Construction Phase (Health and Safety) Plan
For: Cemetery Road, Hemingfield, Barnsley, South Yorkshire, England, S73 0PT.

Developed from Construction (Design and Management Regulations) 2015 and Eton Construction Ltd Pre-construction information Health and Safety Plan.

Issue History

Date	Review Number	Section Reviewed	Amended by	Checked by	Approved by
4th April 2022	1	New Document	R Wadkin CMIOSH	C Young	Paul Harris Eton Construction

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Eton Construction Ltd

CONSTRUCTION PHASE (HEALTH AND SAFETY) PLAN

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1.0 GENERAL DETAIL

1.1 Description of Project

The site is located on land off Cemetery Road, Hemingfield, Barnsley, South Yorkshire, England, S73 0PT.

1.2 General Project Scope

The phased project involves construction of 14 new build residential houses. The properties will be of a traditional brick and block construction, timber roof trusses and slate roofing. Works are to include but may not be limited to:

- Excavation of foundations and associated ground works
- Extension to existing and the forming of new access roadways
- Construction of new residential out-buildings
- Full connection to services including allied mechanical and electrical services
- Associated drainage
- Brick / blockwork to 2 storeys with timbered roof trusses
- Construction of trussed roof extensions
- Full decoration / joinery of new structures

1.3 Programme

The key dates are:

Projected Start date 28/03/22
Projected Duration: 78 weeks
Projected Completion: 28/09/24

Completion of H&S File: by Eton Construction (advised by ProAktive Risk Management)

The working hours are:
Monday to Friday: 08:00 – 17:00
Sat - Sunday to be verified

1.4 Duty Holders and Contact Information

Role	Name and Address	Contact
Client	Eton Construction Ltd, 79a Wellgate, Rotherham, England, S60 2LZ	Paul Harris Tel: 01709 365 964 Email: paul.harris@etonconstruction.com
Principal Designer	Eton Construction Ltd, 79a Wellgate, Rotherham, England, S60 2LZ	Paul Harris Mark Woodhead Email: mark.woodhead@etonconstruction.com
Designer	ARP Associates ARP Geo Technical Ltd, 5-6 Servia Hill, Leeds, England, LS6 2QH	 Tel: 0113 245 8498 Email: leeds@arpassociates.co.uk
Structural Eng.	TBA	
Health and Safety Consultants	ProAktive ProAktive House Sidings Court White Rose Way Doncaster South Yorkshire DN4 5NU	Richard Wadkin Tel: 01302 341344 Mob: 07525 593967 Email: richardwadkin@proaktive.co.uk

1.5 Notifications

The project including our details Eton Construction Ltd (ECL) as Client, Principal Designer and Principal Contractor, was made by ProAktive on form F10 (Notification No 0f36b224d4 amended 15-02-22 by Ken Stevens).
A copy will be displayed on site.

1.6 Existing Environment and Available Information

We ECL have been made aware that there is no existing Health and Safety File available for the land as it is a green field site off Cemetery Road. We will utilise all the relevant information made available by the Local Authority and Services.

Existing Drawings are provided in the Designer's information pack. Eton Construction Ltd will consult with the Designers to ensure that all appropriate design risk assessments for significant design associated risks are provided along with any residual risks that are left. This information will be kept within the site health and safety file for record keeping.

Details of existing / extended services routes into the land are to be managed by Eton Construction Ltd. We will make further enquiries and in conjunction with existing service drawings obtained from utilities companies, liaison with utility companies and will undertake a CAT scan of the area of the works to locate the position of buried services.

1.6.1 Land Use

The land use was previously as green field/ residential land behind houses bounding Lady Croft Lane and Old House Close, with a bungalow off Cemetery Road sdemolished to allow

access on to the site. The land around the plot is residential gardens and properties with a hedge bounding the lower side of the site with farm buildings beyond that.

1.6.2 Site Restrictions

There are no site restrictions. The site is now accessed off Cemetery Road off Hemingfield Road. The site is laid out to allow suitable safe movement of vehicles which will be allowed sufficient room to turn. A CDM area is created for offices, storage and temporary car parkinge constructed for our personnel so there is no parking required on the public highway.

1.6.3 Local Traffic Restrictions

There are no local traffic restrictions affecting the scope of this project.
Access roads will be kept free of mud and debris which may come off the land via delivery vehicles.

1.6.4 Client's Restrictions and Requirements

- No smoking on site, a smoking area will be designated
- No fires on site
- Hot works, confined spaces, high voltage electrical work and any other high risk activities to be controlled by the Principal Contractors Permit to Work system
- Site PPE – Hi-visibility Vest, Safety Boots and Helmets must be worn at all times
- Site PPE - Coveralls, Safety Glasses / Goggles were identified by task Risk Assessments
- All operatives on site must have received the site induction training which will be recorded.
- All operatives on site must sign in and out daily
- Operatives must only use equipment that they have been trained to use, considered competent in their use and have been authorised to use e.g.: excavators, telehandler, dumpers etc.
- All operatives must report any accident / incident immediately to the site manager
- All operatives must follow the Principal Contractor's site rules. **Note:** for a full list of site rules see appendix 'A'

2.0 MANAGEMENT OF THE WORK

2.1 Health and Safety Responsibilities

Eton Construction Ltd will be responsible for Health and Safety throughout the CDM Project. Day to day running of the CDM project will be delegated to Eton Constructions Site Manager, who will be present on site, as far as is practicable, at all times during the works. If the Site Manager has to leave site, then a deputy will be nominated who will have suitable training and experience with which to undertake the role.

The organisational responsibilities of directors, management and site staff are described in detail in the Company Health and Safety Policy. The Project Manager and Site Manager have delegated responsibilities for all site activities and operations including the continuing development of this Construction Health and Safety Plan.

