



CONSTRUCTION
(DESIGN AND MANAGEMENT)

REGULATIONS 2015
Construction Phase Health and Safety Plan

**Beever Street
Housing Development of
Eight No Dwellings**

INTRODUCTION TO CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

This document provides information to allow NPS Barnsley Ltd, Works Planning and Delivery to meet its obligations as Principal Contractor under the Construction (Design and Management) Regulations 2015.

This document further develops the information provided in the Pre-construction Information Document provided by the Clients representative - Terri Broadhead

The principal aim is to develop a framework for managing and controlling health and safety throughout the project, thereby complying with the legislative requirements placed upon the Principal Contractor.

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SECTION 1 - DESCRIPTION OF THE PROJECT

1.1 Project description and programme details including any key dates

Project Description/Site Operations

Construction works to include the following:

Drawings have been approved by NPS Design Team (dated To be agreed).

QUALITY STANDARDS

Project Description

Housing Development – Construction of 8 Dwellings, 2 Blocks of 4 Bungalows.

Addresses / Site Location

Key Dates (Construction Phase)

Start Date: 30th July 2018

Completion Date: TBC

Contract Period: 34 Weeks

The maximum number of people carrying out construction work onsite 8

The number of Contractors expected to work on site (PC & Sub) 5

Time Allowed for Mobilisation

The time allowed by the Client to the Principle Contractor, following successful appointment, referred to in regulation 4(1) for the planning and preparation for construction work is 30

working days / or 6 weeks.

(Time allowed may change dependent on size and requirements of the project)

Existing Records

- Construction Drawings (Included in Tender Documentation)
- Health & Safety File (Existing Records)
- Services Locations ([See Section 3 – Existing Services](#))
- Ground Investigation ([See Section 3 – Ground Conditions](#))

Drawings

These are issued to indicate the general scope of the works.

DRAWINGS – Provided by Client

Drawing Nr.

Title

SECTION 2 - MANAGEMENT OF THE WORK

Refer to detailed programme of works enclosed

1.2 Details of client, principal designer, principal contractor and other consultants

Refer to Appendix 1a.

NB: The Design Team includes anyone who may develop or change the designs from commencement of and throughout the project. It may include anyone who may be called upon as and when necessary. Examples are structural engineers, electrical and/or mechanical engineers and architects.

The designated Site Manager for this project is Becky Peel/Ian Hinchcliffe available on mobile 07824663475/07715805722

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 necessary

Refer to Appendix 2 contained within the appendices section of the safety plan

Works Planning and Delivery have received copies of all detailed as built design site layout drawings relevant to the works and building operating user manuals. These will be made available to directly employed staff, subcontractors as deemed appropriate by management. The areas within the existing building where the works will take place are currently occupied on a daily basis by either tenants/residents and visiting members of the general public.

Discussions are planned to take place at the pre-contract meeting to establish the exact information that is to be made available to the contractor in relation to the existing building and services and the availability of the existing building safety file that should be in the possession of the building Landlords.

2.1 Management Structures and Responsibilities

SECTION 2 - MANAGEMENT OF THE WORK

2.1 Management Structures and Responsibilities

Works Planning and Delivery, Organisational Structure - roles and responsibilities

Director of Construction – Robert Young

To ensure the implementation of an effective, efficient, quality driven maintenance and construction service to all customer based client groups. To ensure that NPS Policy and Standing Orders are properly administered and communicated to all staff and that all Health and Safety Legislation is implemented along with monitoring and reviewing for continuous improvement. To ensure that appropriate planning, operational and financial arrangements are made to successfully implement contracts.

Senior Works Supervisors – Becky Peel/Ian Hinchliffe, Project Manager

Responsibility for the efficient and effective management of business dealing with all general building including mechanical and electrical engineering on schools, public buildings and other building projects.

Manage human, financial and other resources in accordance with the Operational and Business Plan.

Coordinate the work with clients.

Provide a high quality of service and to ensure that clients are seen as central to best value.

Ensuring that statutory legislation is implemented monitored and reviewed including all NPS policy and standing orders.

Provide a tendering and estimating service for all work within the division, which will include finalisation of all accounts with the intermediate documentation process being part of the overall service.

Assist the Director of Construction in all aspects of building works

Works Supervisors – Becky Peel/Ian Hinchliffe, Site Supervisor

Provide support and assistance to the Senior Works Supervisor in all matters relating to the management of works.

