendance of personnel and visitors on site. The signing in/attendance book will be positioned in a prominent position (generally in the Site Office) and all those entering the site are required to sign in immediately upon arrival and sign out when leaving site. The attendance book will be used as a roll call to account for all personnel on site in the event of an emergency evacuation.

Security arrangements will be monitored throughout the duration of works to ensure that the works do not expose such persons to an elevated level of risk.

Access for **ALL** site traffic and contractors vehicles is via the site entrance; adequate signage will be displayed and maintained at all times.

2.3.8 Site induction

All persons attending the site must report to the Site Manager and receive a full site safety induction briefing. They will be given information and training with regard to relevant Health & Safety issues. Operatives will be informed of the risks and hazards involved with the project and will be notified of site rules, regulations and procedures in case of fire or emergency.

Each site employee will be inducted by use of the "Induction Checklist" contained in **Appendix 'E'** of this plan, which will be signed by both the Inductee and Inductor prior to them starting work on site.

2.3.9 On site training

All directly employed company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file in the Site Office. A Skills Matrix detailing all training issued to Conroy Brook operatives is held in the Site Office for reference.

Generally, all Company operatives will have received health and safety training commensurate with their site roles and responsibilities. A similar standard is required for all subcontractor plant operators.

On site training will be issued in the form of talks and safety meetings as and when deemed necessary. Toolbox talks on health and safety will be given where it is felt appropriate, typically 2 every month as a minimum, and if necessary daily updates to person(s) on site will be issued.

Where there is a need identified for training or for training to be refreshed, or where persons are not part of a recognised competency scheme, we will arrange where possible for training on site to be conducted.

2.3.10 Welfare Facilities and First Aid,

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regs 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of hot meals.

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Construction Phase Health & Safety Plan

Item	Provision	Comments
Site Office	Yes	Site cabin
Toilet	Yes	Toilet block M/F
Washing Facilities	Yes	Toilet block
Drying Room	Yes	Cabin
First Aid (FAW Qualified)	Yes	Site Manager
Telephone Yes Site Manager's Mobile		

All personnel will be expected to take care of the facilities provided. The **Site Manager** is responsible for ensuring that the facilities are cleaned daily and that all consumables are restocked when necessary.

First Aid provisions will be made in line with HSE Guidance L74, and will typically consist of at least 1 FAW trained First Aider, with arrangements to cover holiday/absence. All site accommodation will be within the site compound as shown on the Site/Traffic Management Plan contained under **Appendix 'C'** herein.

Documentation to be displayed

The following documentation must be displayed on the site safety notice boards in the site office and in any other facilities as detailed below.

Item	Location	Comments
HSE Site Notification (F10)	Safety Notice Board	
Employers Liability Certificate	Safety Notice Board	
Health and Safety Law Poster	Safety Notice Board	
Fire Plan	All facilities on site & posted at all fire points	
Fire Action Notice	All facilities and on site Posted at all fire points	
First Aider Notification	All facilities	
Emergency Procedures (inc. route to A&E)	All facilities	
Site Rules	All facilities	

Where toilets are used jointly by men and women the minimum number of facilities provided will be:

Number of people at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Where facilities are used only by men the minimum number of facilities shall be:

Number of men at work	Number of water closets	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

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Construction Phase Health & Safety Plan

First Aid

On-site first aid arrangements will be commensurate with the operations being carried out and number of persons working on site.

A First Aid Box will be kept in a prominent position in the Site Office and all personnel will be made aware of its location and details of the appointed trained first aiders as part of the site safety induction briefing. The first aid box will be regularly checked and restocked in the event of its contents being used or falling out-of-date.

The location of the first aid point and first aid signs, first aider contact numbers and details of the nearest A&E hospital will be displayed in the Site Office.

Contact details for the trained First Aider(s) for this project are listed under Section 2.1.

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Construction Phase Health & Safety Plan

2.3.11 Reporting and investigation of accidents and incidents including near misses,

All accidents, injuries and dangerous occurrences no matter how minor shall be reported to the Site Manager who will record them in the Site Diary. An Accident Form will be filled out and details logged in the Accident Book. Completed Accident forms are to be submitted immediately to the Group Health & Safety Advisor for processing and further investigation. Once the Accident Book is full it must be kept for three years from the date of the last entry.

All incidents will be thoroughly investigated by the Site Manager in the first instance. If required a full report will be prepared by the Group Health & Safety Advisor a copy of which will be to the Chief Executive Office will take the appropriate action to prevent a re-occurrence.

By law, if you are an employer, self-employed or a manager in any type of business it is your responsibility to report all serious accidents at work under RIDDOR 2013. Dangerous occurrences also have to be reported under these regulations.

Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means. Reporting of accidents/incidents fall under three categories:

1. Major Injury

Major injury includes such as:-

- Death,
- fracture of any bone (except a finger, thumb or toe),
- an amputation,
- the dislocation of a shoulder, hip, knee or spine,
- temporary or permanent loss of site,
- chemical or hot metal burn to the eye or any penetrating injury to the eye,
- any other injury requiring admittance to hospital for more than 24 hours.

Major injuries should be reported immediately (e.g. by phone 0845 300 9923) with a report submitted within 10 days of the incident occurring.

2. Reportable Injuries

These include any injury at work that causes the injured person to be unable to continue his or her duties for a period of seven days or more. The seven day absence does not include the day of injury, but does include weekends and bank holidays. **Seven-day injuries should be reported on-line within 15 days of the incident.**

3. Reportable Dangerous Occurrences

Failures of the following types of equipment which could lead to death or serious injury.

- Lifting machinery,
- pressure systems,
- scaffolding,
- electric short circuits or overloads causing fire or explosion which could have caused death or which causes a stoppage of the plant for more than 24 hours,
- accidental release of flammable and dangerous substances,
- collapse of buildings being altered, constructed or re-constructed or demolished.

All dangerous occurrences should be reported in the same manner as major injury.

The above lists are not exhaustive and are intended as examples for guidance only. Comprehensive lists and information on reporting timescales are available from the Health & Safety Executive.

Useful Contact Numbers

RIDDOR	0845 300 9923
HSE Infoline	08701 545 500
HSE Website	www.hse.gov.uk

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Construction Phase Health & Safety Plan

2.3.12 Production and approval of risk assessments and written systems of work;

A general assessment of risks associated with the construction work site is contained under **Appendix 'A'**.

Copies of task specific risk assessments/method statements for directly employed Conroy Brook site operatives are contained in the **RED** Risk Assessment Safety Information Folder held by the Site Manager in the Site Office. All Conroy Brook operatives will be briefed on the risk assessments and safe methods of working relevant to the work activities they will be undertaking and will be required to sign confirming they have been briefed, understand and shall abide by them.

Subcontractor risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out. Copies of all subcontractors' method statements and risk assessments will be kept on file and available on site for checking by the Site Manager. Subcontractor operatives will be expected to carry signed copies of their risk assessments pertaining to their work activities indicating acceptance and agreement to comply.

Permit to Work

A Permit to Work system (**Appendix I**) will be employed on site to control high risk works. The following permits will be considered for use:

- Potentially confined spaces
- Electrical systems (both HV and LV) – including 132Kv overhead pylon
- Hot Works
- Deep Excavations
- Cranes

The use of permits for other activities will be considered as the works progress. The Site Manager will assess the changing site and apply permit control where needed to ensure the health and safety of personnel.

2.4 Site rules (including drug and alcohol policy);

All CDM specific rules and procedures will be adhered to at all times, briefed at induction and displayed on the site notice board.

A list of site rules is included at Appendix 'D'.

2.4.1 Personal Protective Equipment

Protective clothing and equipment shall be worn as dictated by the operation at hand and by the Site Manager who is responsible for the upkeep of Health and Safety on site. Suitable and sufficient PPE will be made available on site for site personnel and visitors.

As a minimum, safety footwear and hi-viz must be worn at all times. Safety helmets must be worn in all external areas of the construction site and internally where overhead works or demolitions are in progress, where specified in risk assessments for the task or if signage is in place indicating that persons are entering a designated hard hat area or as directed by the Site Manager.

Additional PPE shall be worn in accordance with task specific risk assessments and similarly provided to others in the vicinity who may be directly or indirectly affected by the work activity. In addition to primary safety controls, secondary precautionary measures including PPE shall be taken where health action levels are likely to be exceeded and prevent exposure to dust, fumes and gasses (RPE), cutting and grinding (eye protection), noise levels exceeding 80dBA and gloves when operating vibrating tools and manual handling.

Full length work trouser and long sleeved shirts should be worn in preference to shorts and short sleeved worktops or vests as these provide a level of protection against cuts and abrasions and also burns from sparks

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Construction Phase Health & Safety Plan

during cutting, grinding and hot works, preventing minor injuries from becoming more serious and developing infections such as tetanus.

2.5 Fire and Emergency Procedures.

Site personnel and visitors will be made aware of the emergency procedures for this site during the safety induction briefing. All escape routes including temporary routes will remain unobstructed throughout the duration of the project, to allow free movement in these areas.

A Fire Risk Assessment will be completed and fire plan developed for the construction site. The plan will be checked weekly and updated as necessary.

The Fire Plan takes into account:

- fire stations (containing fire extinguishers and a manual fire alarm) positioned on site. The manual fire alarms should be used to raise the alarm, if a fire breaks out.
- training and instruction of all staff and operatives
- induction of visitors
- location of assembly point(s)
- instruction on what to do in the event of a fire
- identification of fire fighting equipment and escape routes
- special arrangements for evacuation from high risk areas
- fire fighting training for those carrying out high risk works
- A system of communication/means of raising the alarm between all parties on site in the event of an emergency will be agreed to the satisfaction of all and re-addressed weekly.
- Contractors will be made aware of the location of the Assembly Point during the site induction.

The plan takes into account the Health and Safety Executives (HSE) publication Fire Safety in Construction Work - HSG168, and the implications of the Joint Code of Practice - Fire Prevention on Construction Sites 2015, published by the Building Employers Confederation and the Loss Prevention Council.

Location of the Fire Assembly Point, Fire Points and Escape Routes will be annotated on the Site/Traffic Management Plan under **Appendix 'D'**.

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Construction Phase Health & Safety Plan

3 Arrangements for controlling significant site risks

3.1 Safety risks, including:

3.1.1 Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,

Care must be given to safely secure the construction site boundary to stop unauthorised access

All building materials and or waste to be kept in either a:-

- Site container
- Building work area
- Most importantly all waste within skips or waste bins

Materials delivery and waste skip drop off/collection times shall fall within those specified under **Section 1.1.15** and in accordance with any local site restrictions.

Housekeeping & Site Waste Management

All Contractors will ensure that the site is kept tidy with waste materials and packaging regularly cleared to waste skips so as not to cause an obstruction and trip hazard. If skips are to be used then positioning of such will be discussed with the Project Manager before being brought onto the site.

We will inspect arrangements for the segregation, storage and removal of waste on site and check the existing procedures regularly. Waste food will be disposed of in secure containers to minimise vermin infestation.

All waste removal contractors must provide evidence of their current Registration Certificate before any contract is entered into. All wagons must carry a copy of the Waste Transfer Note for the material being removed. The site registration number, waste code and standard industrial code must be entered on the consignment note. All hazardous waste shall be treated as prescribed in the hazardous waste regulations.

Cables from extension leads, lighting etc. shall be properly managed and secured at high level or over-matted where crossing pedestrian, transit and escape routes to present a trip hazard.

Cleanliness of Public Highways & Construction Site Access Roads

In heavy site conditions wheel wash facilities shall be provided at site exits to prevent any transfer of mud onto the public highway. Drain covers shall be used as required to protect surface water drains from becoming filled with mud or contaminants such as oil, fuels, concrete and cement.