2.2 Site Management

Site Manager: TBA Mobile: TBA

The Site Manager is answerable to the Project Manager / Health and Safety Co-ordinator and will:

- Carry out the site induction for all site operatives and visitors
- Keep a record of all persons on site
- Have control of site safety
- Carry out regular site inspections
- Ensure site rules are adhered to
- Complete all site health and safety documentation
- Develop the Health and Safety Plan
- Collect information for the Health and Safety File
- Ensure compulsory health and safety documents are displayed
- Obtain and check Contractors risk assessments and site applicable documentation
- Enter injuries into accident book and notify the Project Manager / Health and Safety Co-ordinator
- Assist the Health and Safety Advisor with RIDDOR reports and investigations

Project Manager: Mark Woodhead Tel: 01709 365 964

The Project Manager is answerable to the Directors and will:

- Arrange for co-ordination and implementation of the Health and Safety Plan
- Ensure all sub-contractors are competent and have sufficient resources to carry out their health and safety duties
- Assist the Site Manager in carrying out his duties
- Ensure that all plant and equipment obtained is in good condition, suitable and sufficient for the work and certified as necessary

Director: Paul Harris Tel: 01709 365 964

The Director is answerable to the Board of Directors and will:

- Ensure that sufficient resources are available and in place to comply with the Company's health and safety duties
- Obtain the assistance of the Company's Health and Safety Advisor when necessary

Health and Safety Advisor: (Richard Wadkin) ProAktive Telephone: 01302 341344

The Health and Safety Advisor will, when requested by the Directors / Management team:

- Give general advice on health and safety including where necessary training
- Carry out random monthly health and safety site inspections
- Assist in carrying out RIDDOR reports and investigations
- Health and Safety advice to the Site Management and Company Directors

2.3 Health and Safety Objectives

Eton Construction stated aim is to undertake and complete the works to the highest health, safety and environmental standards. The Company shall ensure that adequate resources are allocated in order that this aim is achieved and will:

- Safeguard the health, safety and welfare of all persons working on the CDM project
- Operate systems and processes which identify sources of risk, assess their consequences and likelihood then evaluate and implement suitable prevention and mitigation measures
- Involve and encourage all CDM project workers, including those of sub-contractors, to understand and accept the responsibilities placed upon them; to prevent injury, minimise the risk of incidents and safeguard third parties and their property
- Ensure that CDM project workers are competent to undertake the work they have been assigned to do
- Encourage the communication of information between employees, sub-contractors and associated third parties
- Determine the competency of sub-contractors and ensure their activities are integrated into CDM project operations and controls
- Ensure training and information is provided where new plant or processes are to be used
- Meet all relevant current legislative requirements pertaining to Health and Safety
- Aim for no accidents and achieve “TARGET ZERO”
- Provide Quality, Health, Safety and Environmental Training to all personnel involved in the CDM project
- Verify that Health and Safety Audit / Inspection actions are dealt with and closed out within the agreed timescales
- Risk Assessment issued with respect to the government advice for Covid 19 and controls. (until rescinded).

2.4 Communication Arrangements

The Company openly encourages communication and consultation between its workforce and in-line management with regard to health and safety matters, insofar as, they affect the works and the safety culture of the project.

The Company seek to consult and co-operate with all persons on site to assist in developing and improving their health and safety management systems where reasonably practical. Where direct works contractors are engaged, the Company will co-operate and co-ordinate their activities with such contractors.

2.4.1 with the CDM Project Team

Methods for Communication of health and safety issues:

- Weekly Team meeting, attended by Site Manager, Sub-contractor Representatives
- Early morning briefings with key personnel
- Safety awareness talks
- Training sessions
- Formal correspondence
- Senior Management / External H&S site visits

2.4.2 with the Client

Communications with the client will be maintained by:

- Telephone and email

2.4.3 with the Principal Designer

Methods of communication of Health and Safety issues to the Principal Designer:

- Regular telephone and email contact
- Formal correspondence
- Monthly, or as required review meetings

2.5 Consultation with Site Workers

Communications with site workers will be maintained by:

- Health and safety induction
- Tool box talks
- Site safety notice board
- Signs and posters and during informal walkabouts by the management team. Workers will have the opportunity to raise any issue during toolbox talks or any site briefing. Project Manager or Site Manager giving the briefing will record issues for action the Principal Contractor.

2.6 Construction Phase Design and Design Information Exchange

Weekly project team meetings including design exchange information

2.7 Sub-contractors

2.7.1 Selection

New subcontractors will be vetted and will complete the sub-contractor's Health and Safety Questionnaire. The Company may audit potential sub-contractors where required. Vetting is used to ensure that sub-contractors employed on the CDM project have demonstrated the competence and resources to comply with Health and Safety requirements.

Generally sub-contractors used will be known to Eton Construction and will have satisfactorily completed work on this or previous projects. Contractors that have been approved on this or other projects within the last 12 months will not need to requalify.

Sub-contractors will be expected to submit Risk Assessments and Method Statements to the PC for approval and record keeping. Wherever possible these documents should be submitted seven days in advance of the start of works to allow time for amendments to be made if required.

2.7.2 Control

Sub-contractors will either be working under their own Team Leader / Supervisor or allocated to the Site Manager. Methods for communication of Health and Safety issues with sub-contractors are the same as for the project team:

- Early morning meetings with key personnel e.g. Site Manager
- Daily briefing
- Formal correspondence
- Management site visits. The Project Manager will ensure that the work of sub-contractors and employees are co-ordinated on site and that relevant Health and Safety information is exchanged

2.8 Site Security

Site security is maintained by perimeter fencing (HERAS or equivalent). Entrance to the site is controlled by gate with padlock and chain. The fencing will also display warning notices to warn members of the public of the potential hazards. As far as is reasonably practicable, hazards will be removed or controlled during non-working hours.

Where possible, all plant, equipment and materials will be stored inside the as built buildings or in secure storage containers overnight. Large items of plant will be secured and locked. During inclement conditions, all loose equipment and materials will be properly secured.

The site manager will conduct a site perimeter check at the end of each shift to ensure site security is maintained throughout the duration of the project.

2.9 Training and Induction

Training certificates and records will be available in the site file held by the Site Manager. All operatives will hold qualifications applicable to the activities they engage in. As a minimum site operatives will hold a CPCS, CSCS cards or equivalent.

No person will be allowed to commence work unless they have attended a safety induction meeting. The induction will be implemented by the Site Manager and will include where necessary:

- Site management structure
- General health and safety precautions
- Site Rules
- Site specific issues
- Client restrictions – including hot works permit requirements
- Welfare, first aid and accident procedures
- Emergency procedures

Records of induction will be kept and operatives are to sign to say that they understand and that they agree to abide by the content.

2.9.1 Site Management

All site management / supervision will have received relevant training in Health and Safety matters and hold an IOSH / SMSTS or equivalent qualification.

2.9.2 Skills Training

All Operatives will have received appropriate skills training to do their job. Trainees will be under the direct supervision of a Team Leader / Supervisor at all times. Where specific skills shortages are identified, training will be provided either internally or by recognised external training organisations. The following trained personnel will be required for these works:

- Electrical contractors (JIB / NICEIC or equivalent)
- Plant operators (CPCS or equivalent)
- Scaffolders (CISRS)
- Skilled site operatives (CSCS)
- Lifting and slinging will be controlled by a trained slingers signaller
- MEWP (IPAF)

- Alloy Scaffolds (PASMA)

Note: This list is not exhaustive!