Responsible for the effective and efficient management and supervision of all building works to schools and public buildings and other building projects.

Prepare tenders, fixed price estimates and budget estimates through to finalisation of all accounts.

Promote a pro-active management style that enables performance to be measured to deliver a high quality service whilst achieving financial targets.

Ensuring that statutory legislation is implemented monitored and reviewed including all NPS policy and standing orders.

Quantity/Estimator Surveyor – Becky Peel

Provide support and assistance to the Senior Works Supervisor in all matters relating to the valuation of works.

Craft Employees

Directly employed labour will be engaged to deliver this project with the exception of pre-designated specialist subcontractors/sub-consultants that will be brought onto the project to complete specific pre-determined tasks.

Details of which are all confirmed within appendix 1a of this document.

Methodology for the Execution of the Works

In order to minimise disruption to existing building occupants we plan to convene a pre-contract meeting with the Clients Supervising Officer, Client Representatives existing tenants, building users and all other works contractors to discuss the project implications particular to delivering a project of this nature and communicate our access requirements, reconciled against the needs of the building users and all other works contractors.

We anticipate as a consequence of detailed planning minimum compromise will be necessary from all parties to enable to works to progress expediently. These discussions will identify at the outset any areas of the work that may present problems from the client's perspective in relation to agreeing access arrangements. As Principal Contractor during the workload planning and delivery stage we may need to agree the need for mitigating action in order that the works are not unnecessarily impeded. Such action may involve working out of normal working hours to complete pre agreed specific tasks to ensure the works can continue as planned and or the introduction of additional resources to complete elements of the scheme in a shorter time span to minimise disruption ensuring effective, efficient coordination of individual trades/works contractors to ensure all parties are able to operate in a safe working environment.

A detailed programme of works has been developed for this project confirming the proposed planned detailed sequence of works.

Potential Environmental Impacts

Our designated operational site supervisor will have direct responsibility to manage the following

- Management of directly employed staff
- Management of trade contractors
- Customer relationship management
- Environmental management
- Access and egress to the premises
- Management of noise vibration and dust
- Protection of existing finishes

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

The site manager will be familiar with and comply with the NPS's Safety Management System which ensures compliance with legislative standards. The system incorporates arrangements for monitoring the performance of the work activities, details of which can be found in the A-Z on the health and safety intranet web site under 'Monitoring of Health and Safety' (SAS055). The appendices in SAS055 detail the monitoring requirements placed on each level of management, one of which is specifically for site managers and charge hands.

Additionally, the Health, Safety and Emergency Resilience Unit (BMBC Competent Health & Safety Bought in Service) have a procedure (which incorporates the terms of reference) for the arrangements for internal contractor inspection and Clients monitoring of a contractor which can be provided on request.

The health and safety goal on the project is to achieve zero accidents through engagement of a competent workforce to ensure minimum risk through provision of safe equipment and following safe working practises. We also aim to achieve full compliance with statutory legislation.

2.3 Arrangements for the following:

- **Regular liaison between parties on site**

The site arrangements specific to this project will include include:

- Pre-contract meeting
- Internal Site Meetings
- Site Induction
- Progress Meetings
- Quality and Health and Safety Inspections

Other parties, businesses, organisation, public groups may be affected by the work activities (These include public highways footpaths and carer's entering the existing building).

There will be on-going consultation during the course of the works with the Clients Representatives

- **Consultation with workforce**

The site arrangements specific to this project will include:

- Dissemination of risk assessments/method statements
- Booklets/Posters/Leaflets
- Internal Site Meetings
- Site Induction
- Progress Meetings
- Interviews with contractors about their performance
- Any specific information such as asbestos and building reports/surveys

The list in Appendix 1b may also be of use to inform site managers of the information they must display on site.

Workforce on site will actively be encouraged by the works supervisor to raise any concerns that arise during completion of the work that could adversely impact on health and safety in order that these issues can be addressed.

- **The exchange of design information between the client, principal designers, health and safety advisors and contractors on site**

Design information will be disseminated to all specialist parties who have responsibility to design solutions to adapt the building in a way that achieves the floor planning requirements and achieves the performance standards set/identified within the client's requirements scoping document and the mechanical and electrical engineering performance specification. Regular progress meetings with the Clients Representative have been arranged on a fortnightly basis to ensure all the duty holders engage throughout the project.