A road sweeping contractor employed as required to maintain the cleanliness of the public highway and site access roads.

3.1.2 Dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,

Work on existing live services and the installation of new services will be in accordance with The Electricity at Work Regulations 1989 and The Gas Safety (Installation and Use) Regulations 1994.

Service records will be provided by the client before works commences.

All cables will be considered as live unless proven otherwise. HSG47 will be followed at all times.

Before work commences on existing live services, the location~; will be determined by means of electronic testing devices and the positions clearly marked. Where possible the services will be terminated at source. Only registered and (competent persons will be employed i.e. Gas-Safe, NIC-EIC Registered.

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Construction Phase Health & Safety Plan

WHEREVER POSSIBLE 110V POWER TOOLS WILL BE UTILISED. WHERE THE USE OF 240V EQUIPMENT NECESSARY, ALL CABLES TO ARMoured OR HAVE RCD PROTECTION FITTED.

The below will be adhered to during the life of the works:

HSG47 'Avoiding Danger from Underground Services'
GS6 'Avoidance of Overhead Electric Power Lines'
Local network service provider's advice

3.1.3 Accommodating adjacent land use,

Details of the surrounding area and adjacent land use are detailed in **Section 1.1.11** of the Plan.

3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads.

Contractors should be aware of the possibility that structures may not be robust and that damage to or failure of key structural elements may lead to progressive catastrophic collapse. Contractors must continuously re-assess the structure as elements are exposed, added or removed and take immediate action to ensure the health and safety of persons employed on or affected by the works should the assessment give cause for concern.

3.1.5 Preventing falls,

All Work at Height will be carried out in accordance with the 'Work at Height Regulations 2005' and HS (G) 33.

Work at height includes; the means of access and egress, working platforms, ladders and step ladders, fall arrest equipment (such as netting) and fall restraint equipment.

The use of step ladders and ladders as a working platform must only be used for short duration work and in compliance with the Work at Height Regulations 2005. We will ensure that all works at height are planned and co-ordinated to reduce the risk of operatives falling from height and the risk of materials being dropped from height.

3.1.6 Work with or near fragile materials,

Any fragile materials will be identified as the project is in progress, but may include such items as roof tile coverings and asbestos sheeting.

3.1.7 Control of lifting operations,

Arrangements will be implemented for the use, maintenance and storage of suitable and sufficient work equipment as required by the Provision and Use of Work Equipment Regulation 1998 (PUWER) and Safe Use of work Equipment: ACoP and Guidance L22, the requirements laid down in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Safe Use of Lifting Equipment: ACoP

Arrangements for crane and hoist activities will be detailed in safe working procedures specific to the task in hand. The Site Manager will assess the suitability of these prior to commencement.

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Construction Phase Health & Safety Plan

Where required, lifting operations will only be carried out by qualified competent companies and trained individuals, copies of competency certificates are to be kept by the employing company for inspection. A Crane Co-ordinator will be appointed and he will be responsible for acceptance of cranes onto site, checking documentation, positioning of cranes and all lifting operations.

For complex operations, 'Contract Lifts' will be carried out by Specialist lifting contractors. Lifting plans will be provided and approved prior to any lifting operations.

3.1.8 The maintenance of plant and equipment,

The use of plant and equipment for the works will comply with the Provision and Use of Work Equipment Regulations (PUWER) and operators of the plant and equipment will be suitably trained to use the specific equipment.

All subcontractors and directly employed freelance trades must ensure that their own work equipment brought to site is properly maintained, serviced, regularly inspected. Operatives are required to check equipment and power cables for defects prior to use. All portable electrical equipment brought onto site must display an in date PAT Test sticker undertaken within the last 6 months.

Maintenance records for portable equipment supplied by Conroy Brook Group are held at Conroy Brook Head Officer and can be made available for inspection at any time. Operatives and the site manager must ensure that such equipment is checked for defects (scorching, cracked casing, faulty switches, worn or damaged cables etc.) prior to use with any defective tools reported to the site manager and removed from use immediately.

3.1.9 Work on excavations and work where there are poor ground conditions,

Before excavation takes place the specific locations of underground services will be identified. This will be done by means of a local search for manholes, valve covers, patching of road surface etc., examination of service location plans and use of CAT scanners on site. The positions of underground services will be clearly marked prior to any excavations taking place.

Where excavators are used in the vicinity of overhead cables, a route to the working area will be planned to reduce the risk of contact. Where this is not possible goalposts will be erected on site to minimise the height of excavators under overhead cables.

Excavations will be planned prior to commencing digging. The Collapse of the sides of the excavation and thus the retaining techniques employed will be based on the specific site conditions i.e. ground conditions, ground water, adjacent structures, depth of excavation, surrounding environment etc.

Deep excavations of 1.2m or more in depth will only be carried out by competent and suitably trained personnel under a Permit to Dig (**Appendix I**). Physical barriers shall be utilised to provide edge protection to open excavations.

3.1.10 Work on wells, underground earthworks and tunnels,

Not Applicable.

3.1.11 Work on or near water where there is a risk of drowning,

Not Applicable

3.1.12 Work involving diving,

Not Applicable

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Construction Phase Health & Safety Plan

3.1.13 Work in a caisson or compressed air working,

Not Applicable

3.1.14 Work involving explosives,

Not Applicable

3.1.15 Traffic routes and segregation of vehicles and pedestrians,

The site Traffic Management Plan (**Appendix 'D'**) must be understood and kept updated as the works progress. The Site Manager is responsible for the maintenance and upkeep of this live document and must specify the traffic routes as the project progresses and enforce safe working practices. Points to be included in the Site/Traffic Management Plan are:

- Site access and egress
- Site Speed Restrictions
- Reversing procedures
- Turning procedures
- Contractor/Visitor Parking
- Conflict with pedestrians (segregation)
- Location and access to Site Office & Welfare Facilities
- Conflict with other vehicles including other road users, service and emergency vehicles and other contractors working on the site
- Designated loading and unloading areas for of plant and materials
- Materials Storage
- Temporary traffic warning signage on approaches to the site and on site vehicle/pedestrian routes

No vehicles are to block the access road or cause an obstruction to site traffic routes and public roads. Banks men are to marshal all vehicles in and out of their loading / tipping areas and reversing manoeuvres where there is a personnel collision hazard.

Segregated pedestrian access to the work areas from the welfare compound will be erected whenever practicable.

A specific plan will need to be drawn up, or approved, by the Site Manager for all special plant that is attending – this includes cranes – so that the traffic plan can be assessed for safety.

3.1.16 Storage of materials (particularly hazardous materials) and work equipment,

Materials will be stored on site within the secure store, a designated area within the site compound or wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored on the site access road.

The storage of flammable materials will be in accordance with The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

- Storage of flammable materials i.e. paints, solvents etc. will be kept to a minimum and stored securely in a lockable fire cabinet or chest.
- Cylinders containing Flammable gases for heaters and blow lamps will be kept to a minimum and stored within a wire cage and situated in a suitable position on site, away from habitable areas, excavations etc.

CONROY BROOK GROUP

Construction Phase Health & Safety Plan

- Empty cylinders will be removed from site.
- Fragile materials such as glass will be stored in a secure place and all works carried out in close proximity to fragile materials will be subject to specific Risk Assessments

Designated areas for storage of materials and equipment will be reviewed regularly and assessed for safety and security.

3.2 Health risks, including:

3.2.1 Removal of asbestos,

If Asbestos is discovered on site during the works, operations within that area will stop immediately and the area will be cordoned off. At this point the Client and the Principal Designer along with a specialist Asbestos Consultant will be contacted. The Asbestos Consultant will be asked to attend site to carry out an inspection of the suspect material and any abatement works that are required. Operations will not commence within that area until the Asbestos Consultant gives their approval.

3.2.2 Dealing with contaminated land,

Conroy Brook Group site operatives may be required to undertake work on sites where little or no information is available on current or previous activities which may have left a legacy of chemical and/or physical hazards.

Working on contaminated land increases the risk of exposure to hazardous materials. Staff working on or visiting contaminated sites must take all actions that are identified in the risk assessment. Health checks may be required for staff who regularly work on or visit contaminated sites, particularly after possible exposure to substances hazardous to health.

3.2.3 Manual handling,

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. Where manual handling techniques are required an assessment will be required by the site operatives and the persons involved must have been trained in manual handling techniques.

3.2.4 Use of hazardous substances, particularly where there is a need for health monitoring,

The use of materials which involve high risk to work people or the members of the public must be avoided where possible at all times.

Where hazardous substances cannot be eliminated from the work procedure, a COSHH assessment will be carried out to ensure that adequate precautions are planned to control the risk prior to commencement of work. Assessment and arrangements for suitable protection will be communicated to the personnel involved.

COSHH assessments will take account of prevailing site conditions and state how the control measures will be brought to the attention of all who may be affected. COSHH assessments will be kept in a **YELLOW** COSHH file on site by the relevant persons.

All subcontractors are to provide COSHH assessments for hazardous substances they are to use on site.

Special attention will be made to any substance that is particularly hazardous where its use cannot be practicably avoided. In such circumstances all site personnel will be made aware and a detailed risk assessment with appropriate control measures put in place.

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Construction Phase Health & Safety Plan

3.2.5 Reducing noise and vibration,

NOISE

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives.

A noise assessment should be made to determine the level of noise in work areas. Since the Noise at Work Regulations 2005, the action levels are as follows: first action level is 80dBA, when ear protection may be requested. The second action level is 85dBA, when ear protection is mandatory and must be worn.

Consideration of the local residents is a major factor in the Planning of works and noisy operations will not take place before 08:00 or after 18:00 Monday to Friday and before 09:00 or after 13:00 on Saturdays. All operatives must be aware of any site restrictions as detailed under **Section 1**.

Adjacent properties have been identified and where appropriate liaison will be made with the occupiers prior to potentially noisy operations. All technological advances will be used in order to minimise noise. Noisy operations will be subject to a Noise Assessment.

HAND ARM VIBRATION SYNDROME

Risk assessments will be carried out for all activities where there is exposure to Vibration and all such activities will be carried out in accordance with 'The Control of Vibration at Work Regulations 2005'. Specific Vibration assessments will be carried out prior to the use of vibrating Hand Tools.

We will comply with:

- L141 - Whole Body Vibration 'The Control of Vibration at Work Regulations 2005 - Guidance on Regulations'
- L140 - Hand Arm Vibration 'The Control of Vibration at Work Regulations 2005 - Guidance on Regulations'

To comply with the new legislation being introduced on Hand Arm Vibration Syndrome all hand held equipment covered under the regulations for example breakers, hammer drills, jig saws, angle grinders etc.

Subcontractors shall be responsible for monitoring of Hand Arm Vibration (HAV) in respect of their operatives and the use of vibrating hand tools must be carried out in accordance with prescribed exposure limits for the type of equipment operated during works on site with details recorded for each operative to ensure that action levels are not exceeded. Periodic testing of vibrating tools using a calibrated testing device shall be undertaken.

3.2.6 Work with ionising radiation,

Site operatives will not be exposed to ionising radiation under the scope of works.

3.2.7 Exposure to UV radiation (from the sun),

Simple guidance is available on measures operatives can take to protect themselves during periods of hot sun, heat-waves and on days where temperature exceeds 31 degrees Celsius. Recommended protective measures include:

- Always wear head protection out in the sun. If your hard hat is causing sweat and discomfort try using a cold damp rag underneath it. Head protection helps to prevent sunstroke.