2.9.3 Vehicles, Plant and Equipment

The following plant and equipment may be utilised for this work and require the operator to have accredited training:

- Tele-handler
- Excavator
- Dumper
- JCB
- Roller
- Concrete wagons
- Scaffold by others
- Deck fall systems

The following plant and equipment may be used by competent operators. The Site Manager will control this and give on the job training where required:

- Powered Hand Tools Only
- Authorised drivers may drive company vehicles either on or off road
- Drivers will have a current clean licence relevant to the class of vehicle being driven

2.9.4 Site Induction Training

All persons commencing work on the site, including sub-contractor personnel will receive site induction training. The site manager will give the induction course. A record of all attendees will be kept in the site file. Visitors and delivery drivers will not require induction but will be supervised and escorted at all times whilst on site by an employee who has received the full site induction.

2.9.5 Risk Assessments and Method Statements (RAMS)

'Risk Assessments' and 'Method Statements' must be briefed to the relevant personnel endorsed by signature and a record kept for each phase of the project. The Project Manager may simply highlight any changes from the norm for routine works to the Site Manager, who in turn will brief the Operatives. This is designed to keep operative briefings focused to project specific differences from standard working practices.

Sub-contractors will be asked to supply Method Statements and accompanying Risk Assessments electronically to the Site Manager as a minimum of 48 hours prior to starting work. The following project tasks will require specific Method Statements:

- Electrical work
- Ground works
- Plumbing works
- Drainage and Infrastructure
- Roof truss erection
- Brickwork
- Roof Tiling
- Decorations
- Dry lining / plastering

- Working at height

Note: All work activities will be required to be Risk Assessed. Where Risk Assessment identifies areas that require specific controls, then Method Statements following a safe system of work will need to be formulated. All RAMS must be communicated to the applicable site operatives and signed and dated once communicated by all operatives.

2.9.6 Tool box Talks

"Toolbox talks" will be held with all site personnel to reinforce aspects of site rules and safe working methods, practices and general responsibility. The Site Manager will give "toolbox talks". A registration of all "toolbox talks" held and attendees will be held in the site Health and Safety file. Toolbox talks will be held at least once monthly on applicable items, for example actions identified through the monthly site health and safety visits.

Sub-contractors will be expected to carry out "toolbox talks" relevant to their working methods and site rules with their employees and a copy of attendees forwarded to the Principal Contractor for inclusion in the site Health and Safety file. On occasions it will be required for all site personnel, including sub-contractors on site, to attend "toolbox talks" held by the Site Manager, where serious health and safety breeches have been identified.

2.10 Welfare Facilities

Welfare facilities are provided by the Principal Contractor and will be available as follows for the duration of the project: (As per schedule 2 of CDM 2015)

- Toilets facilities with wash basins
- Canteen facilities with kitchen area for making hot drinks and heating food, including a seating area
- A plentiful supply of drinking water and disposable drinking vessels
- Site inspections shall ensure facilities remain in good order

2.11 First Aid

The PC will ensure that there is adequate first aid provision on site at all times. In addition to this a first aid box will be positioned inside our main office on site. The Site Manager or appointed First Aiders will be responsible for ensuring that the contents are replaced as necessary. First Aiders for the project will be posted on all site notice boards and advised to personnel during induction. The level of First Aid provision will follow the guidance in our Health and Safety Policy. As a minimum there will be one trained first aid personnel on site at all times.

Sub-contractors with more than five personnel on site will be expected to provide trained first aid personnel appropriate to their work activities. Copies of their training certificates will be retained by the Site Manager in the site Health and Safety file.

2.12 Reporting and Investigation of Accidents Incidents and Near Misses

Initial notification of accidents, incidents, and near misses will be to the Site Manager in charge of the works. The Site Manager will then report these to the Project Manager. The Site Manager will investigate all accidents / incidents initially and fill in an accident report / investigation form and the BI 510 Accident Book.

Accident or incidents deemed of a serious nature and / or RIDDOR reportable will be notified

to the ProAktive Health and Safety Advisor at the earliest opportunity, where advice will be given for appropriate action. All reporting under the requirements of RIDDOR 2013 will be made by the ProAktive Health and Safety Advisor.

2.13 Emergency Procedures

The site emergency action plan is contained in Appendix 1. This will be displayed on all project notice boards and advised to all personnel during induction training. The Site Fire Action procedures are contained in Appendix 3.

For the duration of this project all operatives and sub-contractors will follow and abide by the emergency procedures as notified during induction.

2.13.1 Means of Escape and Fire Assembly Points

Prior to the commencement of the contract a fire planning meeting will be held. The Project Manager and the Site Manager will assess the risk of fire occurring on the site and neighbouring properties and where appropriate detailed arrangements will be developed for fire prevention in the areas under refurbishment will be developed and will include the following:

- The appointment of a fire warden
- Producing a site fire plan
- Producing a site fire action poster
- Arrangements for fire-fighting equipment
- Arrangements for material storage
- Arrangements for walkways through the site
- Arrangements for signage
- Introduction of a permit system
- Reviewing induction and site rules

The Project Manager is to prepare a Management Plan of the Site that will include emergency procedures and arrangements in the event of arson. This will be displayed on the Site Notice Board. Fire prevention procedures and Hot Work Permits will be incorporated into safe methods of work where appropriate and will be discussed with Contractors during pre-let and site meetings. The Company will comply with the Joint Code of Practice ‘Fire Prevention of Construction Sites’. Fire precautions and emergency procedures will become part of any site induction.

A Fire Plan showing escape routes and the position of fire-fighting equipment will be produced by the Project Manager and displayed on the site in prominent positions. All contractors will be made aware of the fire plan and its procedures upon induction. The muster point will be situated primarily in the main compound within the secure area. This will be utilised during any drills conducted and can be accessed from anywhere on the premises.

Access and egress routes will be maintained at all times and kept clear of obstruction. For the purpose of drills and in the event of an emergency signage will be installed and maintained in prominent positions to indicate the location of fire access routes and the position of fire extinguishers.

The premises / buildings will be designated a no smoking. All contractors and visitors will be made aware of this upon induction to the site. Signs will be positioned in prominent locations to notify people. No burning of any materials will be permitted on site at any time.
All contractors will be informed of escape routes. The site fire assembly point will be situated

in a designated area of the site. This will be posted on site notice boards and notified with a fire assembly point sign.

