

# **JSD Construction Ltd**

**Unit 1**

**The Chapel, Millmoor Road**

**Meltham, Holmfirth**

**HD9 5JU**

## **Health & Safety Plan for;**

**Address** Powistone Leisure Centre

Thurlstone Road Powistone

**Site Manager** S36 9EF.

John O Connell

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## SECTION 1

### **HEALTH AND SAFETY PRINCIPLES AND STANDARDS**

It is our aim that this project is carried out in accordance with the requirements of the Construction (Design and Management) Regulations 1994 and all other regulations made under the Health and Safety at Work Act 1974. The Company Health and Safety Policy, Risk Assessment manual and COSHH Assessment manuals will be used to aid the Safety Plan and all construction work must be carried out in accordance with them.

It is our aim that the project is carried out to avoid or control all foreseeable risks to the Health and Safety of those involved in the construction work, and third parties that may be affected by such work.

All employees, site operatives and sub contractors are to actively support the company to ensure these aims are met.

## SECTION 2

### **PROJECT RESOURCES**

#### **PARTICIPANTS**

**Name and Address of Principal Contractor :-**

JSD CONSTRUCTION LTD

Contact:

Tel: 01484 854900

Email:

equines@jsdconstruction.co.uk

**Name and Address of Planning Supervisor:-**

**Name and Address of Architect:-**

**Name and Address of Safety Advisor for Principal Contractor:-**

**Name and Address of:**

**Ground workers**

*Name & Address*

JSID CONSTRUCTION LTD

*Contact number*

01484 854900

**Scaffolding Contractor**

*Name & Address*

J.S.D.

*Contact number*

**Plumbing Contractor**

*Name & Address*

J.S.D.

*Contact number*

**Electrical Contractor**

*Name & Address*

JSID.

*Contact number*

**Plastering Contractor**

*Name & Address*

J.S.D.

*Contact number*

**Decoration – External/Internal**

*Name & Address*

J.S.D.

*Contact number*

**Landscape/Gardener**

*Name & Address*

*Contact number*

**Others**

*Name & Address*

*Contact number*

**Others**

*Name & Address*

*Contact number*

## **SECTION 3**

### **3.0 SUB-CONTRACTORS**

The sub contractors that will be used on this project will be nominated from the companies' previous history and will have been deemed competent by their previous works carried out on behalf of JSD Construction Ltd.

If however a new contractor is requested to tender for any works then they will be requested to complete a pre-tender Health and Safety questionnaire.

Contractors who have satisfactorily completed the Health and Safety questionnaire will then be requested to complete a project specific method statement and accompanying Risk and COSHH Assessments.

All documents referring to the Health and Safety plans will be appended to this plan or held in an accompanying file on site.

### **3.1 CONTRACTORS REQUIREMENTS**

- a) All contractors are required to supply such equipment and personnel as will be necessary for them to complete their own work on site, safely and without risk to others.
- b) All contractors have a legal duty under the Health and Safety at Works act 1974 and other relevant statutory provisions to ensure so far as is reasonably practicable, the Health, Safety and welfare of their own employees and others who may be affected by the work they are undertaking.
- c) All sub-contractors work force must have received the required training under the 1998 Provision and Use of Work Equipment Regulations. Any plant or lifting appliance must conform to the requirements of the 1998 Lifting Operations Lifting Equipment Regulations. The respective documentation for this equipment must be provided on site to the site manager before this equipment is used.

### **3.2 COMMON SERVICES**

JSD Construction Ltd will provide the following common services on site:

Lighting (Inc. Emergency)  
Welfare/Accommodation  
Power Supply  
Site Security

It will be the responsibility of any sub-contractor who requires any specialist services to make their own arrangements allowing sufficient time prior to their commencing works on site.

They shall also be responsible for ensuring that any specialist substances which may affect any others working on this site or that of the general public, will provide sufficient and suitable information to JSD Construction Ltd prior to work commencing.

### **3.3 MATERIALS SUPPLIED BY THE MAIN CONTRACTOR**

JSD Construction Ltd will supply the necessary construction materials required under this contract.

Where required task lighting will be the responsibility of each sub-contractor and it will be their duty to ensure that adequate provisions have been made for this contract.

The respective nominated sub-contractors will be required to supply the necessary fixtures/fittings and specialist materials required fulfilling their contract specification.

Any material or substance which requires special handling/storage or high-risk precautions to be taken must be accompanied by the relevant COSHH Assessment, Risk Assessment and where relevant the appropriate methodology statement. This information must be provided as storage facilities are restricted on the site.

## **SECTION 4**

### **4.1 SITE HISTORY**

The site has been

IN ITS HISTORY AN OLD DRILL  
HALL - THESE BUILDINGS WOULD BE BUILT

### **4.2 CONTAMINATED LAND AND OTHER CONTAMINANTS**

*Guidance note; The Principal Contractor has identified that no contaminated materials are present above ground. No ground samples have been taken.*

NO GROUND SAMPLES HAVE BEEN TAKEN  
THERE IS NOTHING TO GIVE ANY CONCERN

*Guidance note; Some medium sized trees to be felled and cleared from the site.*

### **4.3 OVERHEAD POWER LINES**

*Guidance note; There are no overhead cables which affect the site.*

NONE

### **4.4 BURIED SERVICES**

*Guidance note; Service records have been obtained. Existing services have been removed as required.*

N/A

### **4.5 STORAGE TANKS**

Storage of fuels such as red diesel will only be permitted where the contractor can provide suitable and sufficient means of safe storage, drip trays and containment must be provided as well as security and spill kits. Environmental considerations carry a high priority on this site.

THERE NO HISTORY TO SAY STORAGE  
TANKS HAVE BEEN USED IN THIS AREA

#### **4.6 SITE ACCESS & DELIVERIES**

All contractors entering this site must report to the office signposted. All contractors are to report to the site office for a formal safety induction talk. Delivery vehicles will be directed to a suitable parking area and the driver given direction to the workplace. Where practicable the materials will be unloaded by lifting aid and then transported by trolley, wheelbarrow or other suitable available appliance.

#### **4.7 GROUND CONDITIONS**

NOTHING TO GIVE CONCERN

#### **4.8 SITE NEIGHBOURHOOD**

Are there any neighbouring properties adjacent to the site? Should any complaints raised, then these will be addressed at the first instance by the site manager. Where/if further complications arise both the safety officer and the planning supervisor will be contacted for advice.

#### **4.9 PUBLIC ACTIVITIES**

PUBLIC WILL ACCESS THE SITE AS BUILDING WORKS GOES ON. THIS WILL BE MANAGED

#### **4.10 NEARBY SITES**

Are there other works of construction on going which would interfere with this project?

N/A.

#### **4.11 EXISTING STRUCTURE/S**

NEW WORKS WILL FIT INTO EXISTING  
AND SUPPORT TO EXISTING WILL BE  
MANAGED

#### **4.12 NOISE**

*Some of the activity during the build will involve the use of Stihl saws and other breaking equipment. The use of other power tools and small plant is expected to raise the noise levels, but it is not expected that this will affect others living locally.*

Are there other works on this project that are expected to create high or excessive noise levels.

THERE WILL BE NO EXCESSIVE NOISE

**SECTION 5**

**5.0 DESIGN INFORMATION**

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**SECTION 6**

**6.0 CONSTRUCTION HEALTH AND SAFETY MANAGEMENT**

**6.1 SITE MANAGEMENT**

- a) A site manager will be present on site as far as is reasonably practicable at all times during construction work on site.