CONROY BROOK GROUP

Construction Phase Health & Safety Plan

- If you are working in the sun plan the work so that you can take regular breaks in the shade, especially during the hottest times (11-3). Cool down when resting, use a spray of cool water and loosen clothes.
- Full protective clothing is to be worn, make sure it is loose enough to stay as cool as possible.
- Use of sun block to protect areas that are exposed and run the risk of burning.
- Avoid tea and coffee and soft drinks containing caffeine. Caffeine is a diuretic and will increase the risk of dehydration. Water is best to hydrate the body.
- Drink regularly. Keep the body hydrated by regularly consuming water. Don't let yourself get to a state of thirst and dryness, this will weaken you and is dangerous.

If the temperature exceeds the met office level 3 (Heat-wave) the company will review the works taking place and take further actions to protect your health and welfare.

All operatives will be encouraged to use total sun block protection cream or spray in such conditions, which shall be readily available on site.

3.2.8 Any other significant health risks.

(a) Dust and Dirt

Damping down, dust extraction and regular cleaning will be used to reduce dust and dirt to a minimum and prevent it from interfering with activities or causing a hazard or a nuisance to workers and visitors. Wherever practicable, cutting operations will be carried out externally in fresh air.

Operatives will be issued with minimum FFP3 rated dust masks for cutting/grinding, operating woodworking machinery, breaking out, soft strip and demolition operations.

(b) Health and Biological Hazards

Contractors should be aware of the hazards when working in:-

- Foul sewers
- Near farm animals
- Pigeon droppings
- Extreme weather conditions
- Ultra Violet (the sun)

Any sharps and needles discovered on the site should be brought to the immediate attention of the Site Manager and will be dealt with by a competent person in the appropriate manner.

(c) Scaffold Control

Scaffolds will be designed and erected by competent fully trained scaffolders in accordance with technical guidance document TG20:13 and SG4.

- Scaffold screening will be used over live escape routes.
- Edge protection shall be included down to the bottom of the scaffolding.
- Precautions will be made to prevent falls in the form of guardrails and toe boards.
- When requiring roof access, all works to be carried out in line with HS (G) 33.

Scaffolds will be checked before first use, after any alteration, the weekend, inclement weather and any event that may affect its integrity and at intervals not exceeding 7 days. It will be the responsibility the scaffold contractor for undertaking statutory safety inspections and a record of each scaffold inspection shall be retained on site. The assessment of scaffolds will be aided by the use of "Scafftags" which will be used on all scaffold erections.

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Construction Phase Health & Safety Plan

Scaffolds will be erected and positioned bearing in mind prevention of possible access for intruders and will be made secure at the end of each shift.

(d) Smoking

Smoking is to take place in designated areas only; these will be arranged on Day 1 and will be communicated to all contractors through the site induction procedure.

The smoke free regulations specify that it is illegal to smoke in an enclosed area. This means that the site office and welfare facilities must never be smoked in. The designated area may be covered but may not have more than half of its walls enclosed.

(e) Covid19

Introduction

These Site Operating Procedures (SOP) are based on Government guidance on Working safely during Coronavirus (Covid-19) - Construction and other outdoor work in England; other restrictions and advice may apply in Scotland, Wales and Northern Ireland, as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

Where workers enter people's homes, they should follow the Government guidance on Working in Other People's Homes.

The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

Construction sites need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site.

Government guidance for employers in England states *"where the social distancing guidelines cannot be followed in full, in relation to a particular activity, and the activity cannot be redesigned, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff"*.

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Go to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work. Shielding has been paused for those deemed to be clinically extremely vulnerable. If reintroduced in an area by the local authority, workers will receive a new formal shielding notification and advised not to go to work.
Self-isolation	Anyone who: Has a high temperature, a new continuous cough, or a loss of, or change in, their

CONROY BROOK GROUP

Construction Phase Health & Safety Plan

	normal sense of taste or smell; • Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; • Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result; • Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days; or • Has been contacted by the NHS Test & Trace Service; • must follow the guidance on self-isolation and should not come to site.
If someone falls ill	If a worker develops a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell while at work, they should: • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They should get a Coronavirus (Covid-19) test. They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell. Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team. Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.

Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on Working Safely during Coronavirus

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Construction Phase Health & Safety Plan

(Covid- 19) - Vehicles, which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan and manage site access and egress points to enable and control social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to maintain current social distancing requirements.
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

A canteen is a place that serves food and an NHS QR code must be displayed and face coverings worn, except when seated at a table to eat or drink. Government guidance on Keeping workers and customers safe during Covid-19 in restaurants should be followed and this Food Standards Agency Checklist may be helpful.

Rest areas where no food is served but which have facilities to prepare and eat food and a means of boiling water are not required to display an NHS QR code.

- Consider increasing the number or size of facilities available on site if possible

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Construction Phase Health & Safety Plan

- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain current social distancing requirements.
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection

by following Government guidance and the advice within these Site Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector- specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace.

Eliminate	• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements. • Avoid skin to skin contact and face to face working • Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface Site Meetings • Only absolutely necessary meeting participants should attend • Attendees should maintain current social distancing requirements • Rooms should be well ventilated / windows opened to allow fresh air circulation • Hold meetings in open areas where possible
Reduce	Risk mitigation, where current social distancing requirements cannot be maintained, could include the following: • Minimise the frequency and time workers are working together where current social

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Construction Phase Health & Safety Plan

	distancing requirements cannot be maintained • Minimise the number of workers involved in tasks where current social distancing requirements cannot be maintained • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	Keep groups of workers: • Together in teams e.g. do not change workers within teams • As small as possible • Away from other workers where possible
Control	• Consider introducing an enhanced authorisation process • Provide additional supervision to monitor and manage compliance
PPE	• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE • Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

4 *The Health and Safety File*

4.1 layout and format;

The Health and Safety file is to be presented to the Principal Designer in the format requested at the completion of the works. This must be agreed between the client and the Principal Designer at the start of the project and will include:

- A brief description of the work carried out
- Any residual hazards
- Key structural principles
- Hazardous materials used
- Information regarding removal and dismantling of installed plant or equipment
- Health and safety information about equipment provided for maintaining and cleaning the structure
- Nature, location etc. of underground services/cables
- Information and as-built drawings

4.2 arrangements for the collection and gathering of information;

All relevant documentation will be collated throughout and held by Sam Smith Direct Works until handover to the Principal Designer at Practical Completion.

4.3 storage of information.

The completed version of the Health & Safety File for the site will be compiled by the Principal Designer and issued to the Client. Ultimately the storage of information concerning the store will be the responsibility of the Client.

Appendix A

Construction Site Risk Assessment

(Risk Assessments covering the full range of site works activities are contained in the RED Risk Assessment folder held in the Site Office)

Construction Site Risk Assessment

Activity	Pre-Control Assessment	Hazard	Controls (i.e. P.P.E, Permits to work, Noise, Assessments, Manual Handling Assessments etc.)	Assessment After Controls
Demolition/Formation of new layout and modification to existing structure	High	- Structural Collapse - Falling Debris - Lack of Security - Dust - Noise - Reparatory Conditions - Contact/Inhalation of Hazardous Materials - Asbestos	- Segregate work from public and staff - Demolition operations must only be undertaken by competent and trained operatives - Mechanical demolition techniques in preference to manual (hand) demolition - Confirm with Structural Engineer if structural and agree supports as appropriate - For non-domestic premises constructed prior to the year 2000 an Asbestos Demolition Survey must have been carried out in accordance with HSG264 and a copy of the survey report available on site - Asbestos based materials must be removed prior to demolition works - If asbestos is identified on site, works must stop immediately, and Site Manager informed so that action can be taken. - Ensure adequate ventilation and dust suppression techniques are employed. - P.P.E	Medium
Work to existing electric services/H.V. mains etc.	High	- Electric Shock - Explosion - Fire	- Only trained competent persons to work on live services - Permit to Work - Lock Off/Isolation - Segregate work from public and staff - Detect positions of services and plan excavation before starting work. - P.P.E	Low

Storage of materials	High	• Fire/Arson • Loading • Wind • Instability • Trip Hazards	• Materials to be stored in secure container or compound • Lash & keep materials in bundles or secure to structure • Appropriate containment of hazardous substances • Gas cylinders and flammable substances to be stored externally in secure well-ventilated cage or fire cabinet away from potential ignition sources • Adopt good housekeeping	Low
Work at and access to High Level Working	High	• Falls • Inappropriate use of equipment • Unauthorised use of equipment • Falling debris/materials • Overhead Powerlines	• Appropriate height access equipment (MEWPS, Access Towers, Podium Steps etc.) • All persons using such equipment will be suitably trained to use that equipment. • Authorised persons to be identified i.e. recorded and proof retained on site. • Ladders/Stepladders only to be used for short duration tasks. • Sheathing/Isolation of powerlines	Low
Roof Works	High	• Falls • Fragile Roofs/Roof Lights (Collapse) • Falling debris/materials • Muscular Skeletal Injuries	• Appropriate height access equipment (MEWPS, Scaffold etc.) • Double rail edge protection around roof perimeter - Materials not to be stacked above toe-board height or brick-guards fitted - Do not stack materials on roof (point loading) or exceed scaffold/working platform maximum loadings • All persons using such equipment will be suitably trained to use that equipment (IPAF, PASMA). • Authorised persons to be identified i.e. recorded and proof of training/competence retained on site • Roof ladders, safety walkways and Youngman staging boards • Safety Harnesses (Fall Restraint NOT Fall Arrest) • Over-boarding (protection) of Roof Lights • Netting/Fall Arrest to underside of roof • Demark areas around work area at ground level • Where possible use mechanical means to bring materials to working platform (hoists, telehandler etc.)	Low

Mechanical handling of contractors cabins/Storage containers	High	• Dropping of cabins etc. • Manual handling of same • Instability off loading Lorry • Catching overhead cables and the like	• Plan lifting operation • Check lifting equipment certificates • Banksman in attendance	Low
Scaffolding & Access Platforms	High	• Collapse • Overturning • Falls • Trips • Materials Handling • Falling Materials	• Only trained competent persons to erect/modify scaffolds • Scaffolds to be erected in accordance with guidance document TG20:13 and SG4 • An exclusion zone around scaffold during erection or dismantling • All equipment must be hoisted and lowered and never thrown from the scaffold • Scaffold completion certificate to be issued by scaffolder before use • All scaffolds & working platforms to be checked by competent person prior to use and then every 7 days and recorded in Scaffold Register • Scaffolds must not be overloaded (refer to handover certificate for maximum imposed loading) • Materials must not be stacked higher than toe-boards unless brick-guards are in place • Minimum width of working platform is 600mm and must be kept clear for access along scaffold • Guard rails and toe-boards are required to all working platforms over 2m high • Suitable PPE including safety harnesses must be work as appropriate	Low
Hot Work (Cutting, Grinding, Brazing, Bitumen Boilers)	High	• Fire • Burns	• Remove / Protect flammable materials • Fire extinguisher in work area • Fire watch 1 hour from hot work completion • Long sleeve tops and work trousers • PPE – Gloves, Goggles, Mask)	Low

Manual Handling	Low	• Muscular Skeletal Injury to operatives • Contact Injuries • Cuts & Abrasions	• Manual Handling Assessment • Loads not to exceed 25Kg • Mechanical aids to be used where possible • Planned lifts • P.P.E. – Gloves, Safety Boots, Back Support	Low
Excavations	High	• Falls • Collapse • Buried Services • Vehicles • Electronic or Gas Explosion	• Excavations undertaken by competent trained operatives • Edge Protection and Cover plates • Physical Barriers to prevent vehicles getting too close • Shoring/bracing of deep excavations • Service Drawings/CAT Scan – clearly mark buried services route. Always assume services are ‘live’ • Dig trial holes to establish exact location and depth of services	Low
Hand & Electrical Power Tools/Plant	Medium	• Electric Shock • Cuts • Amputation • Flying Objects	• Tools / equipment to be inspected prior to use (scorching, casing, switches, cables, shafts, attachments etc.) and regularly serviced • Damaged or defective equipment must not be removed from service until repaired/replaced • Electric equipment to be PAT tested every 3 months • Used by competent persons only • Use 110 V equipment or tools fitted with RCD, armoured cables and other protection • No loose fitting clothing • Trailing leads/cables must be fixed in an overhead position or protected • Only operatives trained in “abrasive wheel use” to change attachments/blades. • PPE – Safety Glasses/Goggles, Gloves, Respiratory Protection	Low