2.13.2 Fire Alarm and Fire Fighting Equipment

The fire warning system is via a push button howler system to warn of an emergency, sited in the offices and as needed another on site. This will be communicated at induction. Positioned at all entrances and exits are fire extinguishers in the form of water, CO_2 and foam. Staff will be informed of the locations of all entrances, exits and fire extinguishers during site induction training and reaffirmed during “toolbox talks”. The alarm is not just for fire but any emergency. A fire extinguisher will be provided at the point of work for all hot works on site.

2.13.3 Emergency Control

The Site Manager will take control of any emergency on site. Employee and contractor mobile phones will be used. An emergency and CDM project telephone numbers list will be compiled and displayed on notice boards throughout the site. Suitable employees will be identified and nominated for training to act as fire safety wardens.

For the duration of this CDM project all operatives will follow our emergency procedures as notified during induction and through applicable notice board information.

2.13.4 Emergency Drill

Emergency drills will be conducted at six monthly intervals (as needed) throughout the duration of the project and evacuation times recorded. All operatives will be notified of the emergency drill upon induction by the Site Manager.

2.15 Plant, Machinery and Equipment Suppliers

All plant, machinery and equipment will be properly maintained and suitable for the job (refer to Health and Safety Policy). Operating and maintenance manuals will be provided for all Plant, Machinery and Equipment.

Certain plant machinery and equipment require statutory certification, this will be provided on delivery or provided to by the Owner / Supplier and kept on site file (non-receipt will cause the item unusable until received).

On arrival at site, all plant, machinery and equipment will be inspected by the Site Manager or sub-contractor Team Leader / Supervisor. This will be recorded on a “Site Plant, Machinery and Equipment Check List”. Copies of these completed checklists will be kept within the site Health and Safety file.

3.0 ARRANGEMENTS FOR CONTROLLING SITE SAFETY HAZARDS

3.1 Materials

3.1.1 Safety during Deliveries

A designated area will be set aside to be used as a delivery area. Consideration will be taken regarding parking and access e.g. not blocking roads etc. The site entrance is controlled by the Site Manager and will be kept shut once the delivery as accessed site to prevent unauthorised access. All deliveries should be scheduled through the Project

Manager / Site Manager to avoid various sub-contractors having deliveries at the same time. All site deliveries must be notified to the Site Manager.

3.1.2 Loading and Unloading Arrangements

The Project Manager / Site Manager will identify areas and times for unloading of materials. During unloading a dedicated banksman should be in attendance to watch out for vehicles and pedestrians. Locations will be identified for skips, bulk materials and pallets. Drivers of delivery vehicles will stand in a safe location during unloading and loading as directed by the banks man. Driver's keys will be removed from the vehicle and retained by the banksman until the loading / unloading operation is complete. The banksman is responsible for checking that all necessary parking brake / out riggers (if fitted) are applied prior to loading and unloading.

3.1.3 Storage of Materials

All materials will be stored in designated areas. Stacked and palletised materials will be stored on level ground no more than two high. Damaged pallets or packs will be re-palletised or restacked. Storage will be organised to allow ready access to materials. Where possible, materials will be stored or secured in containers. Flammable materials will be stored in securable flammable storage facilities in well ventilated areas. Gas cylinders will be segregated by type and stored in gas storage cages; these will be suitably signed to identify the contents of each cage. Empty gas cylinders will be segregated from full cylinders. All COSHH related items will be stored in appropriate containers and within a bund capable of containing 110% of the largest container.

3.1.4 Transport of Materials

Material will be moved around the site by lifting aids or delivery vehicle to minimise manual handling. Vehicles and plant will be loaded by the most suitable plant and not by hand where reasonably practicable. Loads will be safe and not overhanging, loads will be secured e.g. strapped down, even for short trips.

3.1.5 Site Tidiness and Waste Disposal / Pollution Control

Waste will be segregated into skips to await removal by competent waste disposal contractors. Skip contents will be clearly identified to prevent mixed waste. A site record will be maintained of all waste transfer notes and respective licences. There will be no burning of rubbish on site. Two weekly collections or as necessary will be undertaken. All waste collections must be notified to the site manager.

3.2 Services

Eton Construction Ltd acknowledges the significant risks from services which may be affected by the Company's works and overhead services during plant and vehicle movement. The Project Manager will obtain all available information on buried or above ground services within the scope of the project. Sources will include:

- Plans obtained from service providers and local authorities

Contact numbers for dealing with emergencies with services:

- Electric – Western Power Distribution 08000 568090 - TBC
- Gas – National Grid (Transco) 0800 111999 - TBC

- Water – Severn Trent 0800 783 4444 - TBC

3.2.1 Overhead Services

Where moving any overhead cable or service is impractical then precautions in accordance with HSG6 'Avoidance of Danger from Overhead Electric Power Lines' will be implemented. Information will be obtained from the electricity companies on the required separation distances. Where work cannot be avoided goal posts, bunting and barriers will be erected as required, mobile plant will be fitted with height restrictors and or controlled by a banksman.

3.3 Accommodating Adjacent Land Use

Adjacent land use includes: urban / commercial development areas. Adjacent and near-by premises may be affected by noise from the project. Continual liaison with the owners / occupiers of these premises will take place to ensue disturbances can be reduced to an acceptable level. Public complaints will be recorded, and actions taken to rectify.

3.4 Stability of Structures

The stability of the adjacent building structures will not be affected by the scope of this CDM project.

3.5 Preventing Falls

Work at height is to be avoided wherever possible, however it is recognised that there will be phases of this CDM project that will require Work at Height activities. Work at height will take place ensuring the work at hierarchy of Avoid / Prevent / Minimise is followed at all times.

The Project Manager will ensure that where work at height cannot be avoided it is properly planned and suitable control measures implemented in accordance with company Health and Safety Policy. The Site Manager will ensure that the correct equipment and trained personnel are available to carry out Work at Height.

Specific risk assessments and where determined, method statements will be produced before the works commence. The risk assessments must consider and determine the most suitable access equipment to use. No one is to work at height unless:

- A risk assessment has identified that the work cannot be completed from the ground
- A safe place of work has been provided
- There is a suitable means of access and egress provided onto a stable and secure platform, for example scaffold or mobile elevated work platform
- Collective fall protection is in position
- Personal fall protection is in position
- All those required to work at height have suitable information, instruction and training to do so
- All work at height will be suspended during inclement weather, for example windy, heavy rain and / or icy conditions

All work at height will be undertaken with the appropriate equipment. We will ensure that work from ladders is kept to a minimum and appropriate alternatives used, for example platforms and hop ups.