However it is foreseeable that at certain times a site manager will have to leave the site for short periods and sometimes for up to half a day, for site cover during these times the site manager will appoint a person who he feels is competent to monitor Health and Safety on site. Longer absences must be covered by a suitably qualified person.

The Construction Management arrangements for this project will be as follows:

**Construction Manager**

JOHN O'CONNOR



**Site Manager**

A poster will be displayed in the site office incorporating the following details:

All relevant contact telephone numbers, including local hospital, doctors, fire and ambulance.

A detailed description of how to reach the nearest hospital.

The name of the person in charge during the site managers absence.

## **6.2 PRE-START**

- a) It is essential for senior site management to undertake checks before construction starts to ensure that all relevant matters identified in H&S plan have been followed up and acted upon, a checklist is provided in 6.2.1 below as an aide memoir and should be incorporated in the plan.
- b) It is equally important to hold pre-start meetings with the contractors to ensure that they have considered all aspects of Health and Safety relating to the construction work they are to undertake. The opportunity should also be taken to introduce the CONTRACTOR'S management to the requirements of the PLAN, particularly SITE RULES, and to inform them of the standards of Health and Safety performance expected and the fact that Site Management can give them directions on Health and Safety issues. An agenda for such meetings is included in:

**6.2.1 Notes or minutes of such meetings should be included in the plan.**

### **6.2.2 PRE-START CHECKLIST FOR SITE MANAGEMENT**

- a) Ensure that the PLAN is on site.
- b) Ensure that the environmental impact of the site and its effect on the local community have been considered.
- c) Check the boundaries of the site to ensure that these are clearly defined so that there is little risk of disputes arising in the future.
- d) Make personal contact with persons living or working in adjoining properties, or others in the community e.g. schools, who are likely to be affected by building operations. Consider giving safety talks to the school children. Send out letters to the local residents warning them of the risks of the site.
- e) Make plans to reduce the impact of noisy machinery or plant in the area and where necessary obtain advice about the best way of dealing with this.
- f) If the site or work is adjacent to public footpaths, rights of way or adjoining property, contact the local authority representative and agree suitable means of protection, warning signs and lighting.
- g) Make arrangements for fencing the working area to exclude children who may be resident nearby, see GS7 HSE Guidance notes and HSG 151 "Protecting the Public, Your Next Move"
- h) Erect all necessary warning signs and make plans to erect additional signs in and around areas of special risk.
- i) Make prompt and correct applications for all temporary services and insure installation is to the satisfaction of the local authority and statutory utilities.
- j) Clearly mark all underground services so that contractors are aware of their location. If overhead cables cross or pass near to the site, arrange adequate protection and signs to comply with Health and Safety Executive Guidance.
- k) Arrange the display of statutory notices and ensure that the company safety policy, accident book and statutory inspection registers are available for inspection on the site.
- l) Provide suitable first aid facilities and display necessary signs indicating who is the appointed person or trained first aider on site.

- m) Display the employer's liability insurance so that all the CONTRACTOR'S can see them.
- n) Make sure the company COSHH and Risk Assessment manuals are available on site and that a supply of safety booklets (if available) are to hand.
- o) Make arrangements to provide adequate personal protective equipment sufficient for the numbers engaged.
- p) Ensure that design drawings for special scaffolds (including loading towers) are available on site.
- q) Make arrangements to have fire-fighting equipment distributed around the site as necessary and ensure that suitable means of escape are provided.
- r) Ensure emergency evacuation procedures have been drawn up and are brought to the attention of all personnel on site.

### **6.2.3 AGENDA FOR PRE-START MEETING WITH CONTRACTORS**

The following agenda should be used at pre-start meetings with contractors:

- a) Check the information given in the "Selection of Contractors" section of the plan.
- b) Health and Safety Policies  
Exchange written policies
- c) Insurance  
Exchange Employers Liabilities Insurance Certificates
- d) Registers/Certificates
  - i) Lifting Appliance and lifting gear test and examination certificates to be on site and copies given to the site manager.
  - ii) A register of inspections to be kept on site and made available to the Site Manager.
  - iii) Abrasive Wheels Register to be available on site along with copies of all current training certificates.
- e) Risk Assessments  
A written assessment must be made of any significant hazard and the measures required to eliminate/reduce the risk. Including this in detail in the Method Statement will be acceptable. Contractor's personnel will NOT be allowed to start work unless Risk Assessments have been received.
- f) COSHH
  - i) Inventory of hazardous substances to be supplied to the site manager and kept updated.
  - ii) Written Assessments and suppliers data sheets for hazardous substances/processes to be on site and available before work starts.

g) Noise

Written Noise Assessments to be on site for all activities where noise levels could be of 85 dB(A) or above before work starts. Noise warnings signs required where levels of 90 dB(A) or above are likely.

h) Manual Handling

Manual Handling must be assessed. Where there is a significant risk of injury, this assessment must be written. This assessment may be included in the Method Statement. These assessments must be available before work starts

i) Safety Method Statements

Safety Method Statements are required for all high-risk activities. Statements must contain a Risk Assessment and Control Method. Statements must be available on site before the work to which they relate starts.

j) Permits to Work

Permits to work are required for all digging, where there are underground services, hot work, confined spaces and work on live electrical systems. Site Manager will issue them

k) Safety Officer Advisor

The name of the Contractor's Safety Officer/Consultant is required

l) Training

- i) All operatives must be trained and competent to use the equipment necessary to carry out the work in which they will be engaged.
- ii) All supervisors must attend Induction Training when they arrive on site. Supervisors will be responsible for their own operatives Induction Training. A record of this training must be kept along with the operative's signature.
- iii) Toolbox talks must be held periodically by CONTRACTORS. A record of attendance must be kept. The agenda and material for these talks can be obtained from the Site Manager.
- iv) Details of any operatives under 18 years of age are required by the site manager.
- v) Hazards reported will be entered into the diary in the site office. This will be useful reference for deciding the content of toolbox talks and management meetings.

m) Management

A meeting will be held every 14 days at which safety will be on the agenda.

n) Electrical Equipment

Any piece of electrical equipment, appliance, lead installation, etc that carries or could conduct an electrical current must have been inspected by a competent person during the previous 3 months or less. Certificates of inspection must be provided on site before the equipment is used.

o) Shared Welfare Certificates

These will be distributed, if required by the Site Manager when CONTRACTORS supervisors arrive on site.

p) Accidents/First Aid

- i) All accidents must be reported to the Site Manager and entered into the Site Accident Record Book. Any instance of an operative being off work over 3 days due to an accident must be reported immediately to the Site Manager by law (CDM Regulations 19(1)(e).)
- ii) F2508 for any notifiable accident/occurrence must be dispatched and a copy given to the Site Manager.
- iii) Details are required of all trained first aiders. A list of trained first aiders will be displayed in the site office and on the canteen notice board.

q) Safety Equipment

- i) Head protection and safety footwear provided by the contractor must be worn on site. Eye protection must be available at all times and worn when necessary.
- ii) Ear protection must be worn for all noise-related activity of 90 dB(A) or above.

r) Emergencies/Evacuations

Details of emergency/evacuation plans must be given on induction training.

s) Health

It is recommended that all operatives have a current Tetanus inoculation. Health cards (Weils disease) should be used to operatives who are engaged in breaking in to live sewers.

t) Environmental

- i) There must be no burning of material on site.
- ii) There must be no ground pollution. Drip trays must be used for generators, pumps etc.
- iii) Any vehicle removing must carry waste disposal certificates hazardous waste from site and a copy kept on site.
- iv) All vehicle loads must be secure.
- v) Contaminated water must not be allowed to run off into watercourses.

u) Fire

- i) Fire Orders and Evacuation plans are to be complied with.
- ii) Appropriate extinguishers are provided for each fire point.
- iii) Flammable materials will be kept in a suitable storage area. LPG must be kept separate.

v) Security/Traffic Management

- i) All hazards must be secured against site trespassers on completion of work.
- ii) All personnel entering/leaving site must sign in and out and a visitors record book be held.