Joinery	Medium	• Generation of hardwood dusts • Exposure to high noise levels • Use of adhesives • Flying Objects	• Cut outside in open air where possible • Dust extraction fitted to equipment • Good Ventilation/LEV • Consult COSHH Assessments where appropriate • P.P.E – Safety Glasses, FFP3 Rated Dust Masks, Gloves, Ear Defenders	Low
Installing Timber Stud & Plasterboard Walls and General Plasterwork	Low	• Muscular Skeletal Injuries • Cuts • Respiratory Problems	• Minimise dust through good ventilation, screening, dust extraction fitted to cutting tools etc. • Cutting of timber/plasterboard to be carried out externally in open air where possible. • P.P.E. - FFP3 Rated Face Fit Dust Masks	Low
Brick and Blockwork	Medium	• Muscular Skeletal Injuries • Cuts & Bruises • Falls from Height • Falling Materials • Skin Irritation/Dermatitis	• Blocks to be stored close to work area and stacked at a safe working height • Work area to be regularly cleaned of debris • Suitable access to workface to be established and maintained • Working platforms to be protected by hand rails, toe-boards, brick guards etc. when working above 2m from floor level. • Operatives to be made aware of COSHH issues associated with mortar. Personnel to wear suitable gloves and maintain good personal hygiene.	Low
Decoration Work	Medium	• Contact Dermatitis • Falls • Dust • Slips, Trips	• Segregate work from public / staff • P.P.E. – FFP3 Rated Dust Masks • Wet Sanding • Dust extraction fitted to power tools • Work area to be regularly cleaned of debris • COSHH Assessments • Access Platforms (mobile access towers, podiums)	Low

PUBLIC SAFETY				
Unauthorised Access	High	• Open Excavations • Scaffolding • Unsecure stacks of building materials	• Hoarding/Heras fence to be erected around site set up (minimum 1.8m high and difficult to climb) • All excavations must be fenced or covered over • All ladders removed and stacks of building materials reduced to a safe height • All plant and tools must be either secured in locked containers or removed off site at the end of each working day	Low
Public / Children	High	• Entry onto site	• Measures to be in accordance with HSE guidance notes HS (G) 151	Low
Vehicular Movement	High	• Deliveries to site • Collision	• Segregate transit routes from pedestrian routes through fencing and signage • Warning signage prominently displayed on highway and at site entrance • Parking within restricted areas of the site • Contractor to monitor all deliveries and supervise unloading • All vehicles to be unloaded within confines of the site • Speed restricted to 5mph • Hi-Viz Clothing • Reversing horns and lights • Where practicable reversing to be carried out under supervision of a banksman	Medium

ENVIRONMENTAL				
Noise	Medium	- Hearing loss - Local residents complaints	- Noise Assessment - Hearing protection should be worn over 80dB(A) and MUST be worn above 85dB(A). Hammer drills, breakers, bench saw, Stihl saws all exceed 85dB(A) in operation - Ensure plant mufflers are securely fitted - Restrict noisy operations to designated times – consider adjoining building occupants	Low
Vibration	Medium	- HAVS - Vibration White Finger	- Ensure tools have vibration controls and all panels secured - Personal Monitoring - Limit use/exposure to vibrating tools	Low
Dust & Mud	Medium	- Respiratory Conditions - Slippery surfaces - Mud on Road	- PPE - FFP3 Rated Face Fit Dust Masks - Dust bags fit to equipment - Damping - Screening - Ventilation – Cut externally in open air where possible - Wheel Wash - Mechanical Road Sweeping/Cleaning	Low

BURIED SERVICES				
Gas	High	• Damage during excavation • Explosion	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works • Disconnected by utility service provider	Low
Electricity	High	• Damage during excavation • Electric Shock • Explosion	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works • Disconnected by utility service provider	Low
Telephone	Low	• Damage during excavation • Electric Shock	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works • Disconnected by utility service provider	Low
Water	Medium	• Damage during excavation	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works • Disconnected by utility service provider	Low
Sewers	Medium	• Damage during excavation • Confined Spaces • Asphyxiation	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works • Disconnected by utility service provider	Low
Wells	High	• Damage during excavation • Drowning • Falls • Confined Spaces	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works	Low
Services Not Plotted	High	• Damage during excavation • Electric Shock • Explosion	• Consult utility service drawings • Area to be CAT scanned prior to any excavation works	Low
Competence of Operatives	High	• Competence of operatives working on services	• Only trained/authorised operatives to work on services	Low

FIRE				
Fire Risk on Site	High	Possible risk of fire due to hot works	- Fire Risk Assessment - Hot Works Permit issued prior to hot works & “fire watching” - Good house keeping – clearing waste (combustible) materials	Low
Fire Escape Blockage	Medium	Materials blocking escape routes	- Good housekeeping – clearing waste to skips/bins - Designated material storage areas - Management of cables	Low

Appendix B

Subcontractor Risk Assessment/Method Statement Check List

METHOD STATEMENT / RISK ASSESSMENT CONTENTS CHECKLIST

Contractor:		Date:	
Work Activities:			
Document Title	Reference	Version or Issue Number	Date

Section	Details required	Provided			Additional Comments
		Yes	No	N/A	
Contractors Details	Contractors Details	☐	☐	☐	
	Contract Name	☐	☐	☐	
	Method Statement Dated	☐	☐	☐	
	Pages Numbered	☐	☐	☐	
Work Details	Description of the work to be carried out	☐	☐	☐	
	Appropriate drawings, sketches, etc.	☐	☐	☐	
Statutory Notifications	Health & Safety Executive	☐	☐	☐	
	Local Authority	☐	☐	☐	
	Environment Agency	☐	☐	☐	
Supervision Arrangements	Supervision arrangements identified	☐	☐	☐	For each specific project please identify contact details for lead Supervisor and persons providing remote support
	SHE Accountabilities identified	☐	☐	☐	
	Contractors SHE representative(s) identified	☐	☐	☐	
Method (System) of Work	Detailed work methods stated	☐	☐	☐	For each specific project please detail specific work activities and specific reference to latest Asbestos survey information available on Morrisons (RPP) portal
	Measures to minimise Health & Safety risks clearly stated	☐	☐	☐	
	Measures to address environmental issues stated (e.g. dust, noise, waste minimisation & recycling)	☐	☐	☐	
Workplace Environment	Means of Access/ Egress addressed	☐	☐	☐	For each specific project please define selected WAH safe system of work – step ladders are a last resort
	Confined Spaces risks identified and addressed (e.g. atmospheric testing, supervision)	☐	☐	☐	
	Working at height risks identified and addressed (e.g. working platforms, edge protection, fall prevention)	☐	☐	☐	For each specific project please define methods for reducing dust and contamination of food prep areas

METHOD STATEMENT / RISK ASSESSMENT

CONTENTS CHECKLIST

Section	Details required	Provided			Additional Comments
		Yes	No	N/A	
	Environmental risks identified and addressed (e.g. protection of drains, watercourses, work near protected trees/ habitats, etc.)	☐	☐	☐	
Noise In Workplace	Powered equipment is detailed and includes expected decibels	☐	☐	☐	For each specific project please identify risks and mitigation for noise hazards generated from work activity
	Hearing Protection includes spec, type and protection factor	☐	☐	☐	
	Exclusion zones are detailed	☐	☐	☐	
	Noise monitoring procedure detailed	☐	☐	☐	
	Noise Meter calibration certificate included	☐	☐	☐	
Noise in Environment	Working hours restrictions noted	☐	☐	☐	For each specific project please ensure Noise Curfew details are added
	Screens / partitions detailed	☐	☐	☐	
Plant & Equipment including testing and operation	Appropriate plant and equipment identified (e.g. scaffold, mobile towers, hoists, cranes, lifting accessories, abrasive wheels, etc.)	☐	☐	☐	For each specific project all plant and equipment registers must be completed
	Test and maintenance certificates for plant and equipment identified (e.g. certificates of inspection, test certificates, etc.)	☐	☐	☐	
	Competent Persons qualifications listed (e.g. IPAF, CRSRs, PASMA, CPCs)	☐	☐	☐	
Competency and Training	Arrangements to ensure overall competency of operatives (e.g. provision of competency cards such as CSCS, ongoing development and training)	☐	☐	☐	For each specific project details of operative training relevant to work activity. As a minimum all operatives must have their original CSCS (or equivalent) card and evidence of Asbestos Awareness training
	Additional, site-specific training of operatives identified to ensure work is carried out correctly (e.g. Site Induction, Method Statement Briefings, Toolbox Talks, etc.)	☐	☐	☐	
Protection of Others	Control measures identified to minimise Health, Safety and Environmental risk to other trades <u>on site</u> (e.g. protection zones, dust, fume and noise controls, etc.)	☐	☐	☐	For each specific project details of proposed segregation of workplace with physical barriers
	Control measures identified to minimise Health, Safety and Environmental risk to others <u>off-site</u> (e.g. protection of the public, control of nuisance issues (dust, noise, etc.), controlling access)	☐	☐	☐	For each specific project details of reducing risk outside store building from noise pollution
Materials Handling and Storage	Arrangements for delivery of materials (e.g. delivery timing, vehicle access and control, loading out, etc.)	☐	☐	☐	For each specific project details of deliveries to which access point and times taking into account Noise curfew
	Safe storage of materials (e.g. storage locations, protection and security, responsibility for maintaining storage arrangements, etc.)	☐	☐	☐	
	Storage of Hazardous Materials (e.g. storage arrangements, hazard control, appropriate	☐	☐	☐	

METHOD STATEMENT / RISK ASSESSMENT

CONTENTS CHECKLIST

Section	Details required	Provided			Additional Comments
		Yes	No	N/A	
	signage, etc.)				
Contractors Risk Assessment	Risk Assessments provided in accordance with the Management of Health & Safety at Work Regulations	☐	☐	☐	
	Actions taken to protect operative with regard to HAVS & Noise	☐	☐	☐	
Manual Handling Assessments	Manual Handling Assessment carried out and measures adopted to minimise manual handling activities.	☐	☐	☐	
PPE	Appropriate measures to minimise risks detailed and necessary and appropriate PPE specified (e.g. harnesses, respirators, ear defenders, head foot hand and eye protection)	☐	☐	☐	
COSHH	Hazardous items identified for all materials and processes	☐	☐	☐	
	Full COSHH assessments provided	☐	☐	☐	
	Waste disposal arrangements agreed and recorded (potential for hazardous wastes)	☐	☐	☐	
Waste Management	Accountability for maintaining good housekeeping on site allocated	☐	☐	☐	Copies of Waste Carrier licences and proposed waste disposal method or statement waste will be stored safely and stored in warehouse for management by Morrisons own waste management procedures
	Waste disposal arrangements identified (e.g. use of S&W-provided facilities, use of contractors own waste systems, waste removal from site by sub-contractor)	☐	☐	☐	
	Contractor's Waste Carrier Registration certificate provided (A legal requirement for anybody removing waste from a construction and demolition site)	☐	☐	☐	
Planning for Emergencies	Appropriate emergency plans identified and recorded (e.g. personnel rescue plans, spillage control and response plans, hot works/ fire plans)	☐	☐	☐	For each specific project reference to Hot Works procedures and controls that reflect Morrisons' requirements and spill control