- **Handling design changes during the project**

All design changes will be provided by the principal designer and agreed with the client and their health and safety advisors prior to implementation. Electronic mail will be sent to each affected parties to confirm changes during the project.

- **The selection and control of contractors**

All contractors must be assessed as 'compliant' with the standards defined by the CHAS questionnaire. Additionally each contractor must provide the necessary

documentation such as risk assessments and method statements which are relevant to the work activities being undertaken on-site.

Contractors working on this project must be able to demonstrate all relevant competencies e.g. PASMA, work at height through appropriate training and qualifications

All contractors will be subject to periodic reviews as to their performance which will include compliance with the health and safety arrangements they have determined through their risk assessments/method statements and those deemed necessary by the Principal Contractor (site rules).

All directly employed or subcontractors staff and employees will work under the supervision of NPS Barnsley's designated construction project works supervisor.

- **The exchange of health and safety information between contractors/sub contractors**

Communications and Co-operation

Project Team - Progress meetings shall be held between Client/Client Agent, Principal Designer, Principal Contractor, Works Contractors, employee representatives and other persons affected by the works, so that any interface between the parties involved can be discussed.

Co-ordination of Contractors - In our capacity as Principal & Main Works Contractor and in accordance with our responsibilities under Regulation. 16(1)(b), the Safety Management System will ensure that all relevant information in the health and safety plan is passed internally between those involved in the project and externally, between all Contractors.

Consultation - Works Contractors and their employees are encouraged to give their views on any site matters. Any that cannot be resolved can be discussed at the meetings held between the project team, employee representatives and others. Works Contractors are encouraged to take on board the discussions and views of their operatives, which should be brought for discussion within the project team.

Design - Any design carried out during construction shall meet the requirements of the CDM regulations.

Management Meetings - Discussions with relevant members of the site management team shall be arranged and recorded as necessary, to deal with matters relating to the health and safety of all site personnel.

- **Site security**

Site Security Arrangements

Agreement will be reached with all perspective visitors, suppliers and sub-contractors to contact the appropriate site supervisor by mobile telephone to agree whether or not personnel can enter the site prior to allowing access, thus ensuring the site supervisor can give consideration to the requirement of site inductions. All works contractor/supplier access routes will be controlled for NPS staff. NPS employees will be able to access the site via agreement with the Works Supervisor who will control the issue of access for subcontractors as and when deemed necessary.

The agreed route for transportation of materials will be cordoned off, restricted for contractor access only during normal working hours.

Relevant signage informing building users and visitors that a construction project is in progress limiting access will be displayed in all access and egress/exit points.

At the end of each working date the designated site supervisor will check that all fire and access doors have been secured and any temporary protection of fire detectors have been removed ensuring the fire protection system can operate as designed

All contractors/visitors and employees visiting site will be instructed to sign in and out from the site in the Contractors Signing in Book situated Site Managers Office within the designated site compound.

After staff and contractors have been inducted to site the designated Site Manager will determine whether or not they will be allowed to enter the site on future occasions without first receiving a revised induction to site. All other works related visitors will only be allowed to enter the site following the approval of the site supervisor by prior arrangement.

Site Compound

Demarcation the site compound has already been agreed. The compound area is secured by temporary fencing. Warning signs will be located within the building at all emergency access points warning building occupants and visitors that access is only available via these routes where they have been formally designated as escape routes, should there be an emergency that requires evacuation of any aspect of occupied buildings.

- **Site induction**

The designated site supervisor has responsibility to induct all directly employed staff and subcontractors' staff onto site before allowing them to commence work. All site inductions will be recorded on appendix 3b.

All employees contractors employees will be inducted to site by prior arrangement with the site supervisor Becky Peel/Ian Hinchcliffe available on mobile 07824663475/07715805722

An appropriate level of induction will be provided to any potential visitors to the site by the site supervisor.

▪ **On site training**

NPS have a programme of tool box talks which are normally held at other locations, namely the head office, so we have not planned to conduct tool box talks on site particular to this project. However if issues arise that we feel need site specific training tool box talks will be carried out on site by the site supervisor or other relevant persons, records made.

▪ **Welfare facilities and first aid**

Facilities provided by NPS Barnsley and/or Works Contractors shall reflect the site size, the nature of the work and the numbers of people who will use them (toilets, washing facilities.)