## **RECORD OF MEETING OR INCLUDE MINUTES**

Date

Name of Contractor

Item Discussed

Action Required

Risk Assessments (including COSHH, Manual Handling and Noise) received

### **6.3 SITE DETAILS**

#### **6.3.1 Site Security**

Site Security, will trespass will pose any problems. What can be done about it?

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All materials will be stored correctly, on firm and level ground and will not exceed 2 high. Any manhole rings will be stood flat, not on their edge and will be single high.

#### **6.3.2 Welfare**

Access to the welfare facilities inclusive of sinks, running hot/cold water and access to a toilet will be available for the duration of this project.

JSD operate a non-smoking policy on site and in their welfare smokers will be permitted to smoke in the open area, they are expected to extinguish smoking materials correctly.

Operatives working on site will be expected to ensure that personal basic hygiene standards are maintained i.e. washing hands before the consumption of meals and drinks.

#### **6.3.3 Loading/Unloading**

The arrangements for the loading/unloading of goods and materials will be planned before construction work starts. The need for man handling loads from vans and lorries should be reduced as far as is reasonably practicable. Where delivery vehicles are fitted with cranes then these will be used to remove the materials from the vehicle.

#### **6.3.4 Storage**

The storage of goods and materials will be arranged so that the minimum of materials required will be stored on site. Materials will be ordered, as they are required due to the restricted space available. The majority of materials will be stored in the compound area or within the fallow area. Any materials required will be stored so that the minimum distance for them to be man handled is maintained. The fallow area will not be allowed to become over stored and all routes of access and egress will be maintained.

#### **6.3.5 Site Transport**

Persons who hold the necessary documentation & certification will only operate any mechanically driven plant used on this project.

Form 10 (Rev)

### **3. Contractors**

Risk Assessments  
Method Statements  
Noise Assessments  
Manual Handling Assessments  
COSHH Assessments  
Safety Policy

## **SECTION 12**

### **LIASON WITH EMPLOYEES, SITE MONITORING AND REVIEW OF SAFETY PLAN**

All persons engaged on this site are required to bring to the attention of the site management any act/incident or situation which they feel may cause a risk to the Health and Safety of themselves, work colleagues or members of the public.

Site management will take the necessary actions required to either implement new control measures so as to reduce if not eliminate the mentioned risk.

It may consider as a serious disciplinary offence if workers do not disclose any alleged wrong doings/malpractices in the workplace.

All workers can make any disclosure without fear of conviction.

The site management will identify to each and every operative, any risks which his job activity involves. Where method statements are produced to encompass a specific work activity, the site management will explain the method of working to be adopted and each operative will be required to sign a cover sheet attached to the method statement in the form of agreement.

All site operatives must be aware that they have an absolute 'Duty of Care' to themselves and that of any person who may be affected by their undertaking.

All persons engaged on this site are required to assist the safety advisor and undertake any actions he may feel necessary to improve the safety on site.

Where the HSE pays visit to the site all operatives will also comply with the above.

### **PROHIBITION/IMPROVEMENT NOTICES**

If an Inspector issues a Prohibition or Improvement Notice from the Health and Safety Executive, the person to whom it is issued must comply immediately with any instructions on the notice and contact the Director responsible for safety either directly or through their appropriate manager.

The Safety Advisor must be informed by the Director responsible for safety and must be asked to provide advice on the measures necessary to comply with the notice.

When remedial measures have been taken the Director responsible for safety must contact the Inspector who issued the

- h) Receive and brief the emergency services, giving location of the emergency water supplies/hydrants (as appropriate).

## **SECTION 10**

### **TRAINING**

#### **10.1 Specialist Training**

Copies of training certificates and written authorisations (where necessary) will be attached to the construction phase plan.

#### **10.2 General Training**

All persons working on site will receive an induction talk based on the site rules and safety procedures/standards required on this project.

This will be carried out by the Site Manager or other person who is competent and authorised to do so. A record of induction training must be held on site.

#### **10.3 Tool Box Talks**

Where it is necessary to reinforce certain aspects of site rules or to remind site workers of certain aspects of health and safety, toolbox talks should be held. A record of these talks should be attached to the plan.

### **SPECIALIST TRAINING**

Copies of training certificates and written authorities

## **SECTION 11**

### **DOCUMENTATION ON SITE**

Statutory notices will be displayed on site in a prominent position for the workforce to read.

#### **DOCUMENTATION ON SITE**

##### **1. Site Office**

- Copy of the F10 Revisited  
Safety Policy
- Inspection Registers
- Accident Book
- Risk Assessment Manual
- COSHH Manual
- Safety Plan

##### **2. Notices**

- Health and Safety Law Poster
- Copy of the Certificate of Employer's Liability Insurance
- Electric Shock Placard
- Site Rules

#### **8.4 Plant/Machinery**

- a) The appropriate registers and certificates must accompany any plant machinery brought onto site. Copies of these must be provided to the Site Manager.
- b) You must not operate any plant or equipment unless you have been trained to do so.
- c) If you are responsible for examining a Lifting Appliance, you must ensure that you complete the correct paperwork on arrival and thereafter every seven days. In addition a copy must be left in the Site Office.

#### **8.5 Hazardous Materials**

Any hazardous materials brought onto site will be accompanied by a hazard data sheet and COSHH Assessment. Copies of these must be given to the Site Manager.

#### **8.6 Hot Work**

Any hot work (welding/burning or use of an open flame) must be covered by a "Permit to Work" issued by the Facilities Manager.

The Permit, any COSHH assessment requirements and fire procedures must be complied with. Acetylene equipment must be fitted with flame arrestors and non-return valves and must be not used when vehicle mounted.

Where it is necessary to isolate any mains power Site Manager must be consulted with and approvals given. This must be addressed on any permit issued.

#### **8.7 Electricity**

- a) All tools used on site must be 110v or less, unless otherwise cleared by the Site Manager, Any 240v AC or 440v AC equipment permitted must be fitted with a suitable Residual Current Device.
- b) Generators must be properly earthed in accordance with supplier's recommendations.
- c) No tools, equipment or cabin appliances may be used unless they have been inspected during the previous 3 month period and a copy of an inspection certificate given to the Site Manager; this includes hire equipment.

#### **8.8 Contamination**

- a) The presence of rat or pigeon guano must be reported to the Site Manager.
- b) Drip trays must be used for generators and pumps.
- c) Urinating on the site except in the facilities provided is strictly forbidden.
- d) Waste must not be removed from site without permission of the Site Manager. It must be accompanied by a waste transfer note.

#### **8.9 Systems of Work**

- a) All "Permits to Work" and Method Statements must be complied with.
- b) Alterations/adaptations must be agree with the Site Manager and approved by the Technical Director or Safety Officer before implementation.

A copy of this report will be sent to the head office for any necessary further actions.