METHOD STATEMENT / RISK ASSESSMENT CONTENTS CHECKLIST

General Comments

Comments Regarding Sign-off And Approval Of Any Re-submitted Documentation

I confirm that the method statement is sufficiently developed to allow commencement of works

Signed : _____ Print Name : _____ Position: _____

Appendix C

Emergency Contact Information

EMERGENCY INFORMATION

NAME	ADDRESS	TEL No.
FIRE	Manchester Road Stocksbridge Sheffield South Yorkshire S36 1DH	999 (Emergency) T: 0114 253 2517
HOSPITAL	Barnsley Hospital Gawber Road Barnsley Yorkshire S75 2EP	999 (Emergency) T: 01226 730000
POLICE	Snig Hill Police Station Snig Hill S1	999 (Emergency) T: 101 (Non emergency)
LOCAL DOCTOR	Skelmanthorpe Family Doctors 313 Wakefield Road Denby Dale Huddersfield West Yorkshire HD8 8RX	Tel: 01484503515
LOCAL HSE OFFICES	Health and Safety Executive Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH	
LOCAL WATER SERVICE PROVIDER	Yorkshire Water	08451 24 24 24
LOCAL AUTHORITY OFFICES	Barnsley MBC	01226 773555

Appendix D

**Site / Traffic Management Plan
& Fire Arrangements**

SITE TRAFFIC RISK ASSESSMENT

SITE ADDRESS:

Activity	Hazard	Risk	Risk Level	Control Measure
Transport Management	Construction vehicles hitting operatives	Serious injury or death to operatives adjacent to vehicles	Low	- Parking with only be permitted within the restricted areas on the site – site compound area. - Operatives are instructed to wear hi-vis clothing at all times. - A 5 mph speed restriction will be in place for construction traffic using the access road.
	Construction vehicles hitting members of the public	Serious injury or death to members of the public adjacent to vehicles	Low	- All construction vehicles are to be unloaded and loaded within the confines of the site. - All vehicles to enter and leave the access road in a forward gear.
	Construction vehicles reversing into operatives	Serious injury or death to operatives adjacent to reversing operations	Low	- All reversing vehicles will have reversing horns, lights and reversing mirrors. - Where reasonably practicable, reversing is carried out under supervision of a banksman.
	Speeding vehicles	Serious injury or death to vehicle drivers, pedestrians or others involved in collisions	None	A site speed limit of 5mph will be imposed.
	Vehicles colliding with scaffolds	Serious injury or death through collapse of scaffold to vehicle driver, operatives on scaffold and others adjacent to fall zone of scaffold	Low	- Vehicle route cordoned off using heras fencing and vehicles managed by banksman. - Inner hoarding to construction site to further protect the scaffolding from vehicle collision.

Activity	Hazard	Risk	Risk Level	Control Measure
	Poor vision fields for drivers	Collisions leading to serious injury or death to pedestrians and vehicle drivers	Low	- Delivery routes to the site will be managed by banksman. - Vehicle and pedestrian routes are clearly defined by signage and fencing.
	Visiting drivers becoming dis-orientated	Contravention of existing control measures leading to collisions as noted above	Low	Not applicable.
	Pedestrians crossing vehicle routes	Serious injury or death to pedestrians	Medium	- All site personnel must wear hi-viz clothing at all times - A Delivery vehicles will be managed in order to deliver after 9am (noise restriction) – and before 5pm. Banksman to manage deliveries. - Warning signage prominently displayed to highway and site entrance
Other Non Hazard Specific Controls Care to be taken to avoid damage to overhanging roof to the access route for high vehicles. Route to be supervised during access/egress from the site compound area. Risk assessment to be reviewed and monitored by the Site Manager on a daily basis.				

Initially prepared by:

Date:

Reviewed and agreed by:

Date:

FIRE RISK ASSESSMENT

Site Address:	The Fountain Inn	
Description of Works:		
Date of Assessment:		

Fire Hazard	Causes	Those at risk	Before Controls			Control Measures	With Controls		
			L	I	RR		L	I	RR
Fire breaking out on site	Arson or other occurrences out of hours	All on site and adjacent properties	3	5	15	Secure site perimeter to be maintained at all times. Out of hour's security guard.	1	5	5
	Poor housekeeping	All on site and adjacent properties	3	5	15	Site Manager takes responsibility for policing housekeeping on site and ensuring culture of keeping the site tidy and clearing all potentially combustible materials to waste skips at the earliest opportunity. Position lighting away from combustible/flammable materials.	1	3	3
	Flammable materials on site	All on site and adjacent properties	3	5	15	Site Manager takes responsibility for ensuring only the quantities of flammable materials required is brought to site. Flammable materials will be stored securely in accordance with best practice and away from escape routes and potential sources of ignition. Fuel for site plant will be stored in bunded fuel tanks within a secure enclosure with a suitable fire extinguisher and spill kit available.	2	3	6
	Poorly controlled hot works	All on site	3	5	15	Site Manager is responsible for policing with the CBD hot works policy. Hot works to be carried out under a permit to work (one day max per permit). Hot works area to be cleared of combustible materials prior to commencement. Suitable fire extinguisher to be provided in hot works work area. Fire watch inspection to be carried out by Site Manager 1 hour following completion of hot works.	1	1	1

	Smoking	All on site	4	5	20	No smoking on site except in designated (signed) areas away from combustible materials. Smoking policy to be communicated to all site personnel during site inductions.	2	3	6
	Storage of materials	All on site	4	4	16	All combustible materials must only be brought on site as they are required and must be stored away from any escape routes or potential sources of ignition. Waste skips to be sited within a secure enclosure.	1	2	2
	Faulty electrical installations, tools and equipment	All on site	4	4	16	All tools and equipment will be subject to regular inspections to check any potential faults or damage. Temporary electrical installations to be carried out by competent electricians only, tested and certified in line with current legislation.	1	3	3
Personnel unable to exit the site safely in event of fire	Routes not clearly identified, lack of information	All on site	3	5	15	Site Fire Plans posted on all escape routes, fire points and on site notice boards. Adequately lit escape routes with supplementary lighting where required. Fire points to be stationed in site welfare cabins and on escape routes leading from each development plot under construction. All routes, final exit doors and muster points will be clearly signed with this information communicated to all personnel during site inductions.	2	3	6
	Routes obstructed by materials or debris	All on site	3	5	15	Good housekeeping will be rigorously policed to ensure that materials and debris are not allowed to accumulate or left in escape routes.	2	3	6
	Unable to alert other persons of danger in the event of fire	All on site	3	5	15	Fire bell, air horn, call point or wireless detection available at each fire station along escape routes.	2	3	6
	Lack of training and understanding of emergency procedures	All on site	3	5	15	Personnel to be briefed on emergency procedures, location of fire points, muster point etc. during site induction. Fire drills to be held monthly with actions recorded and communicated. Marked up fire plan to be displayed on site notice board and updated as the works progress.	2	3	6

Risk Rating		Rating Actions	
Likelihood (L)	Impact (I)	Risk Rating	Action
1. Negligible	1. Insignificant	1-3 Minimal	Maintain Controls
2. Rare	2. Minor	4-6 Low	Review Controls
3. Unlikely	3. Moderate	8-12 Medium	Improve Controls
4. Possible	4. Significant	15-25 Substantial	Stop Work & Review
5. Probable	5. Catastrophic		

Fire Safety Emergency Precautions

Fire exits in the area of works are marked up on the site plan which will be displayed on the Site Safety Notice Board in the Site Office.

Dedicated Fire Points will display the emergency procedure to be followed when:

- Discovering a fire
- Hearing the alarm
- Calling the Fire Brigade, including who makes that call and who meets and briefs them on arrival to site
- And will display the emergency evacuation escape routes, stairs, assembly points, fire points and any alarm call points
- Weekly inspections of all fire points including WES, Fire Extinguishers, emergency routes and access for the Fire Brigade
- Weekly recorded inspections - identifying changes of routes and assembly points, where necessary carry out test of alarms and detection devices installed on site
- End of shift liaison – hot work permits – security personnel
- Periodic testing of equipment and evacuation skills
- Review means of access and egress to all areas of the project
- Ensure fire points and alarm operation points are strategically placed for easy accessibility (on exit routes)
- Ensure fire fighting equipment is fully charged
- Ensure fire escape emergency signs are prominently displayed
- Combustible rubbish not to be accumulated
- Fire Plan to be carried out for temporary accommodation, including alarms
- All signage directing operatives to emergency exits to be installed and reviewed during the construction process
- All supervisors to be briefed on Fire Emergency Plan who in turn will brief all site operatives

Fire Protection

- Hot works operations to be kept to a minimum
- Other methods adopted rather than hot works

Hot Work

- Hot works permits to be issued on a daily basis and highlight activity and location
- Ensure hot works have ceased, equipment immobilised and stored in a safe place – a minimum of 60 minutes before case of work
- Ensure all gas cylinders and highly flammable materials are stored correctly
- Confirm that supplies of LPG Acetylene and Oxygen are limited to one day's work inside or on the roof of buildings at any one time – (express permission to be sought if additional supplies are required)
- Empty flammable liquid and LPG container to be separated from full containers and areas marked with appropriate signs
- Flammable liquids and LPG containers are to be stored in accordance with guidance notes referred to at the end of this procedure.
- Fire extinguisher to be present when hot works are being carried out.

NOTE: The type of fire extinguisher will be highlighted in Risk Assessment.

HSE advise that small portable extinguishers are inadequate and extinguishers of the size used at fire points should be used

Monitoring

- All fire extinguishers to be checked / tested every 12 months by a qualified engineer and the findings recorded

Instruction / training

- It is important that everyone on site knows how to use the fire-fighting equipment provided without putting themselves at risk.
- All fire-fighting equipment should include clear operating instructions which can be communicated via a tool box talk by a trained Site Fire Safety Co-ordinator or Fire Marshall.

Security against Arson

- Site access is within gated compound in car park
- Gates are secured with chains and padlocks out of working hours
- Flammable stores to be kept locked at all times
- All site staff to be vigilant at all times

Storage of Flammable Liquids and Gases

- Containers of flammable liquids and LPG cylinders to be stored in compounds which are securely fenced and shaded from the sun
- Products which could add to the intensity of a fire, such as acetylene or oxygen MUST NOT be stored in same compound as flammable liquids and LPG.

Waste Management

- All unwanted materials from open areas to be collected at regular intervals
- No site burning of waste permitted

Stored Materials

- Combustible materials to be stored outside building
- Non essential combustible wrapping/package to be removed to a safe place away from the working area and disposed of at the earliest opportunity

Smoking

- No smoking permitted on site except for car park area
- No smoking signs to be installed
- Metal ashtrays to be provided

Appendix E

Site Rules

SITE RULES

1. ALL operatives and Visitors must **sign in** prior to entering the site and **sign out** each time they leave.
2. Operatives and personnel must wear safety footwear and hi-viz all times and any other Personal Protective as specified in risk assessments or where instructed by the Site Manager, any breach of this will result in asking that person to leave site until this is rectified.
3. Safety hats must be worn in all external areas of the site and internally where overheads works are being carried, where specified in risk assessments for the work activity being undertaken or where signage is in place or instructed by the Site Manager.
4. Whilst on site everyone must conduct themselves with due regard for the safety of themselves and others.
5. The drinking of alcohol or the illegal use of drugs whilst on site is not permitted. ANYONE suspected of being in breach of this rule will be refused entry onto site or removed from site.
6. Smoking is not permitted except in designated areas...
7. Personnel must not Interference with scaffolding or other safety equipment designed for safety purposes such as fire extinguishers.
8. Mobile phones MUST NOT be used while simultaneously undertaking work activities. Similarly, the use of MP3 players or personal equipment involving the use of headphones or earpieces is strictly prohibited on site.
9. All access and egress routes to be kept clear of obstruction clean and free of debris and materials at all times.
10. All accidents, near misses, dangerous occurrences and any injuries to any operative or visitor must be reported to the Site Manager immediately for recording in the Site Diary and notifying the Group Health & Safety Advisor.
11. Method Statements and Risks assessments will be in place for each site activity and must be understood and followed by the operative concerned.
12. All hazardous substances must be formally risk assessed under COSHH Regulations, before work commences.
13. Operation of mechanical plant and equipment, Mechanical & Electrical, Roof Access and Hot Works will only be carried out by operatives trained in such works.
14. All equipment brought onto site must have an in-date test record and comply with current regulations. This equipment only to be operated by trained and competent person(s).
15. Access to any areas not directly associated with the work in hand is strictly prohibited.
16. Any substances suspected as being asbestos or any similar hazardous material must NOT be disturbed by unauthorised personnel but they should be reported immediately to the Site Manager for further action.
17. Loading, unloading and parking of vehicles is to be carried out under the Site Managers directions and the Traffic Management Plan must be adhered to at all times.