All roof work will be treated as fragile until confirmed by a Structural Engineer prior to works commencing. Adequate warning signs will be in position to notify people of the potential

hazards. At no time will work be allowed on or pass over fragile areas without the provision of a proprietary support and platform system that will be agreed with a Structural Engineer prior to works commencing.

Before commencing any roof works, risk assessment and method statements will be completed by the relevant contractor and verified by Eton Construction, detailing the scope of work. Liaison with the Principal Designer will be ensured to notify of any potential changes to the scope of works.

3.5.1 Access Equipment for Work at Height

Scaffolding will only be erected, altered and removed by competent Scaffolding Contractors. All scaffolds will be inspected before use, every seven days thereafter and following bad weather or an incident affecting the scaffold and the results entered in the 'Record of Inspections of Scaffolding' book.

Scaffold towers will only be erected by trained and competent operatives and shall be set on firm and solid ground, with double handrails and toe boards and where necessary tied to the structure for stability / outriggers deployed for support.

Ladders will be industrial class, in good condition, tied, set at the correct angle and exceed one metre above the landing level. Operatives will only carry out one handed, short-term work on ladders and will not overreach. Before a ladder is used a risk assessment must be provided to show no suitable alternative can be used.

Stepladders will be class 1 industrial, in good condition and fully extended on a firm level base. Operatives shall not stand on the top step, will be facing their work and will not overreach. Before stepladders are used a risk assessment must be carried out showing that they are safe to use and that no alternative suitable access equipment can be used.

Work stands are to be used only in the same conditions as stepladders, therefore giving limited use.

Podium Steps shall be used in preference to stepladders.

Where anyone including sub-contractors and direct contractors do not comply with the Working at Height Regulations 2005 they will be asked to stop working until a safe working method is devised.

3.6 Work With or Near Fragile Materials

Fragile materials will be identified and marked with suitable protection and signage. Where work on or near fragile materials is required, this will be controlled under a permit to work system.

3.7 Control of Lifting Operations

A tele-handler will be used to unload and manoeuvre materials to and from work and storage areas. All lifts will be carried out by trained competent operators and used in accordance with manufacturers' instructions and operator training.

The Project Manager and Site Manager will ensure the operator is aware of the weights of all materials to be lifted. A lift plan will be completed and communicated for all lifts. The operator will ensure these are within the rated capacity for the machine at the proposed

lifting radius. The operator will ensure suitable, certified lifting accessories are available where required and that these are visually checked for serviceability before use.

A crane will be used to lift roof trusses into position. Eton Construction will ensure that all crane works is correctly managed on site. A lifting plan completed by an appointed person will be in place prior to any crane works on site. The lift plan will be supported by relevant risk assessments / method statements and statutory documentation for the crane and driver. All lifting operations will be undertaken following the Lifting Operations and Lifting Equipment Regulations 1998:

- No lift work will be undertaken without first there being a lift plan completed by an appointed person
- All lift operations will be under the supervision of an appointed person / trained and competent slinger / signaller
- The crane selected will be able to handle the maximum anticipated load with capacity to spare
- The crane will not be operated without confirmation of the relevant documentation
- The crane will be positioned on firm stable ground and have its outriggers fully deployed
- The driver will have a clear view of operations
- There will be sufficient operating space to keep clear of contact with structures, people and overhead power lines
- The lift area marked out will be cordoned off and all non-essential personnel will be kept clear of the lift area
- Suitable signage will be in place to warn others of the potential hazards
- Communication will be maintained at all times between the slinger / signaller and the landing area
- Slewing will be undertaken slowly to prevent swinging and under wind speeds specified for the safe operation by the manufacturer
- The crane will be fitted with an automatic safe load indicator which will be checked in line with the drivers daily vehicle inspection to ensure correct working

The crane will be operated by a trained and competent driver who will produce the following forms to be kept in the site health and safety file:

- Record of weekly examinations
- Record of thorough examination
- Record of daily / weekly checks
- CPCS authorised operator training for the category / type of crane

3.8 Plant and Equipment

Eton Construction and its sub-contractors will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is to be used. Risk assessments will be undertaken before work equipment is purchased to determine the best and safest equipment for the task.

All workers will be provided with information and training to enable them to use work equipment safely. The use of higher risk plant and equipment will be restricted to authorised trained persons only.

All work equipment will be maintained in good working order and repair. Operators will ensure that all guards and safety devices are properly fitted and in full working order before

use.

Hired plant and equipment is to be sourced from reputable companies. The Site Manager will visually check hire equipment when it arrives on site, defective equipment will be quarantined and reported to the supplier. Only trained mechanical fitters or electricians will undertake repairs or modification of equipment.

Operators may only carry out routine ‘user’ maintenance covered by their training and the suppliers operating instructions. All mains electrical tools and site lighting will be battery operated or 110 volt. All portable electrical equipment will be subject to regular Portable Appliance Testing where appropriate. This will be conducted at three monthly intervals.

Fixed electrical installations will be periodically inspected and tested. Where 240v equipment is required, this must be supported by Risk Assessment and only used in conjunction with a 30mA residual circuit device (RCD).

3.9 Excavation

Excavations must be correctly sectioned off to prevent persons or equipment falling into the excavation. Excavation work will be carefully planned. The PC will ensure method statements are submitted to the Principal Designer as part of the Construction Phase Health and Safety Plan. The following procedures will be adopted and followed:

- The location of buried services will be guided by the use of existing service drawings
- The use of electronic locating devices will be used as an additional check for buried services
- Where practicable, all underground services will be fully isolated prior to commencement
- Where this is not practicable, ‘live’ underground services will be clearly marked and made safe
- Hand digging only should be carried out within 500mm of any identified live underground service
- Prevention of any falls into open excavations by both persons or plant will be prevented by the erection of robust barriers and signage warning of the hazard
- Where necessary temporary support will be provided to excavation sides
- Back filling of excavations will take place as soon as is reasonably practicable

3.10 Work in Confined Spaces

A confined or restricted space is defined in the Confined Spaces Regulations 1997. It is used to describe a working place that has restricted means of access and that may have little or no ventilation or there are other difficulties which could result in the atmosphere becoming toxic or dangerously low in oxygen content.

All work in Confined Spaces is high risk. Work will be planned and carried out in accordance with a job specific Method Statements. Work in confined spaces will be controlled by our Permit to Work system.

Any confined space work should have been identified at the planning stage. However, if a confined space is identified later on; the Site Manager will inform the Health and Safety Advisor for actions to be taken. No entry will take place until the work has been properly Risk Assessed and planned. A confined space for the scope of this project would be an excavation and a loft space.