The site management will carry out day-to-day monitoring of Health and Safety. The site manager will also carry out a weekly site safety inspection that will also be faxed over to the head office at the end of each week to which the report relates

## **SECTION 8**

### **SITE RULES**

#### **8.0 Smoking**

Smoking will not be permitted within the building. The areas designated for smoking are outside in the open air.

#### **8.1 Emergencies**

- a) The fire alarm will be given by means of shouting; if you hear the alarm you must isolate any appliances you are using, close doors and windows where appropriate and report to Site Management at the pre-arranged assembly point at the site entrance.
- b) Any contractor vehicles parked on the access road must be moved if they obstruct escape routes or access for emergency materials.
- c) Also see Emergency Procedures.

#### **8.2 Personal Protective Equipment**

- a) Safety Footwear and Safety Helmets must be worn when operating anywhere on site.
- b) If you are engaged in or exposed to, any hazardous activity then you must understand the Risk Assessment for that activity and comply with any requirements to wear eye, ear, respiratory, hand or other protective clothing or equipment.
- c) Hearing protection must be worn when cutting, drilling, using air tools and work near concrete pumps. This includes airlines, Stihl saws, planers, electric drills etc.
- d) Eye protection must be worn when cutting, drilling, using air tools and work near concrete pumps.
- e) When using hazardous substances or if you are liable to be exposed to hazardous substances, you must wear the protective equipment detailed in the relevant COSHH assessment. Details are available from the Site Office.

#### **8.3 Access**

All contractors working on this project are required to use the main entrance, as shown on the site plans.

##### **General**

- a) You must maintain safe access for others in your working area. This means not leaving materials, cables or debris in the area. Surplus materials must be cleared daily.
- b) All ladders must be tied or footed whilst being used.
- c) Only scaffolders or appointed persons are allowed to modify scaffolding.
- d) You must not work in any deep excavation or below any earthworks unless that place has been inspected and certified safe by a competent person. Details are available in the Site Office.

## **SECTION 9**

### **ACCIDENTS/EMERGENCY PROCEDURES**

#### **9.1 ACCIDENTS**

- a) All accidents must be reported to the First Aider and Site Manager. First aid facilities are under the control of the site manager and should be situated in the site office.

##### **Visitors**

- a) Visitors must report to the site office. A visitor's book should be signed.

##### **Public**

- a) Any inquiry from a member of the public about the site must be referred to the Site Manager.

##### **Responsibilities**

- a) All personnel have a responsibility for their own safety and that of others affected by their activities. You must conduct yourself accordingly.
- b) Any person who engages in horseplay or wilfully endangers others by their actions or neglect will be instantly dismissed from the site.
- c) All incidents must be reported to the Site Manager.

#### **9.2 EMERGENCY PROCEDURES**

##### **First Aid**

A first aid box will be provided in the Site office. The contents should be as indicated in the Company Safety Policy.

The site manager/first aider will be responsible for ensuring that the contents are replaced as necessary.

A trained first aider/authorised person will be available on site. The name of the first aider/authorised person and the location of the first aid box are posted.

##### **Medical Assistance**

The phone number of the nearest hospital is displayed on the site notice board.

- a) Emergency Plan – The aim of this plan is to highlight any situation which will require the evacuation of all or parts of the site and to outline the procedure to be followed. This will help to identify quickly whether any personnel are missing and set in motion rescue procedures.

##### **Site Management**

- a) On being alerted of an incident, sound the alarm (if appropriate).
- b) Obtain outline details of the emergency services onto the site.
- c) Detail a guide to direct the emergency services onto the site.
- d) Detail a member of staff to man the telephone
- e) Go to the Assembly Point and assess the situation.
- f) Check with contractors if any operatives are missing.
- g) Standby the Fire Fighting Team (if appropriate).

### **6.3.6 Scaffolding**

All scaffolding on site will be erected in accordance with Regulation 6 of the Construction Health, Safety & Welfare Regulations and BS 5973. An NASC Scaffold Contractor will be contracted to carry out works of this nature and will be requested to provide a 'Completion Hand-over Certificate'. All scaffolders will be expected to be conversant with SG4:00 and where required under these guidelines wear safety harnesses.

The site manager will carry out the statutory inspections in accordance with Regulation 29 and record these in accordance with schedule 8.

Record of these inspections and certificates of hand-over will be held on site for inspection.

### **6.3.7 Fire Precautions**

All fire fighting appliances will be of a serviceable nature and shall be maintained as such.

A fire plan will be posted and will be amended for each phase of work as necessary. Fire points will be prominently positioned for ease of access and will have a Fire point sign posted directly above.

The emergency access and egress routes will remain un-obstructed at all times.

These will lead site personnel to the nearest exit from the buildings.

During the construction programme these escapes routes may change and all site personnel will be informed accordingly at the commencement of each new phase.

Where any 'Hot Works' are carried out, a Permit to Work system will be issued. Each area or place where these works are to be undertaken will have its own fire point, or where plumbing works are being undertaken (these works may not be covered under a permit to work system) the plumbing operative will have his own issue of a portable fire extinguisher and scorch mats. All hot works must end at least 30 minutes from the normal working day and a final inspection must be made prior to leaving site.

### **6.3.8 Lighting**

It is assumed that works on this contract will not extend to out of normal daylight hours and that the existing overhead lighting will be retained for the purpose of this project. Additional task lighting will be provided as is deemed necessary for the individual task.

## **SECTION 7**

## **7.0 SITE SAFETY DETAILS**

### **7.1 Safety Management Solutions**

The Safety Consultant will visit site every 30 days, he will be escorted/accompanied by the site manager. He will advise him of any unsatisfactory items/errors or omissions noted. Where practicable he will be proactive and take the necessary actions required to rectify any anomalies noted.

Following this he will complete a written report of his findings of which a copy will be left on site for the necessary remedial actions to be taken.

The site manager should complete any action required as detailed on this safety report within 7 days and complete the 'Action Taken' column and fax this copy to head office.

# JSD CONSTRUCTION LTD

## Method Statement

### For the build of new timber wall

#### Background Information;

This method statement is for work that will be carried out at Penistone Leisure Centre, Thurlstone Road, Penistone S36 9EF. This is a community led project to refurbish of an brick built ex drill hall on the A628 just before the junction of the A629. The building as had refurbishments over the years most problems are obvious there will be some unknowns as the project develops.

The works will be carried out without closing the building or its active, good communications will be required between the contractor and the leisure centre staff. Leisure Centre staff or users will not/must not go into construction areas with permission and or guidance from the contractor.

Contractors will have their own welfare on site, but will need to use power and water from the centre. Agreed arrangements will be agreed.

Company Details; JSD Construction Ltd.

Address; Unit 1, The Chapel, Mill Moor Road, Meltham, Holmfirth, HD9 5JU.

Tel 01484 854 900

Email; [enquiries@jsdconstruction.co.uk](mailto:enquiries@jsdconstruction.co.uk)

Contact name; John O'Connell.

Site Address; Penistone Leisure Centre, Thurlstone Road, Penistone S36 9EF.

Contact No; 07947991727

Email; [rachel@penistoneleisurecentre.org.uk](mailto:rachel@penistoneleisurecentre.org.uk)

Contact name Rachel Gibbons Chair of Trustees

Activity – To form a new entrance way, toilets, kitchen and meeting areas, to move the gym, stores.

## Implementation and Control of Risk

### Hazardous Task

### Risk Method of Control

PPE

PPE will be used where needed on this site.

Access working area

JSD staff will access the site by an agreed laid out route.

JSD vehicles will be parked in agreed parking area.