Appendix F

Site Induction Check List

SITE:



Site Safety Induction Briefing Check List

I have received and understood the instruction and information contained in the Health & Safety Induction training briefing which fully covered the items listed below.

FULL NAME _____ SIGNATURE _____
(Please print clearly)
COMPANY _____ DATE _____
ADDRESS _____

PLEASE COMPLETE, SIGN OFF & RETURN TO THE TRAINER ISSUING THE HEALTH & SAFETY INDUCTION

1.	SIGN IN AND SIGN OUT PROCEDURES	
2.	SITE CONTACTS	
3.	EMERGENCY CONTACT LIST (Refer to Site Safety notice board on site)	
4.	FIRE EVACUATION PROCEDURES EXPLAINED (Refer to Site Safety notice board on site)	
5.	LOCATION OF FIRE FIGHTING EQUIPMENT & FIRE ASSEMBLY POINT (Refer to Site Safety noticeboard)	
6.	WELFARE FACILITIES	
7.	WASTE DISPOSAL	
8.	IMPORTANCE OF CLEARING RUBBISH & KEEPING GANGWAYS/CORRIDORS FREE FROM OBSTRUCTION	
9.	STANDARD SITE RULES (Refer to Site Safety notice board)	
10.	SITE SAFETY SIGNAGE	
11.	SMOKING, DRUGS AND ALCOHOL POLICY	
12.	USE OF PERSONAL PROTECTIVE EQUIPMENT (MINIMUM REQUIREMENTS & TASK SPECIFIC)	
13.	PORTABLE APPLIANCE TESTING OF ELECTRICAL POWER TOOLS (PAT sticker dated within last 6 months)	
14.	WORKING AT HEIGHT (INCL. SCAFFOLDS, MOBILE ACCESS PLATFORMS, LADDERS/STEPLADDERS)	
15.	MANUAL HANDLING	
16.	PROVISION AND OPERATION OF PLANT & EQUIPMENT (Licences & training tickets must be provided)	
17.	INFORMING SITE MANAGER OF ANY MEDICAL CONDITIONS OR PRESCRIBED MEDICATION THAT MAY AFFECTING YOUR ABILITY TO WORK OR OPERATE PLANT & MACHINERY	
18.	VEHICLES ON SITE (TRAFFIC MANAGEMENT PLAN)	
19.	HAND ARM VIBRATION	
20.	FIRST AID FACILITIES AND FIRST AIDERS	
21.	ACCIDENT REPORTING PROCEDURES EXPLAINED	
22.	HOW TO REPORT UNSAFE SITUATIONS	
23.	PROVISION OF AND ADHERENCE TO RISK ASSESSMENTS & METHOD STATEMENTS	
24.	PERMITS TO WORK	
25.	HAZARDOUS SUBSTANCES (COSHH)	
26.	LOCATION OF ASBESTOS (IF APPLICABLE)	

***** PLEASE TICK OFF THE POINTS ABOVE AS THEY ARE COVERED DURING SITE INDUCTION *****

Additionally, I am in possession of and/or have been provided with the following:

- Suitable PPE
- Appropriate Height Access Equipment
- Permit to Work (where applicable)
- Method Statements & Risk Assessments
- Manual Handling Training
- Licences/training tickets for specialist plant & equipment

Appendix G

Daily Site Inspection

Daily Inspection Checklist (if something needs attention complete section in the site report diary)

Activity	Hazard	Mon	Tues	Weds	Thu	Fri	Sat	Sun
Abrasive Wheels	If abrasive wheels are in use are they being used correctly and are operatives using the correct items of PPE?							
Documents	Has the Construction Plan been updated today? Have any new operatives to site been made aware of the contents of this H&S Plan?							
Edge Protection	Are all edge protection barriers in place and secure?							
Electrics	Are tools etc. in use in a good and serviceable order?							
Fire precautions	Are the fire extinguishers in the correct positions?							
First Aid	Is the first aid kit in order? Is there a first aider on site?							
Guards / Barriers	Have all machines being used got the appropriate guards in place?							
Inspections	Have all lifting appliances been checked and an entry made in the appropriate register? Have all scaffold towers been checked and a written report compiled if required? If today is the day for the statutory weekly inspection of the scaffold, has it been carried out and a report written? If the scaffold is still erected, has it been checked prior to use today? Are there still excavations on site - if so have they all been inspected? Is today the day the thorough examination of excavations is needed and a written report compiled, if so, has it been done?							
Ladders and trestles	Are all ladders in good repair?							
Lighting	Are all work areas adequately lit?							
Method Statements	Are operatives working to the correct method statements?							
P.P.E.	Are there adequate supplies of PPE and are they been used by operatives?							
Proof of training	Have you checked the appropriate certificates for any new operatives on site today?							
Security	Is the fence / hoarding at the main entrance still secure? Are all unused doors secure and locked? Is the fence around the site compound in good repair and secure?							
Signs	Are all signs in place, clean and secure?							
Site Tidiness	Is the storage area clean and tidy? Are all work areas clean and tidy - no scattered rubbish etc.?							
Training	Have new operatives to site received their site induction training?							
Welfare Facilities	Is the means of heating in order? Are the toilets clean and tidy? Are the washing facilities adequate and clean and the hot water supply in order? Is the canteen / mess clean and tidy and is there a means to heat food?							
Working Alone	Are or will there be operatives working alone today / tonight. Are they aware of their duties?							

Checked by:

Monday
 Tuesday
 Wednesday
 Thursday

Checked by:

Friday
 Saturday
 Sunday

Appendix H

Hand Arm Vibration Monitoring

HAV Exposure Points System and Ready Reckoner

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in $\text{m/s}^2 \text{A}(8)$. You may find the exposure points easier to work with than the $\text{A}(8)$ values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value ($2.5 \text{ m/s}^2 \text{ A(8)}$) is equal to 100 points;
- the exposure limit value ($5 \text{ m/s}^2 \text{ A(8)}$) is equal to 400 points;

Vibration magnitude, a_{hw} (m/s ²)	Exposure time, T											Above exposure limit value Likely to be at or above limit value Above exposure action value Likely to be at or above action value Below exposure action value
	5 min	15 min	30 min	1 h	1 h 30 min	2 h	3 h	4 h	5 h	6 h		
40	265	800										
30	150	450	900									
25	105	315	625	1250								
20	67	200	400	800	1200							
19	60	180	360	720	1100	1450						
18	54	160	325	650	970	1300						
17	48	145	290	580	885	1150						
16	43	130	255	510	770	1000						
15	38	115	225	450	675	900	1350					
14	33	98	195	390	590	785	1200					
13	28	85	170	340	505	675	1000	1350				
12	24	72	145	290	430	575	865	1150	1450			
11	20	61	120	240	365	485	725	970	1200	1450		
10	17	50	100	200	300	400	600	800	1000	1200		
9	14	41	81	160	245	325	485	650	810	970		
8	11	32	64	130	190	255	385	510	640	770		
7	8	25	49	98	145	195	295	390	490	590		
6	6	18	36	72	110	145	215	290	360	430		
5.5	5	15	31	61	91	120	180	240	305	365		
5	4	13	25	50	75	100	150	200	250	300		
4.5	3	10	21	41	61	81	120	160	205	245		
4	3	8	16	32	48	64	95	130	160	190		
3.5	2	6	13	25	37	49	74	98	125	145		
3	2	5	9	18	27	36	54	72	90	110		
2.5	1	3	6	13	19	25	38	50	63	75		
2	1	2	4	8	12	16	24	32	40	48		
1.5	0	1	2	5	7	9	14	18	23	27		
1	0	1	1	2	3	4	6	8	10	12		

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

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

Using the ready reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that line up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s² and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.
5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

HAND ARM VIBRATION LOG SHEET

Please ensure the below log sheet is completed for each individual on a daily basis prior to the use of hand held powered work equipment.

WEEK COMMENCING: _____ NAME: _____

[illegible]

Powered Work Equipment

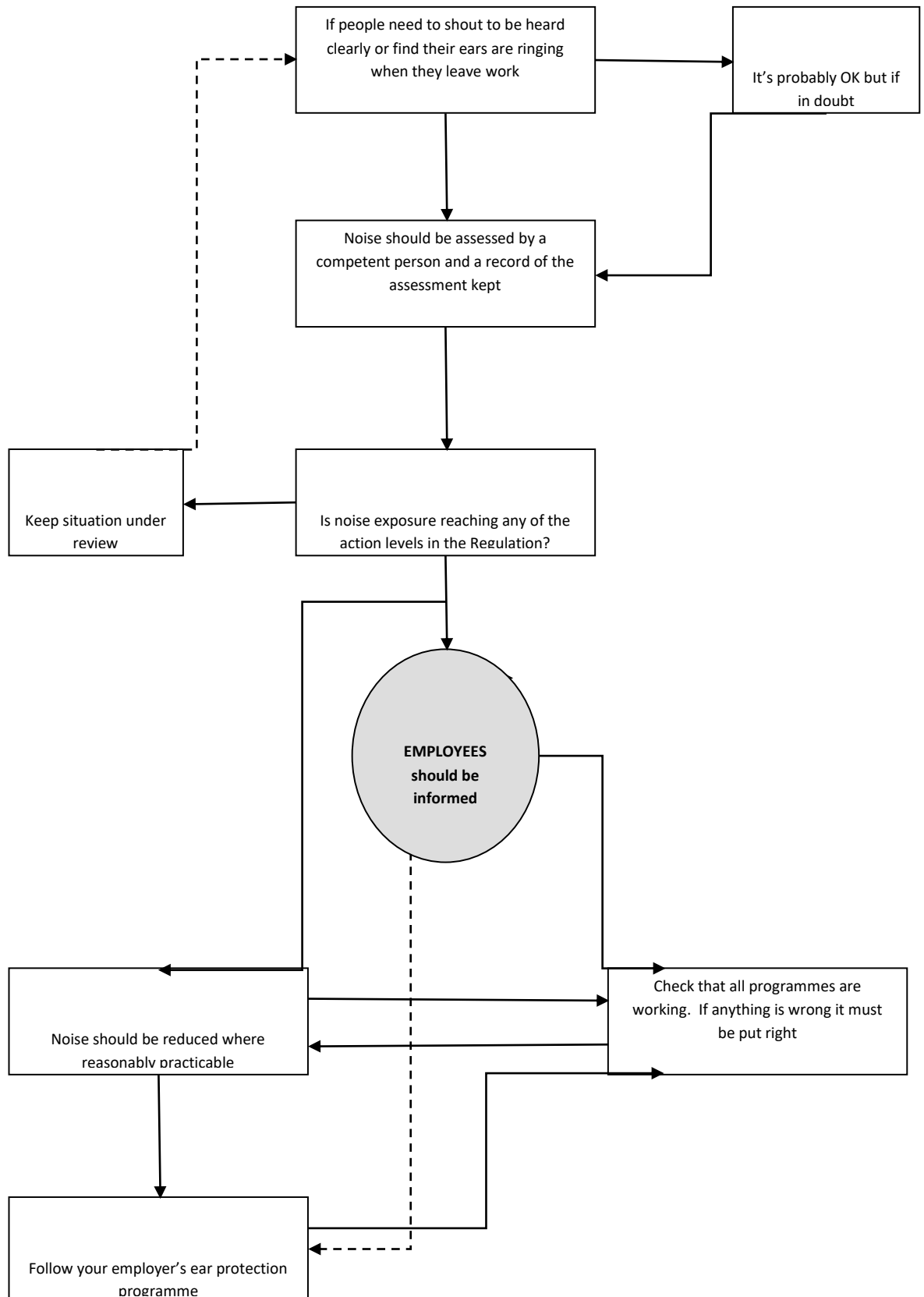
Daily Exposure Values

[illegible]

Appendix I

Noise Assessment

Conroy Brooks Direct Works Department has a responsibility to protect the hearing of employees and the public at large. An assessment will be based on the following flowchart.