The work specific to these projects is undertaken in occupied buildings. Welfare facilities provided by NPS will comprise of clean and operational toilets with clean hand basins, running warm water, soap and hand drying facilities in the immediate vicinity of the site. Washing facilities in all cases are provided on the site where substances hazardous to the skin are being used (such as cement).

Other facilities which will be provided for site employees/contractors will include:

- Changing area and drying room
- Somewhere clean and hygienic to eat which should include a facility for making hot drinks and to warm food.
- Drinking water which is signed as such

All sites operate a 'no smoking' policy.

All welfare facilities will be kept clean and in good order.

The welfare is via a welfare unit which will be situated in the dedicated space as shown on the site layout plan. Instruction on how to use facility will be done with initial site induction.

The number of first aiders/nominated persons for the site will be determined by referring to Appendix 5.

All NPS onsite staff has been issued with a Health and Safety kit bag which has basic PPE and first aid kits.

The location of first aid arrangements and nominated first aiders will be indicated by adequate signage, displayed in prominent positions around site, together with notification to all site personnel on induction training.

Site First Aiders/Nominated Persons will be NPS employees and or designated subcontractors. Nominated NPS Staff/Contractors will have their name highlighted on signage displayed on the site notice board and all contractors and NPS staff will be inducted to site knowing who the First Aid representative is.

Again please refer to Appendix 5 and site posters for the nominated persons.

First Aid and site information will be located within the onsite Welfare Unit.

Each first aid box will have an inventory of its minimum contents and will be checked weekly by the site manager to ensure it is kept fully stocked.

Additionally, the site manager must obtain information on any specific medical conditions which affect site personnel and details of which may be required in the event of a medical emergency. Should any of these issues affect the work activities that site personnel are authorised to carry out, it should be reflected in a risk assessment.

- **The reporting and investigation of accidents and incidents including near misses**

All near misses, accidents and incidents will be reported and investigated by the site manager. Any incidents which are reportable under RIDDOR shall be notified by contacting Michelle Rowe at NPS Barnsley on 01226 774384 (see the NPS Strategic Assurance Standard for Accidents and Incidents (Adverse Events) copy available from the site manager.

BMBC's Health Safety and Emergency Resilient Unit may be asked to assist in the event an accident occurs that needs to be investigated.

▪ **The production and approval of risk assessments and written systems of work**

NPS Construction Section will produce site specific risk assessments and safety method statements particular to the work that will be undertaken in-house prior to allowing staff to enter site and prior to work starting. These risk assessments and safe systems of work will be reviewed and revised at regular intervals or to suit changes in site specific circumstances.

The NPS Construction Section will request risk assessments and safe systems of work from all contractors **before work starts for inclusion within this plan**. See arrangements for the selection and control of contractors above.

Site specific risk assessments will be obtained from all subcontractors for inclusion in the site specific health and safety plan authorised by the NPS Barnsley Works Planning and Delivery Service Works Supervisor.

▪ **Site rules (including drug and alcohol policy)**

Site rules include:

All operatives must sign in and out

All visitors must sign in and out

The areas within the designated site compound are considered to be the perimeter of the contractor's site storage area.

All PPE must be worn within the perimeter of the site. The minimum accepted will be hard hats, hi visibility jackets, safety boots, (gloves and eye protection when appropriate as confirmed in the site specific task based risk assessments). Hard hats must be worn when deliveries take place within the site compound.

Site Signage will display what relevant PPE must be worn in each separate working area.

No smoking within the perimeter of the site

No IPods or similar devices will be tolerated if in use whilst working

Excessive use of mobile phones is prohibited

No 240v equipment allowed on site

110v transformers will be placed and connected to 13A sockets within a designated area

110v extension cables will be checked for good order by the works supervisor

Step ladders must be of a fibreglass construction and be in good working order

All stepladders and any access equipment will be checked for good order by the works supervisor

A designated area will be allocated to charge devices

No charging equipment will be allowed in areas other than those designated

Good housekeeping must be observed at all times

No Horseplay

Operatives must obey all site rules

All subcontractors and NPS craft operatives will be responsible for their own material waste, leaving debris and packaging on site will not be tolerated

All subcontractors and NPS craft operatives shall be suitably trained if required to erect platform scaffolds and any other operation that may be required to carry out their duties

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- **Fire arrangements and emergency procedures**

A fire risk assessment already exists; we will carry out a fire risk assessment at appendix 12 will be completed for our works to ensure all our arrangements integrate with the emergency and evacuation procedures for the main community building.