All JSD working policies will be followed.

JSD staff will not wonder the building, they will stop within the stated working area unless asked to do something different.

JSD staff will not use the leisure centre toilet or shower facilities.

Material access

Materials used will be stored in a steel container or an agreed storage compound. Only JSD staff must access these areas.

Only tools required to carry out the work will be taken onto the s

Power supply

110 volts will be used at all times on this site, some power tools will be own by JSD sub contractors it will be their reasonability to ensure they are safety checked.

Site control

No persons other than JSD staff will access work areas, step ladders, ladders or scaffolding.

Ladders and tools will be removed at the end of the day.

Power cables will be removed if not being used.

Inspection of equipment

All equipment such as step ladders, ladders, scaffolding, trestles' along with any other equipment used shall be inspected before commencement of work. Any issues will be reported to JSD Construction Ltd immediately.

Customer awareness

The Penistone Leisure Centre will be made aware of any potential dangers to their staff or customers throughout the contract.

Date 31.10.2019

## Company Health & Safety Policy Statement

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and Supervisory staff has the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

This company will fully comply with the duties placed upon it within the requirements of the Construction (Design & Management) Regulations 1994. It will adhere to any Health and Safety Plan instigated and ensures full compliance by all parties involved.

All employees and contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as it reasonably practicable, is carried out without risk to themselves or others.

— Employees will be consulted on all matters relating to their health and safety at work.

The operation of this Policy will be monitored by the Management and staff of the Company. To assist them in this respect the Company has appointed C L Brown Associates. As Safety Advisors to visit sites and work places and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

The effectiveness of the Safety Policy is dependent on all employees who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Company Director but specific duties are delegated to others according to their experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole company as well as within the departments for which they have direct responsibility.

— Similarly, all site managers must ensure that the objectives set out in this Policy are undertaken.

Management will ensure that all operatives, contractors and visitors to site adopt this Policy.

Each employee has a duty of care to their self and to others, who may be affected by their actions or omissions.


This Statement of Company Policy will be displayed prominently at all sites and workplaces.

This Policy will be reviewed at least annually or when current legislation demands.

Signed:

Managing Director

Date:

  
1/11/19.

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Manual handling

#### Who May Be Harmed?

- Employees
- Sub-Contractors

Visitors

General Public

#### Description of Risk and Likely Consequences

Carrying of heavy materials may lead to back strains, hernias, Tenosynovitis, various sprains and strains, and crushing of hands or fingers and feet.

Carrying sharp objects may lead to lacerations.

#### Control Measures

Manual handling assessment to be carried out prior to work.

Safe manual handling techniques to be adopted. Sack barrows and trolleys provided when required.

Hoists and mechanical aids to be used when required.

Operatives to be trained in the correct method of lifting and carrying.

Team handling procedures to be conducted when required.

Split the load. Heavy loads should be broken down into more manageable sizes.

Off load materials as near to the place of work as possible.

Keep work areas clear.

Paints in containers with suitable grip handles.

Painters to only lift to their individual capabilities.

#### Personal Protective Equipment

Remember: In the hierarchy of controls PPE is always the best resort.

**Required Safety Helmets**

**Required Safety Footwear**

**Required Gloves**

**Required High Visibility Vests**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Use of Generators

#### Who May Be Harmed?

- Employees
- Sub-Contractors
- Visitors
- General Public
- Environment

#### Description of Risk and Likely Consequences

Electric shock  
Noise hazard/nuisance  
Tripping over cables.  
Pollution of areas not well ventilated  
Spillage of fuel/oil  
Fire/Burns  
Manual Handling injuries

#### Control Measures

Generator to be centre tipped to earth or earthing rod to be used (to be fitted by a competent person).  
Ensure only silenced or super silenced generators are used.  
Use sound screens where practicable to reduce noise exposure.  
Obtain noise level information from the supplier/manufacturer.  
Ensure adequate ventilation. Do not use in confined spaces.  
Ensure all equipment is PAT tested and maintained/inspected on a regular basis.  
Obtain noise level information from the supplier/manufacturer.  
Position generators in areas least likely to create a nuisance or obstruction  
Protect generator and work area with barriers and warning signage.  
Generator to be refuelled on an impervious base  
Equipment to be used by trained / competent person.  
Use safe lifting techniques to move/lift generators e.g. Mechanical means or team lifting

#### Additional Comments

Avoid the use of generators if possible e.g. battery operated tools  
Defects to be immediately reported to the Site Management Team  
Refuel generator in the designated area in the morning or at the end of the day (to reduce site vehicle movements)  
Emergency spill kits to be made available, if used dispose of as hazardous Waste.

Typical noise level for 2.2 KVA to 4.0 KVA generators is 73dB(A)

#### Personal Protective Equipment

Remember: In the hierarchy of controls PPE is always the best resort.

**Required Safety Footwear**  
**Required Gloves**  
**Required High Visibility Vests**  
**Required Ear Defenders**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Use of Diesel Mixer

#### Who May Be Harmed?

- Employees
- Sub-Contractors
- Visitors
- Environment

#### Description of Risk and Likely Consequences

Noise hazard/nuisance  
Pollution of areas not well ventilated  
Spillage of fuel/oil  
Fire/Burns  
Clothing equipment catching on moving parts  
Kick back from starting handle  
Manual Handling injuries

#### Control Measures

Ensure the mixer is only started by a trained person  
Ensure the mixer is only used by a trained person  
Ensure the mixer is well maintained, oil and water is topped up daily.  
Report any starting or running faults to the site manager  
Use sound screens where practicable to reduce noise exposure  
Obtain noise level information from the supplier/manufacture.  
Ensure adequate ventilation. **Do not use in confined spaces.**  
Position mixer in areas least likely to create a nuisance or obstruction  
Protect mixer and work area with barriers and warning signage.  
Mixer to be refuelled on an impervious base  
Equipment to be used by trained / competent person.  
Use safe lifting techniques to move/lift mixer e.g. Mechanical means or team lifting

#### Additional Comments

Avoid the use of diesel mixers if possible e.g. use electric "bell" mixers  
Defects to be immediately reported to the Site Management Team  
Refuel mixer in the designated area in the morning or at the end of the day  
Emergency spill kits should be made available, if used dispose of as hazardous Waste.

#### Personal Protective Equipment

Remember: In the hierarchy of controls PPE is always the best resort.

**Required Safety Footwear**  
**Required Gloves**  
**Required High Visibility Vests**  
**Required Ear Defenders**

# **JSD CONSTRUCTION LTD**

## **Hazard/Work Activity**

**Use of hand tools and hand held machinery and equipment.**

### **Who May Be Harmed?**

- Employees
- Sub-Contractors

Visitors

General Public

### **Description of Risk and Likely Consequences**

Minor to moderate injury might result from cuts, abrasions, etc. arising from incorrect or improper use or the use of poorly maintained tools.

Moderate to severe injury to the eyes might result in the event of fragments being thrown off.

### **Control Measures**

The correct tools are used for the particular job

All tools are stored so as to avoid damage to them.

Tools are regularly inspected and maintained and where necessary replaced.

All operatives are instructed in the correct use and maintenance of tools.

When tools are not in use they are to be removed from the work area.

All operatives to use the necessary protective equipment.

Any issues raised to be discussed with the management of Soar build and/ or the Site Manager

### **Personal Protective Equipment**

Remember: in the hierarchy of controls PPE is always the last resort.