Construction Phase Health & Safety Plan

Date of Survey: / / **Survey made by:** _____

General comments: _____ Signed: _____

Instruments used: _____ Date: ____/____/____

Date of calibration: _____

Appendix J

Permit To Work

PERMIT TO WORK

Permit Number...../.....

Date

1. Type of Work (please tick as appropriate)

- | | |
|--|------------------------------------|
| ☐ Roof Works (Flat & Fragile Roofs) | ☐ Hot Works |
| ☐ Asbestos | ☐ Other |

2. Location of Works

3. Brief Description Works

4. Valid From

5. Valid To

6. Company

7. Senior Person

8. No of People

9. Safety Precautions/Control of Risks

Are there any site-specific hazards associated with the work outside the standard method statement & risk assessments already provided? No ☐ Yes ☐

If yes, Contractor must carry out a site-specific assessment and state below any additional safety precautions required to control the hazard.

10. Isolation of Services (please tick as appropriate)

Water ☐ Electricity ☐ Gas ☐ Compressed Gasses ☐ Other ☐

Are there safety implications resulting from the isolation? No ☐ Yes ☐

Lock-off required?

No ☐ Yes ☐

11. Approval of Permit to Work The above work has been discussed with the Contractor and I am satisfied that the work method has already been agreed centrally and that this task has been properly risk assessed. I am satisfied that safe access is provided and that all persons affected by this job have been informed.

Signed (.....) Date.....Time.....

12. Declaration I have discussed the work to be carried out with above person and have read, understand and agree to comply with the Terms of Issue attached. I have agreed the precautions to be taken under this permit.

Signed (Contractor) Date Time

Print Name

13. Completion of Work & Reinstatement of Work Area I confirm that the work has been completed in accordance with this permit. Services have been restored, all equipment has been returned to service, safety signs have been removed and the work area is ready for re-occupation.

Signed (Contractor)..... DateTime

Print Name

14. Check of Work Area I confirm that the works have been completed satisfactorily and the users informed that normal activities may resume in the area.

Signed DateTime

Print Name

Terms of Issue

General

You have a responsibility to ensure any work is carried out in a safe manner and that the work activity does not affect the safety of any other person:

- Contractors must be competent to undertake their work safely and must only carry out that work which has been agreed.
- Before work commences the scope of work must be discussed with the Site Manager and appropriate safety measures agreed.
- The safe and uninterrupted access and egress from the premises by all personnel of paramount importance and it is vital that this aspect is fully discussed.
- Contractors are responsible for making sure that persons under their control know the fire procedures for the building, location of exit routes and assembly point.
- During contracting works the normal means of escape must not be obscured without temporary alternative arrangements being made and approved.
- The contractor must provide their employees with necessary protective clothing required for the work, which must be maintained in good condition.
- **Hazardous substances** must be assessed by the contractor and the Site Manager advised of what precautions are required to protect persons on the premises.
- If suspected asbestos is discovered in the work area, work must cease immediately and the Site Manager notified.
- Report any accident, injury, illness, incident or near miss to the Site Manager immediately so that any necessary action can be taken.
- It is illegal to smoke on these premises.
- Upon completion of the work report to the Site Manager.

Electrical Works & Installations

Any contractor carrying out electrical installations or repairs must:

- Carry out work in accordance with all relevant regulations as required by law and good practice.
- Satisfy themselves of the position of cables or services inside wall cavities or inside partitions where applicable.
- Isolate the power and ensure relevant people have been advised of isolation.
- Ensure any connections left live in normal working areas are adequately fenced off from colleagues, staff and other contractors whenever the electrician leaves the work area.
- Ensure all portable electrical tools used outside the building operate at a maximum of 110 volts obtained through a transformer. Use only tested equipment.

Roof Work (Flat & Fragile Roofs)

The contractor is responsible for providing suitable access equipment and for making an assessment of the work area. Contractors must ensure:

- That a Site Manager is aware of persons working on the roof.
- That weather conditions are acceptable.
- That all roof work is carried out in accordance with all relevant legislation and HSE Guidance notes.
- That suitable means of access is available and used.
- That before work begins any fragile areas of the roof have been identified and all areas to be accessed are able to support workers weight and materials. **NOTE:** Fragile roofs may not always be marked.
- That crawling boards with handrails are used when work is carried out on any roof not designated for pedestrian traffic or of brittle or fragile construction. Duck boards or other suitable equipment should be used on sloping roofs.
- That edge protection is erected where required and fall arrest systems put in place where necessary.
- That any openings are adequately guarded or boarded.
- That appropriate warning signs are displayed.
- That no objects are thrown to ground level from the roof and that controls are in place to prevent the risk from falling objects.
- Consideration must be given to how materials are to be taken up and down.

Note:

- (1) **General, Electrical and Roof Permits (excluding Hot Works) can be issued for the duration of the works to be carried out (i.e. where this will take more than 1 day) providing the works are confined to the same work area and are of the same or a similar nature.**

Hot Work

Hot Work includes cutting and welding, use of blow lamps, bitumen boilers, brazing and soldering equipment or any other equipment producing heat or having a naked flame.

Where planned hot works are being carried out these must be agreed beforehand with the Site Manager. Contractors must:

- Ensure all persons are aware of the fire procedures, means of sounding the alarm, location of fire fighting equipment and exit routes.
- Clear area around and below work area of all combustible materials. Where this is impractical, protect the area with non-combustible blankets or screens.
- Be aware of any automatic fire detection systems (smoke and heat detectors) and isolate as necessary.
- Ensure suitable fire extinguishers are close at hand, never leave 'hot' work equipment unattended. (These must be your own extinguishers – do not use those on site unless in an emergency).
- Notify the Permit Authoriser (i.e. the Site Manager) upon completion of Hot Works so that they may inspect the area immediately and perform a further smoulder check 1 hour later for any sign of combustion. **Therefore, Hot Works must cease at least 1 hour prior to the authorising persons scheduling finishing time.**
- Ensure any fire detection systems are fully reinstated.

Note:

- (2) **A HOT WORKS PERMIT IS VALID FOR ONE WORKING DAY ONLY. Therefore, should Hot Works be carried out over several days, a separate Hot Works Permit must be completed and issued prior to commencement/resumption of works on each day.**

PPE and Other Precautions

- High visibility jackets and safety footwear must be worn by contractors when working on site
- Other Personal Protective Equipment must be worn in compliance with risk assessments and work method statements
- Work area should be sectioned off with correct screening measures
- Hazardous or unusual operations must have a risk assessment which must be brought to the attention of the Site Manager

Asbestos

If you suspect asbestos is present in the work area:

- Stop work immediately.
- Do not drill, saw, scrub it with wire brushes, or disturb it in any way.
- Do not take risks – treat asbestos with respect
- If in doubt as to whether any material contains asbestos always seek expert advice.
- Notify the Site Manager immediately.

Machinery & Tools

Contractors are responsible for supplying and selecting the most appropriate tools for the job. Contractors must ensure:

- All tools, machinery and equipment used by the contractor shall be maintained in a safe condition.
- Tools or equipment belonging to the client or other contractors must not be used.
- They do not interfere with or misuse any guard or protective device on plant or equipment.
- Any machinery or equipment they are installing in on the premises is installed in a safe manner and that all equipment is tested with appropriate certificates provided.

Ladders & Scaffolding (Work at Height)

Contractors are responsible for supplying and selecting the most appropriate access equipment for the job in hand. Contractors must ensure the following before commencement of work:

- Before undertaking work above or below ground level or above suspended ceilings the risk must be properly assessed and the appropriate safeguards put in place (e.g. scaffold towers).
- All ladders, steps, scaffolding and tower scaffolds must be erected and used in accordance with all current legislation, codes of practice or safety guidelines.
- Any ladders in use outside the buildings must be brought inside or rendered un-climbable, if the area is unoccupied at night.
- Guard rails and toe boards must be provided on all scaffolds at working height (including mobile tower scaffolds) at platform height and include debris netting in compliance with the contractors scaffold design.
- Scaffolding must not be overloaded. Stored material must be limited to safe quantities needed for immediate use. Stacked materials must not be above guard rail height with brick guards and debris netting fitted where necessary.
- Ensure all equipment is in good order, regularly checked and licensed where required.
- Materials shall be loaded via a designed loading area with appropriate gates.

PERMIT TO EXCAVATE / DIG / DRIVE PILES

Contract:

Issued by:

Contact N°:

Issued to:

Date:

Subcontractor:

Description of Works and Location: (attach sketch of area to which permit refers)

Permit applies to:

Break Surface ☐ Drive Piles ☐ Excavate ☐ Drill ☐ Other ☐ (provide details)

Have services drawings been consulted

Yes / No

Have services been located using a Cable Avoidance Tool

Yes / No

Are services marked on the ground (see coding below)

Yes / No

Have services been located by careful hand excavation

Yes / No

Have the operatives been briefed on the requirements of the permit

Yes / No

Has a Method Statement/Risk Assessment been issued and explained

Yes / No

Is gas detection equipment required (Confined Space)

Yes / No

Has a drawing identifying service routes been issued

Yes / No

What known services are present:

Red = Electricity Yellow = Gas Blue = Water Green = Communications White = Route of Excavation

State of Working Method, e.g. hand dig, personal protective equipment, support systems required etc.

Power/mechanical excavation not to be undertaken within 500mm of any service.

Acceptance (by person in charge of work)

I accept responsibility for ensuring that I and all operatives under my control understand and will fully comply with this permit to dig and method statement:

Print Name:

Signature:

Date:

Time:

Clearance and Temporary Closure (to be signed by person in charge of the work)

I hereby declare that the work detailed on this permit is complete/incomplete (delete one) and the area left safe. All plant and operatives under my control have been withdrawn from the area.

Print Name:

Signature:

Date:

Time:

Closure (to be signed by issuer)

I have checked the area to ensure it is in a safe condition and declare this permit cancelled.

Print Name:

Signature:

Date:

Time:

Excavation or Other Earthworks Inspection Form

CONTRACT ADDRESS:.....