All employees entering the site will be made aware that the existing arrangements particular to evacuation in case of fire remain in place throughout the duration of this project.

A site mobilisation plan will be developed specific to the works being undertaken by NPS Barnsley's Construction Section giving consideration to access and egress routes required for normal operations throughout the site and emergency evacuation routes in case of emergency/fire.

SECTION 3 - ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Safety risks including:

- **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**

Delivery and removal of materials (including waste)

Movement of any materials that cannot be safely transported will be subject to a site manual handling assessment and agreement on a safe method handling prior to materials being brought onto site.

Small items will transported from the delivery site by suitable mechanical aids.

All sheet materials, and any associated bulky items will be delivered to the site compound and into site via suitable mechanical aids.

Work equipment

Transported via mechanical aids to the site

Access to or egress from the site

Materials to/from the worksite access/egress point. All fire escapes will be kept clear of materials and equipment at all times

Vehicle movements within the site compound will be prior notified to the site supervisor and relevant actions taken e.g. a one-way system, banks men, mirrors, etc.

The site compound will be constructed so as not to restrict the free access and egress of employees who work within the vicinity.

Waste

Waste materials will be stored safely onsite in a skip located within the confines of the site compound.

The waste from this project will be limited to material derived from removal of soil

from excavations and associated equipment and packaging from new materials and the like however should changes be made to the specification once work commences that leads to the production of significant waste streams and or any hazardous waste streams that were not anticipated at the outset, this will be subject to the development of a detailed waste management plan.

All ferrous and non-ferrous metals that are to be removed from site will all be recycled.

▪ **Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations**

In the event of extended disconnection of any alarms or other services alternative arrangements will be agreed with the Clients Supervising Officer

All building service connections within the designated perimeter of the works including water, electricity, air handling and gas will be isolated by competent contractors (NPS Barnsley) until final commission by competent contractors is necessary in line with the agreed programme of works and or final handover of the project to the Clients Supervising Officer

Works to building services are planned to take place on this project

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

Site specific risk assessments and a safety method statements will be developed to ensure this work can be undertaken in a safe manner. Agreement will be reached with the designated Structural Engineer in relation to the requirement for any temporary structural support to ensure the works can be undertaken without posing any risk to the structural integrity of the building and or employees who will have responsibility for undertaking any intrusive demolition works.

▪ **Preventing falls**

Where there is a risk of personal injury from falling or falling objects a risk assessment will be carried out. The work at height risk assessment template in appendix 6 will be used in carrying out a risk assessment but must be adapted to the work activities carried out on site.

a) Ladders

Ladders and use of ladders must comply with the NPS Safe Code of Practice which provides information on the selection, use and maintenance of ladders.

The site manager who has completed the site manager's health and safety training course will have a measure of competence regarding working platforms in order to be able to identify defects, inconsistencies and additional hazards created by the working platform.

c) Tower Scaffolds

If tower scaffolds are to be used, the correct type of tower will be selected for the work to be done and the area they will be used by staff who have received the relevant education and PASMA training. A safe system of work will be developed by the works supervisor for erection of tower scaffolds. A risk assessment is available on the health and safety intranet.

Fixed scaffolding will be provided on this project suitable for completion of the work to district heating pipework at height.

Suitable scaffold netting will be used to prevent materials from exiting the confines of the scaffolding.

▪ **Work with or near fragile materials**

N/A

▪ **Control of lifting operations**

Site specific risk assessments and safety method statements detailing suitable controls for **all lifting operations** specific to this project will be established prior to commencement of works on site.

▪ **The selection, use and maintenance of plant and equipment**

All machinery and plant will comply with the Provision and use of Workplace Equipment Regulations (PUWER) 1998.

The site management Works Supervisor will check all machinery, plant and

equipment before it can be used. Particular inspection items include:

- Suitability of the item when considered against the use for which it is intended, Site Specific risk assessments and safety method statements will be referred to establish this is the case before allowing equipment onto site.
- The availability and validity of documentation provided with the item
- The general serviceability of the item and where it is necessary, the availability of a suitably trained and qualified operator
- Maintenance testing and cleaning requirements

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- **Traffic routes and segregation of vehicles and pedestrians**
-

Delivery Arrangements for this Site

All deliveries to site will be planned and by prior arrangement with the NPS designated site supervisor. The site supervisor must be informed of all delivery times and he will instruct the driver of the vehicle to which entrance is the most suitable. A segregated area will be identified and delineated to facilitate material deliveries

Emergency Vehicles

Arrangements to ensure that unobstructed access will be provided at all times for emergency vehicles which may need to attend the site or any other premises affected by the site activities.