**Required Safety Helmets**

**Required Safety Footwear**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Working at heights

#### Who May Be Harmed?

- Employees
- Sub Contractors

Visitors

General Public

#### Description of Risk and Likely Consequences

Falls of person causing injury

Falls of materials causing injury / damage

Falls of plant / equipment cause injury / damage

#### Control Measures

Ensure safe means of access and egress is provided.

All equipment is planned and maintained to required legal and other standards and erected by a competent person.

Erect banners and signs directly below. Signing of works to warn others of overhead operations.

Erect edge protection at all openings or edges, these must be guardrails and toe boards.

Where edge protection is not practical identify alternative means of fall prevention / fall arrest i.e. safety nets, harnesses etc.

Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect 3rd parties.

All operatives / subcontractors / visitors working / passing below overhead operations to wear a safety helmet

All equipment used will be checked to ensure it is in good working order, to correct specification, and in date for inspection.

#### Personal Protective Equipment

Remember: In the hierarchy of controls PPE is always the best resort.

**Required Safety Helmets**

**Required Safety Footwear**

**Required High Visibility Vests**

**Required Gloves**

# JSD CONSTRUCTION LTD

## **Hazard/Work Activity**

### **Trestles.**

#### **Who May Be Harmed?**

- Employees
- Sub-Contractors

Visitors

General Public

#### **Description of Risk and Likely Consequences**

Injury due to falls of persons from working platform.

Injury due to falls of materials and equipment.

Injury due to collapse of trestle.

#### **Control Measures**

Lightweight staging or mobile towers should be used in preference to trestles.

Trestles should not be erected above 1.5m and should only be used for light work or for relatively short durations.

Lightweight staging should be used in preference to boards, to be positioned so at least 1/3 of the height of the trestle is above the platform.

Trestle boards should be supported at 1.2m centres.

Platform width must be at least 600mm.

All working platforms should have a suitable handrail system.

#### **Personal Protective Equipment**

Remember: In the hierarchy of controls PPE is always the last resort.

**Required Safety Helmets**

**Required Safety Footwear**

**Required Gloves**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Use of Step Ladders

#### Who May Be Harmed?

- Employees
- Sub Contractors

Visitors

General Public

#### Description of Risk and Likely Consequences

Moderate to serious injury may result to person falling off step ladders or landing on person below.

Moderate to serious injury caused by instability of step ladder.

#### Control Measures

Adequate length step ladders are used to prevent standing on the top three rungs.

Standing directly onto the top rung is prohibited unless the ladder is designed to do so.

Class 1 step ladder are used, domestic step ladders are not permitted.

Step ladders are used in accordance with manufacturers recommendations.

All step ladders are in good condition. They are not painted so defects can be easily identified.

Step ladder feet will be placed on level and firm footage.

Side loading of step ladders is not prohibited.

Step ladders are regularly inspected by competent persons.

Step ladders are not overloaded and are used for lightweight duties only.

Step ladders must be fully open with cords torqued.

Step ladders should only be used when other access is not practical.

#### Personal Protective Equipment

Remember; In the hierarchy of controls PPE is always the last resort.

**Required Safety Helmets**

**Required Gloves**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Use of Ladders

#### Who May Be Harmed?

- Employees
- Sub-Contractors

Visitors

General Public

#### Description of Risk and Likely Consequences

Serious/fatal injury might result in the event of a person falling from the ladder as a result of e.g. overreaching or the slipping of an unsecured ladder or the failure of a poorly maintained ladder, rungs breaking and overloading of the ladder.

Injuries might result in the event of tools falling and striking persons.

Injury resulting from incorrect use.

Electrocution caused by contact with overhead services.

#### Control Measures

A risk assessment must be carried to determine if a ladder is the most suitable item of work equipment.

Ladders with damaged rungs/stiles or painted are not be used.

Ladders are in good conditions and of adequate length and strength for the work in progress.

Ladders are placed on level and firm base.

Ladders extend at least 1m above the landing place and are secured on both stiles.

Ladders are positioned at angles of approximately 75% (or 1 in 4).

Persons are not permitted to work from the top three rungs.

Ladders are inspected and maintained regularly and written records kept.

Persons carrying light tools do so in a shoulder bag or holster attached to a belt so that both hands are free for climbing.

Heavy and bulky materials are not carried up or down ladders. A gin wheel or other lifting equipment is used instead.

Where ladders are used exceeding a vertical distance of 9m suitable landing areas are in place.

Ladders must be secured at both the top and bottom e.g. stand off and suitable anti slip device.

Where ladders cannot be fixed securely a second person foots the ladder.

Home made ladders/makeshift ladders are prohibited from use.

Ladders should only be used for a short duration.

Only class 1 ladders (Industrial) are to be used (blue label), domestic ladders are prohibited.

Metal ladders not to be used near overhead cables.

#### Additional Comments

Training to be given on the correct use of ladders

Ladders must conform to BS EN 131

#### Personal Protective Equipment

**Required** Safety Helmets

**Required** Safety Footwear

**Required** High Visibility Vests

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Use of Tower Scaffolds

#### Who May Be Harmed?

- Employees
- Sub Contractors

Visitors

General Public

#### 3.0 Description of Risk and Likely Consequences

Serious/fatal injury might result in the event of persons falling from the tower,overloading or incorrect erection or poor ground conditions.

Serious/fatal injury may result from a vehicle/plant striking the platform.

Serious injuries may result from falling materials striking persons below.

Serious/fatal injuries may result from contact with overhead services.

#### Control Measures

Tower scaffolds are used for light work only.

All tower scaffolds are erected by a trained/competent person in accordance with manufacturers instructions.

Tower scaffolds are erected on good firm ground conditions, and when necessary metal base plates and timber sole boards are used.

Ladders access is from inside of the tower, climbing up the outside of the tower is prohibited.

Tower scaffolds are loaded in accordance with manufacturers instructions.

Edge protection is used (i.e. guard rails and toeboards.)

The tower is rigidly tied to the structure it is serving if necessary.

Intermediate platforms have guard rails in place.

Castor wheels are locked off to secure the tower.

The manufacturers instruction are followed for the erection, use and dismantling of the tower.

The tower conforms to the base to height ratio detailed in the manufacturers instructions.

Towers are erected vertically and outriggers/legs rest on firm level ground.

Ladders/step ladders are not used on tower scaffolds.

Where tower scaffolds remain in position from several days and are over 2m high they are inspected and recorded by a competent person.

Persons and materials are removed before the tower scaffold is moved.

Access/trapped doors are kept shut whilst on the tower platform.

Towers should not be used where there is a risk of possible impact from moving vehicles or contact with overhead services..

Towers should be moved by workers pushing the case of the tower scaffold.

#### Personal Protective Equipment

Remember: In the hierarchy of controls PPE is always the best resort.

**Required Safety Helmets**

**Required Safety Footwear**

**Required High Visibility Vests**

**Required Gloves**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Driving Company Vehicles

#### Who May Be Harmed?

- Employees
- Sub-Contractors
- Visitors
- General Public

#### Description of Risk and Likely Consequences

Collision with other motor vehicles causing injury/damage

Collision with pedestrians causing injury/damage

Collision with other objects causing injury/damage

#### Control Measures

Regular management checks to ensure all drivers are licensed to drive company vehicles.

Drivers to ensure servicing is undertaken at specified intervals.

Vehicle maintenance checks to ensure servicing is carried out at specified times.

Daily vehicle user checks to ensure roadworthiness, ie lights, indicators, tyres, oil, brakes, etc.

Drivers to ensure safe loading weight is not exceeded.