INSP No.	DATE & TIME OF INSPECTION		LOCATION OR DESCRIPTION OF EXCAVATION	DETAILS OF ITEMS / ISSUES RAISED BY INSPECTION	DETAILS OF THE ACTION TAKEN FOLLOWING THE INSPECTION	OTHER REMARKS OR COMMENTS	NAME & POSITION OF PERSON CARRYING OUT INSPECTION (print)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Permit to Work Near Overhead Power Lines		
Contractor:		Supervisor in charge:
Area to be accessed:		
Date access required:	Time from:	Time until:
Description of works to be undertaken:		
Plant/Materials required:		
Persons Requiring Access		
CONDITIONS:		
An approached Method Statement and Risk Assessment must be in place as a condition of access.		
No scaffolder may erect, alter or dismantle a scaffold, or covering without the aid of a clipped on safety		
No lone working is to be undertaken. There must be a minimum of two persons present.		
No work may be undertaken without the presence on site of a Site Manager.		
All work must be covered by an approved Method Statement and Risk Assessment(s).		
All employees inducted before entering compound area.		
Appropriate site signage required.		
No unauthorised access.		
I hereby confirm that all persons under the control of our Company will abide by the conditions of this permit.		
Contractor	PRINT:	Date:
Authorisation is hereby granted for the works described above to proceed.		
Site Manager:	PRINT:	Date:
CANCELLATION – This is to certify that the works described have been completed/stopped (delete as necessary)		
Site Manager:	PRINT:	Date:

Appendix K

Covid19 Risk Assessment

Company Name and Address					
Model Assessment Title	General construction (and outdoor) activities, control COVID-19	Issue Date:		Prepared By:	
		Review Date:			
Model Assessment Number		Revision Number:	1.0	Approved by:	
Scope of Assessment	To cover general construction (and outdoor) activities during which employees might be exposed to COVID – 19.				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
1.0 Exposure to COVID – 19 Construction and outdoor workers.	Infection of <u>all</u> employees and others who employees come into contact with. <i>Who needs to be on site:</i> FM for regulatory	- Employees work from home where possible. - Keep numbers of staff on site to a minimum, support staff should work from home - Monitor wellbeing of employees who are working from home to stay connected - Keep in touch with off-site employees on their working arrangements including welfare, mental and physical				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
	- operations? - Employees with no work from home facilities? - Employees with protected characteristics	wellbeing and personal security. - Provide equipment to enable working from home - Ensure that working from home complies with the HSE guidelines. https://www.hse.gov.uk/toolbox/workers/home.htm				
2.0 Exposure to COVID – 19 Construction and outdoor workers.	Clinically Extremely Vulnerable employees. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	- Work from home (if appropriate) - Employees showing symptoms of COVID – 19 Must work from home (if appropriate) - Employees living with people showing symptoms of COVID – 19 Must work from home (if appropriate) - Keep in regular contact with employees family and advise staff of illness. - If contracted at work carryout a RIDDOR report.				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
	protecting-extremely-vulnerable-persons-from-covid-19 - Clinically Vulnerable employees. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people - All Employees					
3.0 Exposure to COVID – 19 Travel to work.	Infection of <u>all</u> employees and others who employees come	- Stagger start and finish times - Provide adequate parking and advocate the same parking – forwards or				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
	into contact with.	reverse. • Provide secure bike parking. • Limiting number of passengers in corporate vehicle • Increase number of entry points into the building • Provide more storage for employee's clothes and bags • Use markings and introduce one-way flows at entry and exit points • Provide handwash facilities or hand sanitiser at office entrance points • Alternative access control points e.g. deactivate turnstiles and touch-based key pads introduce card checks with security at a distance • Temperature check of employees at entrance				
4.0 Exposure to COVID – 19 • Movement around buildings and sites.	Infection of all employees and others who employees come	• Employees to stay within their works area and contact colleagues using telephone/radio • Restrict access between different areas				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
	into contact with.	• Reduce job, equipment and location rotation i.e. single task for the day • Introduce a one way flow pedestrian traffic system around the workplace • Use signage or ground markings or other creative methods to mark out 2m to control flows around the site • Reduce occupancy of vehicles used on site • Separate sites into working zones to keep different groups of workers separated • Planning site access and 'area safety' points to enable social distancing • Reduce number of people attending inductions and hold them outdoors maintaining social distancing • Regulate use of high traffic areas including corridors, lifts, turnstiles, and walkways to maintain social distancing • Reduce occupancy of lifts and provide hand sanitiser for the operation of lifts, encourage employees to use stairs • Ensure people with				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		disabilities can use lifts • Regularly clean door handles.				
5.0 Exposure to COVID – 19 • People who work statically		• Change layouts to allow people to work further apart from each other • Where workstations cannot be moved arrange workers to work side by side or facing away from each other and not face to face • Where workstations cannot be moved further apart, use screens • Use a consistent pairing system if people have to work in close proximity e.g. during two person working, lifting or maintenance activities that cannot be redesigned				
6.0 Exposure to COVID – 19 • Meetings	Infection of all employees and others who employees come into contact with.	• Use remote meeting tools and avoid face to face meetings. • Only absolutely necessary participants to attend face to face and maintain 2m distance. • Avoid using shared				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		equipment such as pens • Provide sanitiser in meeting rooms • Hold meetings outdoors or well ventilated rooms • Use floor markings where regular meetings take place to maintain social distancing				
7.0 Exposure to COVID – 19 • Common area	Infection of all employees and others who employees come into contact with.	• Stagger break times to reduce pressure on break rooms • Use safe outside areas for breaks • Use space freed up by remote working • Encourage workers to bring their own food and cutlery • Reconfigure seating to maintain 2m and avoid face to face interaction • Encourage employees to remain on site and maintain social distancing when off site. • Encourage storage of personal items and clothing in lockers				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
8.0 Exposure to COVID – 19 Emergency procedures	Infection of all employees and others who employees come into contact with.	- In an emergency people do not need to maintain 2m distance - People providing assistance to other should pay attention to sanitisation and wash hands - First aiders to be aware of most relevant guidelines and procedures. https://www.hse.gov.uk/firstaid/				
9.0 Exposure to COVID – 19 Customers, visitors and contractors	Infection of all employees, customers, visitors, contractors and others who employees come into contact with.	- Encourage visits by remote connection - When visits are required site guidance on social distancing and hygiene should be explained to visitors on or before arrival - Limit the number of visits at any one time - Limit visitors to a specific time window - Consider if visits for essential services or contractors can be scheduled to reduce interaction or overlap - Maintain a record of all visitors. Visitors to sign in using				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		their own pen or have a staff member responsible for upkeeping the attendance register. • Provide signage to public explaining what you are doing • Provide signage on rights of way that cross your workplace to remind the public to maintain social distancing • Provide guidance on social distancing and hygiene before arrival by website, email or phone • Provide guidance on social distancing and hygiene on arrival with signage and visual aids • Provide training and guidance to employees undertaking the role of host • Review entrance and exit for visitors and contractors to minimise contact with other people				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
10.0 Exposure to COVID – 19 Cleaning the workplace before reopening	Infection of all employees and others who employees come into contact with.	- Risk Assess all parts of the site that have been closed before opening - Carry out cleaning and provide hand sanitiser before starting work				
11.0 Exposure to COVID – 19 Keeping the workplace clean	Infection of all employees and others who employees come into contact with.	- Frequent cleaning of workplace areas and equipment between uses, using usual cleaning products - Frequent cleaning of objects and surfaces that are touched regularly such as buckets, site equipment and control panels, include adequate disposal arrangements - Clear workspace of waste and belongings at end of shift - Sanitisation of hand tools, controls, machinery and equipment after use				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		• Use cleaning registers to record all times areas cleaned and frequency. • Cleaning after a known or suspected case of COVID – 19 Specific Guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
12.0 Exposure to COVID – 19 • Hygiene – Handwashing facilities, sanitation facilities and toilets	Infection of all employees and others who employees come into contact with.	• Provide additional handwashing facilities, particularly large sites • Signs and posters to give guidance on good hygiene i.e. handwashing technique, handwashing frequency, avoid touching face, cough or sneeze into a tissue which is binned or into arm if tissue is not available • Provide regular reminders and signage to maintain hygiene standards • Provide hand sanitiser in multiple locations in addition				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		to washrooms • Set clear use and cleaning guidance for toilets and maintain social distancing • Enhance cleaning of busy areas • Special care for cleaning portable toilets • Provide more waste facilities and more frequent waste collection • Use paper towels instead of hand dryers				
13.0 Exposure to COVID – 19 • Changing rooms and showers	Infection of all employees and others who employees come into contact with.	• Shower and changing facilities set clear use and cleaning guidance and maintain social distancing • Enhanced cleaning regime throughout the day and at end of shift				
14.0 Exposure to COVID – 19 • Handling equipment, materials, waste and onsite vehicles	Infection of all employees, delivery operatives and others who employees come into contact with.	• Cleaning procedures for the parts of shared equipment you touch e.g. forklift and pallet truck • Introduce greater handwashing and facilities for handwashing for employees handling goods and merchandise. • Regular cleaning of vehicles				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		that workers may take home - Regular cleaning of reusable delivery boxes - Wear suitable gloves as required and dispose of following use.				
15.0 Exposure to COVID – 19 PPE and face coverings	Infection of all employees and others who employees come into contact with.	- Continue to use PPE for no-COVID risks - The protection of employees by using PPE is limited - Where Risk Assessments identifies PPE, this must be provided free of charge and must fit properly - Face coverings are not the same as PPE - Employees may choose to wear face coverings. Employees choosing to do so need to be told: 1. Wash hands with soap and water for 20 seconds or use hand sanitiser before putting mask on and after removing it 2. When wearing a face covering avoid touching your face or face covering				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		to avoid contamination 3. Change face covering if it becomes damp or you have touched it 4. Continue to wash hands regularly 5. If face covering is washable, wash as instructed by manufacturer. If disposable, dispose of in usual waste 6. Practice social distancing				
16.0 Exposure to COVID – 19 Employee management – Shift patterns and working groups	Infection of all employees and others who employees come into contact with.	- Teams or shift groups should remain the same - Identify areas where people pass things to each other and find ways to remove direct contact e.g. drop off points - Ensure social distancing is maintained at all times.				
17.0 Exposure to COVID – 19 Employee management – work related travel cars accommodation and visits	Infection of all employees and others who employees come into contact with.	- Minimise non-essential travel, use remote options first - Minimise number of people travelling together. Fix travel partners increase ventilation when possible and avoid sitting face to face. - Cleaning shared vehicles between shifts and on handover - Ensure any accommodation booked for overnight stay				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
		can maintain social distancing Minimise bottlenecks where people may congregate e.g. entrances				
18.0 Exposure to COVID – 19 Employee management – work related travel, deliveries to other site	Infection of all employees and others who employees come into contact with.	- Procedures to minimise person to person contact during deliveries - Maintain consistent pairing where two person deliveries are required - Use electronic payment methods and electronically signed and exchanged documents				
19.0 Exposure to COVID – 19 Communications and training - returning to work	Infection of all employees and others who employees come into contact with.	- Provide clear, consistent and regular communications to improve understanding - Engage with employees to explain and agree changes - Develop communication and training materials for workers prior to returning to site, especially around new procedures when returning to site				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
20.0 Exposure to COVID – 19 Communications and training – ongoing communication and signage	Infection of all employees and others who employees come into contact with.	- Ongoing engagement with workers to monitor and understand changes - Awareness of mental health issues: https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 - Use signage and whiteboards to notify of changes - Consider groups for which English is not their first language - Communicate approaches to customers, clients and suppliers to help them to adopt and share the experience				
20.0 Exposure to COVID – 19 Inbound and Outbound goods	Infection of all employees and others who employees come	- Maintain social distancing and avoid surface transmission - Revise drop off and collection points and install signage and markings				

Hazard description	Who might be harmed & how?	What are we doing to control the risk?	Action required?	Action by who?	Action by when?	Done
	into contact with.	• Minimise unnecessary contact at gatehouse • Consider ordering larger quantities • Where safe and possible employ one employee to load or unload vehicles • Where more than one employee is needed use the same pairs • Enable delivery drivers to access welfare facilities and observe same procedures as employees • Encourage drivers to stay on their vehicles.				

Appendix L

Existing PCIP