Pedestrian Traffic

All necessary measures will be taken to segregate pedestrians from work activities and hazards created by work activities.

-
- **Storage of materials (particularly hazardous materials) and work equipment**
-

See section 3.1 - Safety risks including delivery and removal of materials.

Areas for storing materials and equipment will be agreed on site by the relevant works supervisor. Significant storage space is available on this project to choose from within the site compound. Specific storage space will be demarcated so as not to create obstruction or hazards. Storage of waste materials will be located within the site compound; a skip will be available at all times.

-
- **Any other significant safety risks**
-

See appendix 3.1

3.2 Health risk including:

- **The removal of asbestos**
-

N/A – Clear Site

-
- **Manual Handling**
-

Wherever possible materials will be moved by mechanical means. Where this is not possible risk assessments will be carried out and employees trained in how to minimise the risk.

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

COSHH assessments will be completed for all materials particular to substances that have been identified as hazardous from manufacturers health and safety data sheets

- **Reducing noise and vibration**

Its NPS policy to buy/hire equipment which is safe in terms of noise and vibration levels produced

All vibratory hand tools are to be assessed prior to use to give information on the safe working exposure levels to vibration. This information will be communicated to the operational staff by use of the Scaff-tag colour coding system. Each item having a coloured (red, amber or green) tag giving exposure levels for that item. Operational staff will be made aware of this, by means of staff briefings on a regular basis (Tool box Talks)

As a general rule, if noise is at such a level that conversation is difficult to hear from a distance of 2 metres or less, a noise assessment will be requested from the Health, Safety and Emergency Resilience Unit on 772274.

- **Any other significant health risks**

Young Persons

It is anticipated that no young persons will be working on this project. In the event a young person is inducted to the site relevant risk assessments and procedures will be put in place in line with NPS Policy.

New and/or Expectant Mothers

A new and expectant mothers' checklist will be completed as necessary and all relevant controls put in place.

SECTION 4 - THE HEALTH AND SAFETY FILE

4.1 Layout and format

Individual properties will have separate files and the information may be presented in electronic format on a CD.

Health and Safety File

Contents

1. Description of works carried out
2. Contract Parties
3. Inspection and testing certificates including

-Electrical	<input type="checkbox"/>
-Fire panel	<input type="checkbox"/>
-Gas	<input type="checkbox"/>
-Intruder alarm	<input type="checkbox"/>
-Building regulations	<input type="checkbox"/>
-Guarantee	<input type="checkbox"/>
-Other	<input type="checkbox"/>

4. Key elements of construction materials
5. Maintenance procedures and requirements
6. Manufactures details
 - Schedule of equipment
7. As built drawings

-Architects	<input type="checkbox"/>
-Structural	<input type="checkbox"/>
-Mechanical	<input type="checkbox"/>
-Electrical	<input type="checkbox"/>

8. Addition information relevant to project

During the construction phase all Works Contractors shall provide to the Principal Contractor, all information which will be relevant to the safe use, cleaning, maintenance, repair, and if appropriate demolition and/or disposal (including any risk assessments and safety method statements) of the completed structure or any part thereof.

The Principal Contractor shall collate and present the relevant Works Contractors information to the Planning Supervisor.

The absence of relevant Design information is deemed to be the responsibility of the Principal Designer for the project.

The failure of Works Contractors to provide suitable and sufficient information for inclusion in the Health and Safety Plan/File may lead to financial retention and/or immediate disqualification from any current/or future tender lists.

4.2 Arrangements for the collection and gathering of information

Describe what information needs to be collected for the file. These may include:

- *copies of all 'as-built' drawings*
- *equipment operating instructions*
- *maintenance schedules*
- *information concerning any potentially hazardous materials,*
- *special cleaning arrangements, etc.,*

These should be collected and presented to the Principal Designer for inclusion in the Health & Safety File.

4.3 Storage of information

If information is saved or stored in a particular location or records have been archived you may wish to detail this information.

G:\Construction Phase H&S Files\Church Street Close June 2015