Drivers to ensure load is distributed correctly and secured.

Vehicle drivers to take a rest break when driving long distances.

Hours of work to include driving.

**All vehicles to carry fire extinguishers.**

Supervisors to include operative's vehicles within site inspections.

Monthly van checks to be carried out and findings recorded.

Drivers to report any vehicle faults to their Supervisor.

Toolbox talks to include defensive driving.

Remember: In the hierarchy of controls PPE is always the last resort.

#### Personal Protective Equipment

**Required Safety Footwear**

**Required High Visibility Vests**

# JSD CONSTRUCTION LTD

## Hazard/Work Activity

### Loading/unloading vehicles

#### Who May Be Harmed?

- Employees
- Sub Contractors

#### Visitors

#### General Public

#### Description of Risk and Likely Consequences

Injuries possible fatal from contact with road vehicle.  
Crush injuries from contact with load.  
Musculo-skeletal injuries from poor manual handling techniques.  
Damage to materials/equipment caused during loading/unloading.  
Overloading of vehicle. Potential to cause road traffic accidents.  
Injuries/illness from contact with hazardous substances.

#### Control Measures

Ensure vehicle is correctly parked prior to loading/unloading.  
Manual Handling Assessment to be carried out.  
Correct PPE should be worn.  
Display warning signs if appropriate.  
Check COSHH Safety Data sheets of load if applicable.  
Always pre-plan lift.  
All lifting equipment/machines should be clearly marked with SWL, ensure that this limit is never exceeded.  
All operators of lifting machines have received the appropriate training and hold the relevant authorisation.  
One person should be nominated as loading supervisor, he should ensure that all are aware of what is to be done.  
Loading/unloading area should be kept clear of material, equipment etc.  
Always ensure that the vehicle being loaded is appropriate for the load.  
Vehicles should be fitted with audio and visual warning lights.  
All reversing operations should be supervised by a trained and competent banksman.

Remember: In the hierarchy of controls PPE is always the last resort.

#### Personal Protective Equipment

**Required** Safety Helmets  
**Required** Safety Footwear  
**Required** Gloves  
**Required** High Visibility Vests

# JSD CONSTRUCTION LTD

## Traffic management on site

The routes need to be suitable for the persons or vehicles using them, in suitable positions and sufficient in number and size.

The term 'vehicles' includes: cars, vans, lorries, low-loaders and mobile plant such as excavators, lift trucks and site dumpers etc.

Key issues in dealing with traffic management on site are:

- Keeping pedestrians and vehicles apart
- Minimising vehicle movements
- People on site
- Turning vehicles
- Visibility
- Signs and instructions

## What you need to know

Accidents occur from groundworks to finishing works and managers, workers, visitors to sites and members of the public can all be at risk.

Inadequate planning and control is the root cause of many construction vehicle accidents.

## Keeping pedestrians and vehicles apart

The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles.

This can usually be avoided by careful planning, particularly at the design stage, and by controlling vehicle operations during construction work.

The following actions will help keep pedestrians and vehicles apart:

- **Entrances and exits** - provide separate entry and exit gateways for pedestrians and vehicles;
- **Walkways** - provide firm, level, well-drained pedestrian walkways that take a direct route where possible;
- **Crossings** - where walkways cross roadways, provide a clearly signed and lit crossing point where drivers and pedestrians can see each other clearly;
- **Visibility** - make sure drivers driving out onto public roads can see both ways along the footway before they move on to it;
- **Obstructions** - do not block walkways so that pedestrians have to step onto the vehicle route; and
- **Barriers** - think about installing a barrier between the roadway and walkway.

To limit the number of vehicles on site:

- provide car and van parking for the workforce and visitors away from the work area;
- control entry to the work area; and
- plan storage areas so that delivery vehicles do not have to cross the site.

Employers should take steps to make sure that all workers are fit and competent to operate the vehicles, machines and attachments they use on site by, for example:

- checks when recruiting drivers/operators or hiring contractors;
- training drivers and operators;
- managing the activities of visiting drivers.

People who direct vehicle movements (signallers) must be trained and authorised to do so.

Accidents can also occur when untrained or inexperienced workers drive construction vehicles without authority. Access to vehicles should be managed and people alerted to the risk.

## Turning vehicles

The need for vehicles to reverse should be avoided where possible as reversing is a major cause of fatal accidents.

One-way systems can reduce the risk, especially in storage areas.

A turning circle could be installed so that vehicles can turn without reversing.

## Visibility

If vehicles reverse in areas where pedestrians cannot be excluded the risk is elevated and visibility becomes a vital consideration.

## Signs and instructions

Make sure that all drivers and pedestrians know and understand the routes and traffic rules on site. Use standard road signs where appropriate

## **Environmental Document for PENISTONE LEISURE CENTRE.**

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### **ENVIRONMENTAL, ACCESS AND CONSERVATION GUIDELINES**

These Guidelines are primarily intended to reflect our purpose as a local contractor

JSD Construction Ltd is committed, through development of best practice to the protection of the environment in particular the avoidable damage caused by human impact on the environment.

The following guidelines have been issued regarding the environment, access and conservation. We will make every effort to ensure that employers follow these guidelines.

JSD Construction Ltd are aware that training in environmental awareness is fundamental to these Guidelines.

#### **Guidelines**

- Respect should be shown to the natural environment, and it's flora and fauna.
- Any work around trees JSD Construction Ltd will use padding to prevent bark damage.
- JSD Construction Ltd understand some areas should not be used to help prevent environmental and conservation problems through over-use.
- Nesting restrictions will be taken into account when planning any works
- JSD Construction Ltd will always seek access permission for entering any land before any works are carried out.
- Where anchors are required, natural features should be used as much as possible.
- Where there are no natural anchors ground stakes may have to be placed. When this happens the ground should, as far as practicable, be returned to its natural state afterwards.
- JSD Construction Ltd understand that to protect the environment vehicles and plant wash areas may be needed, areas will be set up with environment friendly cleaning facilities.
- JSD Construction Ltd understand that working in natural environment with vehicles plant and equipment methods of preventing spillages must be high on the priorities. Spillages materials will be available.
- If working in a public access area H&S signage and site fencing will be used. These will be checked daily for damaged and replaced if needed.

#### **Quality Assurance**

JSD Construction Ltd recognises that genuine environmental and conservation guidelines can only be assessed by monitoring what actually happens and using this information to modify and improve procedures.

JSD Construction Ltd will ensure that when procedures are reviewed, the principles of environmental and conservation will continue to be considered.

#### **Procedures for Implementation**

This statement is available to all employers. JSD Construction Ltd will develop any appropriate procedures for the implementation of these Guidelines. Any employers having a complaint in respect of this paper, should address their complaint, to John O'Connell MD JSD Construction Ltd .

# JSD CONSTRUCTION LTD

Unit 1, The Chapel, Mill Moor Road  
Meltham, Holmfirth, HD9 5JU

## Site equipment induction form

The form is to say \_\_\_\_\_ have had site induction on  
the

use of \_\_\_\_\_ for this site at

---

Always read and check the **Hazard Work Activity** sheet for the equipment used:

Trainers Name \_\_\_\_\_

### PPE information

Safety Helmets and Hi-Vis vests must be worn **at all times** whilst you are on site. You are responsible for providing your own safety boots again these must also be worn **at all times** whilst on site.

Eye Protection and gloves must be worn whenever your activity involves a risk of objects or particles entering your eyes or abrasive and/or sharp edged materials cutting your hands or fingers.