3.11 Vehicles, Traffic Routes and Pedestrian Segregation

The Project Manager will assess traffic risks including:

- Restriction on delivery routes to site e.g. low bridges
- Restriction on delivery times due to rush hour traffic or local schools
- The site layout including entrance for vehicles and pedestrians, car parking areas, unloading area, delivery vehicle turning area and site pedestrian routes e.g. near cabins and storage areas

The Project Manager and Site Manager will ensure that access and egress to designated routes is maintained at all times. Any restriction on delivery routes will be notified to suppliers by the Project Manager. Where reversing cannot be avoided, Banksmen will be used at all times.

Hired plant must have rear visibility aids e.g. CCTV or blind spot mirrors. Tele-handlers and similar plant operating in restricted spaces should have a dedicated trained banks man. Unrelated work activity should not take place in areas where plant or vehicles are operating unless the two tasks are physically separated by barriers or similar. All drivers must be trained and authorised for the vehicle or plant they are operating. Mobile phones must not be used whilst driving vehicles or plant.

4.0 ARRANGEMENTS FOR CONTROLLING SITE HEALTH HAZARDS

4.1 Contaminated Land

Contaminated land is not thought to be a factor in the scope of this CDM project. Where previously unknown contamination is found during the work, work will stop and expert advice will sought prior to work restarting. A revised Method Statement and or specialist contractor will be used where indicated by advice.

There are no existing hazardous substances, however, it has been notified to the Principal Designer that any other specific health and safety risks identified by the design consultant will be provided.

4.1.1 Asbestos:

It has been confirmed to Eton Construction by the local authorities that there is no suspected asbestos present in the land to be used for building.

Upon discovering any materials that is considered suspicious, all work will cease in the area immediately and the Principal Designer notified immediately.

Before any works are permitted, we will liaise directly with the Principal Designer in regard to necessary encapsulations, removals or further management of ACMs.

4.1.2 Pest Control

If there is evidence of vermin during the works a suitable contractor will be contacted. Employment of specialist contractors will be sought, and provision of a detailed risk assessment and method of working made.

Should this be required the Site Manager will inform the Project Manager, so he can contact the relevant pest control company. This is due to the bait box contents being toxic and the need to have the bait boxes removed by a licensed contractor.
Tool Box talks will be held by the site manager for the topic of Leptospirosis as there is evidence of vermin from the drainage ditch areas.

4.2 Manual Handling

Where there is a risk of injury, manual handling operations will be avoided as far as is reasonably practicable. Normal planning will identify mechanical or assistive devices that can eliminate or reduce the risk. This will be included within the relevant Risk Assessments and Method Statements.

It is not possible to avoid all manual handling operations. The variety of locations and tasks involved in our work often makes written manual handling Risk Assessments impractical. The Site Manager and Operatives will therefore be trained in safe lifting techniques and making 'on the job' Risk Assessments. These will take into account the task, the load, the working environment and the capability of the individual concerned. Where team lifting is required one person will take control and coordinate the lifting task.

4.3 Use of Hazardous Substances

All hazardous substances brought onto and used on site will be accompanied with the appropriate Material Safety Data Sheet. All substances marked with a hazardous warning label will undergo a COSHH Assessment. Appropriate controls will be implemented and enforced by site management. The Site Manager will deal with their safe removal and disposal from site.

Suitable COSHH assessments will be required for Hazardous substances and materials used on the project, details of these will be kept in the site Health and Safety file. Sub-contractors must provide the Project Manager with copies of their COSHH Assessments for inclusion into the site Health and Safety file; non receipt will cause the material to be unusable until the required documents are received.

4.4 Exposure to Noise and Vibration

4.4.1 Noise

Normal work activities do not give rise to continuous levels of noise that may damage hearing. Certain items of plant and equipment will give rise to localised high noise levels for short durations. Equipment operators and those in the immediate area will use hearing protection when required. Plant and equipment requiring the use of hearing protection will be identified in the relevant Risk Assessments and Method Statements.

4.4.2 Vibration

Equipment such as drills and angle grinders expose workers to vibration during normal operation. Risk Assessments of the vibration risk from equipment will be made. Where practicable vibration will be reduced or eliminated for example by the use of alternative equipment with lower vibration levels or non-powered tools.

Vibration performance will be an important consideration when selecting equipment for hire or purchase. Equipment will be regularly maintained as wear increases vibration. Where exposure cannot be avoided it will be controlled to below the action levels by limiting

exposure time. Training will be given on the vibration risks and the correct use of equipment to reduce vibration exposure as detailed in the Health and Safety Policy.

4.4.3 Dust / Respirable Crystaline Silica

Construction dust is not just a nuisance; it can seriously damage people's health and some types can eventually even kill. Regularly breathing these dusts over a long time can therefore cause life-changing lung diseases.

Eton Construction will assess the risks linked to the work and materials, for example the cutting of concrete and roof tiles. High dust levels are caused by one or more of the following:

- task – the more energy the work involves, the bigger the risk. High-energy tools like cut-off saws, grinders and grit blasters produce a lot of dust in a very short time;
- work area – the more enclosed a space, the more the dust will build up. However, do not assume that dust levels will be low when working outside with high-energy tools;
- time – the longer the work takes the more dust there will be;
- frequency – regularly doing the same work day after day increases the risks.

We will ensure that the risks from dust are controlled.
Before work starts:

- We will look at ways of stopping or reducing the amount of dust created. Use different materials, less powerful tools or other work methods, for example:
- the right size of building materials so less cutting or preparation is needed;
- a less powerful tool – e.g. a block splitter instead of a cut-off saw;
- a different method of work altogether – e.g. a direct fastening system.

To prevent the dust getting into the air we will ensure employees and sub-contractors use the following method:

- Water – water damps down dust clouds. However, it needs to be used correctly. This means enough water supplied at the right levels for the whole time that the work is being done. Just wetting the material beforehand does not work.

All operatives potentially exposed to dust will be required to wear the correct Respiratory Protection (RPE). For Silica operatives / sub-contractors must wear FFP3 RPE. All operatives / sub-contractors must be "face fit" trained in the selection, use and maintenance of the RPE worn.

Also see Health Alert – Silicon Dust – displayed in office and mess-room.

4.5 Exposure to UV Radiation (From the Sun)

During hot weather an additional toolbox talk will be given on the dangers from prolonged sun exposure. Workers outside will be required to keep their shirts on. Sun screen will be provided where appropriate. Additional short rest breaks and drinking water will be constantly available to reduce the risks of heat exhaustion occurring.