Ear defenders must be worn whilst you are working with or close to any powered equipment irrespective of the noise levels as the long term effect of continued exposure to even low levels of noise can be harmful.

It is your responsibility to take care of your own protective equipment. If you lose any item, or when an item requires renewing, please report the matter immediately to the site manager or the office and a replacement will be issued.

**I been shown and understand how to use the equipment named above;**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# JSD Construction Limited

## SITE SAFETY INDUCTION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Induction Done by: \_\_\_\_\_

**Whilst you are working on this development there are certain Health and Safety rules which you must comply with under the duty of care placed upon you by the 1974 Health and Safety at Works Act.**

1. Whilst on site make yourself aware of whom the supervisors are. There is a poster in the site office and canteen, which displays this information and also a list of useful and emergency contact numbers.
2. You must not operate any mechanically driven plant or equipment unless you have been trained to do so. If you need the use of any such equipment, then speak to the site manager/supervisor first.
3. If you are using ladders then ensure that they are tied to the structure wherever possible, it is best to tie ladders with a length of rope such as draw cord and not lengths of brick banding. The ropes should be tied around the styles and not the rung. If it is not possible to tie the ladder then you must ensure that there is a second person available to hold and foot the ladder.
4. You must wear the appropriate protective equipment such as goggles, ear defenders and dust masks when carrying out any of the following operations. Cutting or chipping bricks and blocks / using any type of abrasive cutting gear Sthil Saw / Drilling / Hilti firing or any other activity which is likely to cause dust, excessive noise levels or flying particles. There are sufficient numbers of Ear Defenders/Safety Goggles and Dust Masks available on site. You will be asked to sign for them and whilst these items are in your possession then it will be your responsibility to look after them. Anyone caught wilfully damaging such equipment will be asked to pay for them.
5. All JSD Construction LTD, sites are **HARD HAT** and **SAFETY FOOTWEAR** sites. Ensure that when you arrive on site you have brought them with you or you **will** be asked to leave the site until you comply.
6. Never indulge in horseplay (messaging around) or create/start any aggravated behaviour. If you have any problems with any work colleagues then discuss them with the site manager. If you are caught acting in a disorderly manner or in any way which may cause harm to others, then you will be asked to leave the site or dismissed from the company.

7. If you are working on scaffolding you must not move or alter the scaffolding in any way unless you are a trained scaffolder. If you have any problems with the scaffolding then ask the site manager/supervisor for their guidance first and they will take the appropriate steps.
8. The consumption of any alcohol or drugs is forbidden during work hours. Again if caught you will be removed from site and dismissed from the company.
9. There is a copy of the company safety policy available on site, you should take the time to read it. It is there for everyone and should you require reference then please use it. There are also both COSHH and Risk Assessment manuals available for your reference. These have been produced for specific site activities and should be referred to.
10. All accidents must, however minor, be reported to the site manager and entered into the accident book.
11. All subcontractor's power tools and electrically driven equipment must have been tested within a period not exceeding 3 months before being brought onto site. There is a register for such equipment and you will be required to complete this before commencing work on site.
12. JSD Construction LTD operates a **No Smoking** policy on this development. You may smoke within the designated smoking areas. We would appreciate your co-operation.
13. If you are a subcontractor then you should have provided JSD Construction LTD, with a method statement incorporating both COSHH and Risk Assessments under the Management of Health and Safety at Work Regulations and the CDM (Construction, Design and Management) Regulations. If so there should be a copy on site, please read through it and sign the acknowledgement and receipt form.
14. All employees and subcontractors must ensure that any work or activity under their control must not affect the health, safety and welfare of others on or off the site. Subcontractors are responsible for the disposal of their own waste. Where required, copies of any Section 62 Waste Transfer Notes must be provided to the site manager.
15. The welfare facilities on site are for your use; ensure that you keep them clean and tidy, removing your food wrappers etc on a daily basis. It will be everyone's responsibility to maintain and keep these facilities clean and orderly. Any cleaning duties, which have to be undertaken by JSD Construction LTD, the cost of this will be divided between those on site and counter charged or deducted from your wages.
16. If you have any problems relating to your work activity or you are unsure of any issues regarding Health and Safety, then ask the site manager or contact the safety officer

**Employee**

\_\_\_\_\_

**Safety Officer**

\_\_\_\_\_

## **Accident / Incident Reporting Form**

To be completed in block capitals by the injured person's supervisor or manager then returned to the Manager.

**Report completed by** .....

### **Personal details of injured person**

**Name** ..... **DOB** .....

**Home address** .....

.....

**Contact tel numbers** .....

**Address and location of accident** .....

.....

**Time & Date of accident / incident** .....

**Type of accident / incident**

*Circle appropriate*

Fatality   Major Injury   Minor injury   Dangerous Occurrence   Reportable Diseases

**Has the Health & Safety Executive been informed Tel 0541 545500   YES   NO**

**First aider's names** .....

**Contact address & telephone number** .....

.....

**Name, address and contact telephone numbers of any witness,   NONE**

.....

.....

.....

**When did the injured person cease work as a result of the incident?**

**Time** ..... **am/pm**   **Date** .....

What arrangements were made for the injured person?

*Circle appropriate*

Sent back to work	YES	NO		
Sent home	YES	NO	Taken home	YES NO
Sent to hospital	YES	NO	Taken to hospital by	CAR AMBULANCE
Referred to a doctor	YES	NO		

Report of what happened?

Signature of reporter.....

Report to be completed by Manager

*Circle appropriate*

Did the injured person cease work for more than three hours?	YES	NO	
Did the injured person return to work the next day?	YES	NO	
Did the injured person return to work after the weekend?	YES	NO	N/A
When did the injured person return to work? Date .....			
Did an interview take place with the injured person on their return to work?	YES	NO	
Where any photos taken of the accident site?	YES	NO	
What action has been taken to prevent recurrence?			

Signature of Manager.....

**Type of Injury****Location of Injury**

Please place a tick against the appropriate injury, location cause & agent.

Amputation	Ankle	Stomach
Break / Fracture	Arm	Thigh
Bruise / Swelling	Back	Toe
Burn hot / cold	Chest	Wrist
Concussion	Ear	Whole body
Cut / Scratch	Eye	Left side
Dislocation	Face	Right side
Gassing	Finger	
Internal injuries	Foot	
Irritation	Hand	
Loss of limb	Head	
Loss of sight eye / eyes	Knee	
Partial loss of sight	Lips	
Poisoning	Lower leg	
Scald	Neck	
Shock	Nose	
Stain / Sprain	Shoulder	

*Other Please state*

*Other Please state*

.....  
**Event causing accident**

.....  
**Agent of injury**

Inadequately / unguarded machinery / plant	Electricity
Defective / unsuitable protective clothing / appliances	Road other transport
Unsafe atmosphere	Lifting machinery / equipment
Poor layout	Powered / non-powered machines
Unsafe stacking or storing	Powered / non-powered plant / tools
Slippery or uneven surfaces	Ancillary equipment, catering, office stationery, fittings, industrial,
Failure to wear suitable PPE	Hot substances / steam
Used for a purpose of which it was not designed	Poisonous, toxic fumes, substances chemicals, corrosive
Manual lifting handling techniques	
Horseplay	Animals / insects
External factors not under the control of the employer	Scaffolding / ladders / steps
Disagreements / assaults	Sport / equipment
Falls	Water
Struck by an object	

*Other Please state*

*Other Please state*

.....  
**Note the make & model of equipment or substance causing the accident.**