5.0 Health and Safety File

The Project Manager will ensure that information required for the Health and Safety file is collected. The Health and Safety file will be prepared in accordance with our requirements provided by the Principal Designer.

Sub-contractors are required to hand over any documentation required for inclusion into the site Health and Safety file. This may include drawings, plans, instruction manuals, and maintenance manuals, Risk Assessments, Method Statements, Material Safety Data Sheets and COSHH Assessments.

6.0 Monitoring And Review of the Safety Plan and Construction Activities

6.1 Health and Safety Assistance

Eton Construction external Health and Safety Advisors ProAktive will advise management and site personnel on compliance with current Health and Safety legislation and best practices. There will be periodic site visits made by the Health and Safety advisor. Issues noted by the Health and Safety Advisor will be dealt with on the spot where possible. All issues will be notified to the Project Manager / Site Manager with advice on suitable corrective actions.

Site inspections and audits will be undertaken by the Project Manager and the Health and Safety Advisor on a regular basis throughout the project. Reports of inspections and audits will be compiled and made available to third parties upon request and kept in the site Health and Safety file.

6.2 Prohibition and Improvement Notices

If a Prohibition or Improvement Notice is issued by an Inspector of an Enforcement Authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact the Project Manager immediately.

Eton Construction senior management and ProAktive must be informed by the Project Manager and / or Site Manager immediately and will be asked to provide advice on the measures necessary to comply with the Notice.

When remedial measures have been taken the Project Manager will contact the Inspector who issued the Notice to inform them of the corrective action taken. This will be confirmed in writing.

7.0 The Health and Safety File

The File is to be prepared by the Client / Principal Designer from the information received.

7.1 Arrangements for the Collection and Gathering of Information

The Company will obtain information from its suppliers and contractors throughout the contract and will forward this to the Principal Designer after the completion of the contract.

The Principal Designer to obtain information from any Client’s Direct Contractors.

The Principal Designer to obtain structural information and drawings from the Architects.

7.2 Format

Required information:

- One hard copy

- One electronic copy

To be provided within two weeks of handover to the Principal Designer.

8.0 Appendices

Appendix 1: Site Rules

Appendix 2: Displaying of Notices and Information

Appendix 3: Fire Procedures

Appendix 4: Accident and Emergency Procedures

Appendix 1 – Site Rules

Site Rules

Site rules will be included in the induction for all project personnel. A copy of the site rules will be posted on the Health and Safety board, given to all sub-contractors and the Site Manager will make a record of issue. Any visitors / operatives on site will read and understand the site rules prior to going on site, and when on site will abide by these rules. Failure to do so will result in them being removed from site. The Project Manager / Site Manager will be responsible for this. Copies of site rules will be located on CDM project notice boards.

Rules Applicable to All Persons on Site

The Project Manager will ensure, with the help of the Site Manager that everyone on site comply with all the site safety rules.

Drug and Alcohol Testing may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test could result in termination or contract or refusal of entry to site. If you use any medication that could affect your ability to work safely, notify your employer and the Project Manager to allow for assessment to be completed.

Safety Inductions must be satisfactorily completed by all persons before starting work.

ANY gross misconduct will result in a person being removed from site and a contractor review will be undertaken as a result.

The contractors on the CDM project are required to manage their work so that they comply with all the relevant requirements of this plan. They are also required to comply with all agreed safe Methods of Work and ensure that those under their control are competently supervised to ensure compliance with all relevant site safety rules.

Rules for site workers

All people working on site are required to comply with the following site safety rules:

- All work areas will be designated no smoking areas, a designated smoking area will be identified (if in doubt ask)
- Site operatives must sign in to the site and sign out at all times when leaving site. This includes during the working day, such as at lunch break or when leaving site to collect supplies. It is essential that accurate records are maintained of who is on site at any one time, as this information may be required in an emergency situation. At the end of the day the Site Manager must ensure that all operatives have been accounted for and have left site
- All operatives and visitors must know the emergency plan which they will be informed of the requirements upon induction indicating key contacts in the event of an emergency
- Sub-contractors will comply with the Principal Contractor’s requirements in respect of induction procedures, safety awareness, training, contractors’ policy documents and risk assessments / method statements
- Sub-contractors shall provide and ensure the use of suitable and sufficient personal protective equipment, appropriate to the varying construction activities in operation on the site
- Sub-contractors will put up notices on the site to warn other operatives and sub-contractor employees against the dangers to their work activities on site, for example

the correct completion of scaffold tag notices
- The following PPE is mandatory: Safety Boots (with ankle support), High-visibility jacket or vest. Eye, hearing and head protection will also be required for certain working procedures as identified in the Risk Assessment. Other items of PPE will be identified through the Risk Assessment process and where stipulated by Eton Construction
- Eton Construction and its sub-contractors will ensure that noise from site operations are controlled and kept to a minimum as far as reasonably practical
- Working areas will be kept in a clean and tidy state
- All operatives will strictly follow all the agreed Risk Assessments, Method Statements and workplace instructions
- Stop working if instructed by the Project Manager, Site Manager, Health and Safety Advisor or Health and Safety Executive or Local Authority Inspector
- Small tools such as portable appliances and hand tools must be selected and operated carefully, ensure that adequate guards are fitted and used
- Training in the use and maintenance must have been provided before using equipment and plant
- Stop working in unsafe or unhealthy conditions and notify your Site Manager immediately
- Operatives suspected of bringing onto site, or being under the influence of drugs or alcohol, will be immediately removed from site and re-admission denied with the Project Manager notified immediately
- Site workers using prescribed or non-prescribed medication that may affect their ability to work safely must notify their employer and the Site Manager
- Food and drink may only be consumed in the designated areas stipulated by Eton Construction
- Persons found to be fighting or indulging in horseplay will be removed from site and subject to disciplinary procedures as in Eton Construction Company Policy
- Eton Construction shall establish any additional site rules they consider necessary for the safe working of the site

Rules for Drivers

All drivers on site are required to comply with the relevant site worker rules and the following site safety rules:

- Drivers must adhere to any speed restrictions imposed on site
- Drivers must use the designated traffic routes on or around site All drivers on site must wear high-visibility vest / jacket and safety footwear when their enclosed cab does not protect them
- Drivers who have not attended the specific health and safety induction must remain with their vehicles unless escorted Site limits, one way systems, prohibited areas and reversing procedures must be strictly adhered to
- The instructions of banks men must be followed
- All vehicle / plant lights, warning lights and other warning devices must be fully operational
- When instructed, wheel wash facilities must be used
- The use of mandatory reversing alarms, where this has been considered necessary
- Smoking is not permitted in any Company Vehicles

Arrangements for Ensuring the Safety of Visitors:

Where visitors have not attended the full specific health and safety induction, Eton

Construction has made the following arrangements to ensure their safety:

- Visitors must be directed to the Site Manager via a safe route
- Visitors must sign in and sign out of the site ‘Sign in’ Book
- Visitors to the site must not be allowed to enter the designated work areas of the site without being escorted at all times by a person who has attended the full specific Health and Safety induction
- Health and Safety instructions must be given by the escort
- The visitors’ escort must provide any required Personal Protective Equipment (PPE)

Appendix 2

Displaying of Notices and Information

Legal requirements and Company Policy require the display of Notices and Information. This will be in the form of a 'Site Notice Board', which will be erected in a prominent and easily accessible place, usually in the main site office. The following will be displayed as a minimum requirement:

- Health and Safety Law Poster
- Copy of the Employer's Liability Insurance Certificate
- Site Rules
- Health, Safety and Environmental Policy Statements
- Emergency Procedures (Nearest Hospital etc.)
- Emergency Contact Telephone numbers
- Names and Locations of First Aiders
- Location of First aid facilities e.g. first aid box
- Location of BI 510 Accident Book

Additional Documentation

The following documentation will be held in the site file, which should be read in conjunction with this Construction Phase Health and Safety Plan. Some of the contents may also be incorporated into the Plan when required.

Principal Contractor:

- Health and Safety Policy, Systems and Procedures
- Risk Assessments and Method Statements
- Company Standard Operating Procedures
- COSHH Assessments
- Training records
- Statutory inspections and Thorough Examinations

Sub-contractor:

- Health and Safety Policy
- Risk Assessments
- Method Statements
- COSHH Assessments
- Training Records

Appendix 3

Fire Procedures

On hearing the Fire Alarm

- On hearing the fire siren system or the call of “FIRE / FIRE / FIRE” at any time, you should immediately leave the site and assemble at the designated fire assembly point area
- Do not stop to put anything away or collect personal belongings
- Do not run
- Do not call the Fire Brigade: The Site Manager will carry out this action or in his absence the deputy. Only call 999 if there is a requirement for an ambulance
- Take the closest available exit from the building and report to the Fire Assembly Point. After reporting there, a role call will take place to confirm that you have reached the point of safety
- Do not re-enter the buildings until advised by the Chief Fire Officer that it is safe to do so.

On Discovering a Fire

- Shout that you have discovered a fire by shouting ‘FIRE / FIRE / FIRE’
- Activate one of the siren warning systems
- Take the closest available exit from the building and report to the Fire Assembly Point.
- After reporting there, a role call will take place to confirm that you are out of the building
- Fire Wardens and their deputies will be trained to use Fire Extinguishers – other staff should not attempt to tackle the fire unless they are trained to do so and / or it obscures their only escape route

Fire Wardens

Fire Wardens are responsible for checking that all persons have left the building / premises ensuring that the building / premises is evacuated in the event of the warning system being activated. The fire wardens for this site are:

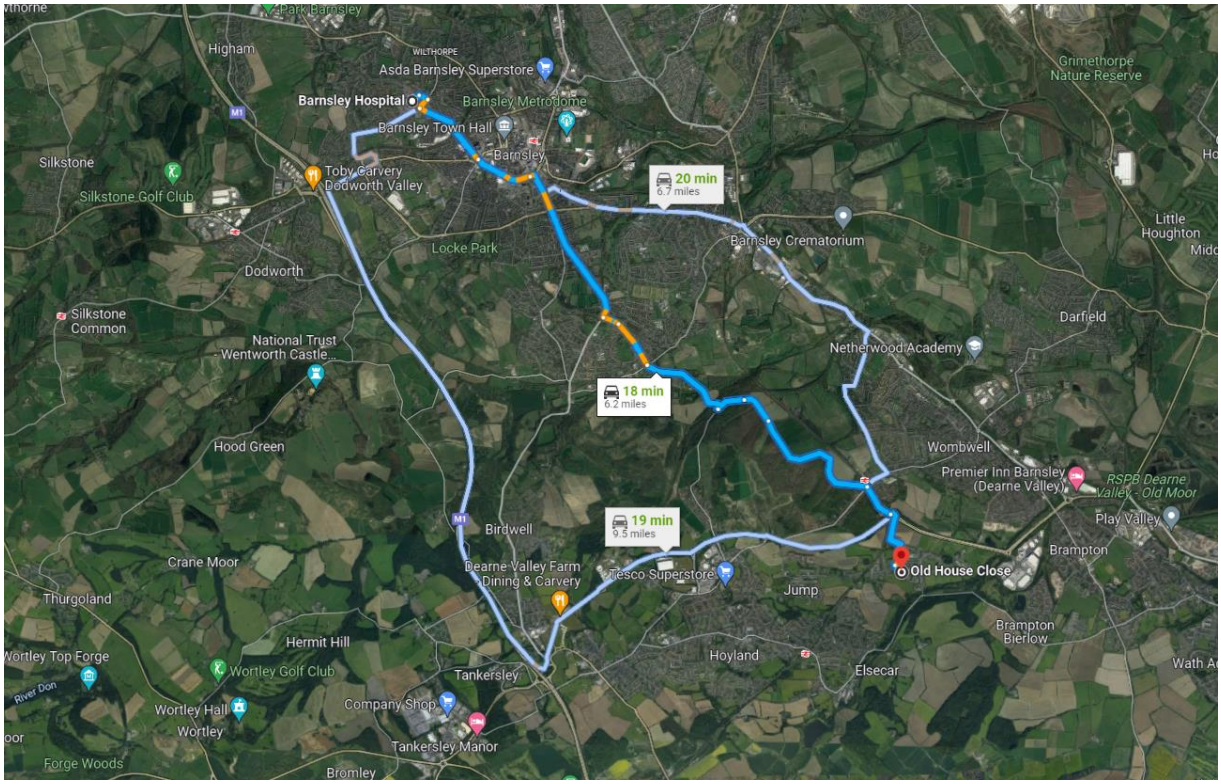
- The Site Manager

Appendix 4

Accident and Emergency Procedures

Nearest Accident and Emergency Hospital

In an emergency it may be necessary to take the injured person by car rather than wait for any ambulance (Hospital must be notified that an emergency case is being sent). As such, the Site Manager should determine the location and quickest route.



Distance: 6.2m
Approximate journey time: 18mins