Temple Safety Ltd

Construction Phase Health & Safety Plan



New Residential Development

at

Cote Lane
Thurgoland
Barnsley
S35 7AB

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Issue	
23/08/19	First
01/10/19	Minor amendments
30/10/19	Marketing suite layout addition

1 INTRODUCTION TO CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

This document provides information to enable Alfa Homes Ltd to meet its obligations as Principal Contractor under the Construction (Design and Management) Regulations 2015, which under Regulation's 13 and 14 identifies the 'duties of Principal Contractors'; to plan and manage health and safety in the construction phase and cooperate and consult the work force.

This document further develops the information provided by the Client – the Pre-Construction Information.

The principal aims are to control health and safety on the project by the following methods:

a. To record the health and safety arrangements and organisation necessary to ensure, as far as is reasonably practicable, the health and safety of all persons who may be affected by the works and the monitoring procedures to ensure compliance, taking into account the risks involved in the construction works.

b. To coordinate activities of all contractors to ensure that they comply with the relevant Health & Safety Legislation and to encourage all involved to work together.

2 Project Description and programme details including any key dates

New build residential scheme comprising 24 plots (TBC).

Start: **TBC (September 2019)**

Duration: **TBC**

3 Project Directory including details of Client, Principal Designers and other Designers or consultants

Role	**Designer**	**Name**	**Fortem**
Email		**Phone no**	**07377 556170**
Address	**11 The Covert, Dringhouses, York, Y024 1JN**		

Role	**Principal Contractor**	**Name**	**Alfa Homes Ltd**
Email		**Phone no**	
Address	**Thorp Arch Grange, Walton Road, Thorp Arch, Wetherby LS23 8BA**		

Role	**Client**	**Name**	**Alfa Homes Ltd**
Email		**Phone no**	
Address	**Thorp Arch Grange, Walton Road, Thorp Arch, Wetherby LS23 8BA**		

Role	**PD**	**Name**	**Temple Safety Ltd**
Email	**stable@templesafety.co.uk**	**Phone no**	**01246 435937**
Address	**Stable Courtyard, Renishaw Park, Renishaw, Derbyshire S21 3WB**		

4 Extent and location of existing documents and plans relevant to health and safety on site (Pre - Construction Information [PCI])

The Client's Pre-Construction information is located in Appendix 2 of the H&S Plan.

5 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Whilst the Organisation Chart shown in this Construction Phase Health and Safety Plan details the 'chain' of command, it is important to clarify the individual roles in relation to health and safety on site.

1. The **Project Manager** will have overall responsibility for:

a) Ensuring that the procedures laid down in the Construction Phase Health and Safety Plan will be fully implemented. They will also be responsible for the updating of the Plan, as and when required, accommodating items such as Method Statements, Risk Assessments and Sub-contractors Safety Policies as these become available.

b) To ensure that sub-contractors have been checked for competence adhering to the sub-contractor approval process and are given sufficient information to enable them to fully plan and implement their works with regard to the safety of their operatives and others who may be affected by their actions – this should include results of any surveys such as ground contamination, asbestos samples, traffic restrictions, public access, etc.

c) It will also be the responsibility of the Project Manager to ensure that the relevant information such as Method Statements, Risk Assessments, and Health & Safety Policies are obtained from sub-contractors and passed to the operational manager for inclusion in the local Health & Safety Plans.

2. The **Site Manager** will be responsible for the day to day implementation of the Health & Safety Plan as follows:

a) Statutory Requirements – ensuring records of inspections are made / kept; scaffolding, excavations, lifting appliances, etc., in the Site Safety Register.

b) All new starters are inducted, including sub-contractors and have undergone the relevant Health and Safety Training.

c) Tool Box Talks and an attendance register is archived as evidence.

d) Ensuring that operatives have the necessary skills and are adequately competent to enable them to adequately perform the given task or job, e.g. abrasive wheels, cartridge tools, dumpers, forklifts, MEWP's, etc. (This will be achieved by having copies of relevant training cards and certificates.

e) Ensuring the sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives and that any operation carried out by them which may affect others will be fully communicated to the affected persons before undertaking allocated works.

f) To ensure, in conjunction with the relevant level of management, that safety consultation meetings are held on site at regular intervals and minutes taken. Such meetings, as a minimum on a weekly basis, should engage the workers and allow all aspects of safety to be discussed with an upwards as well as downwards exchange of information to/from all contractors on site.

g) Sub-contractors are to have a monthly review completed regarding all manner of the relationship but MUST include H&S performance, rating and discussion on concerns and pass on updates on risk and processes.

3. **Temple Safety Ltd** will review the Construction Phase Health & Safety Plan prior to contract commencement.

4. It is the duty of all supervisory staff when managing subcontractors, including sub-contractors' Supervisors, to ensure that at all times works are carried out safely and that the relevant regulations are being fully complied with.

   Disciplinary measures may be taken for minor breaches of safe working practices in the form of Yellow Card procedures.

   Serious breaches may result in removal from site of the offending person/persons or company in line with the Red Card procedures.

5. **Temple Safety Ltd** will provide guidance and advise staff to help the implementation of the Construction Phase Health & Safety Plan and safety in general on site.

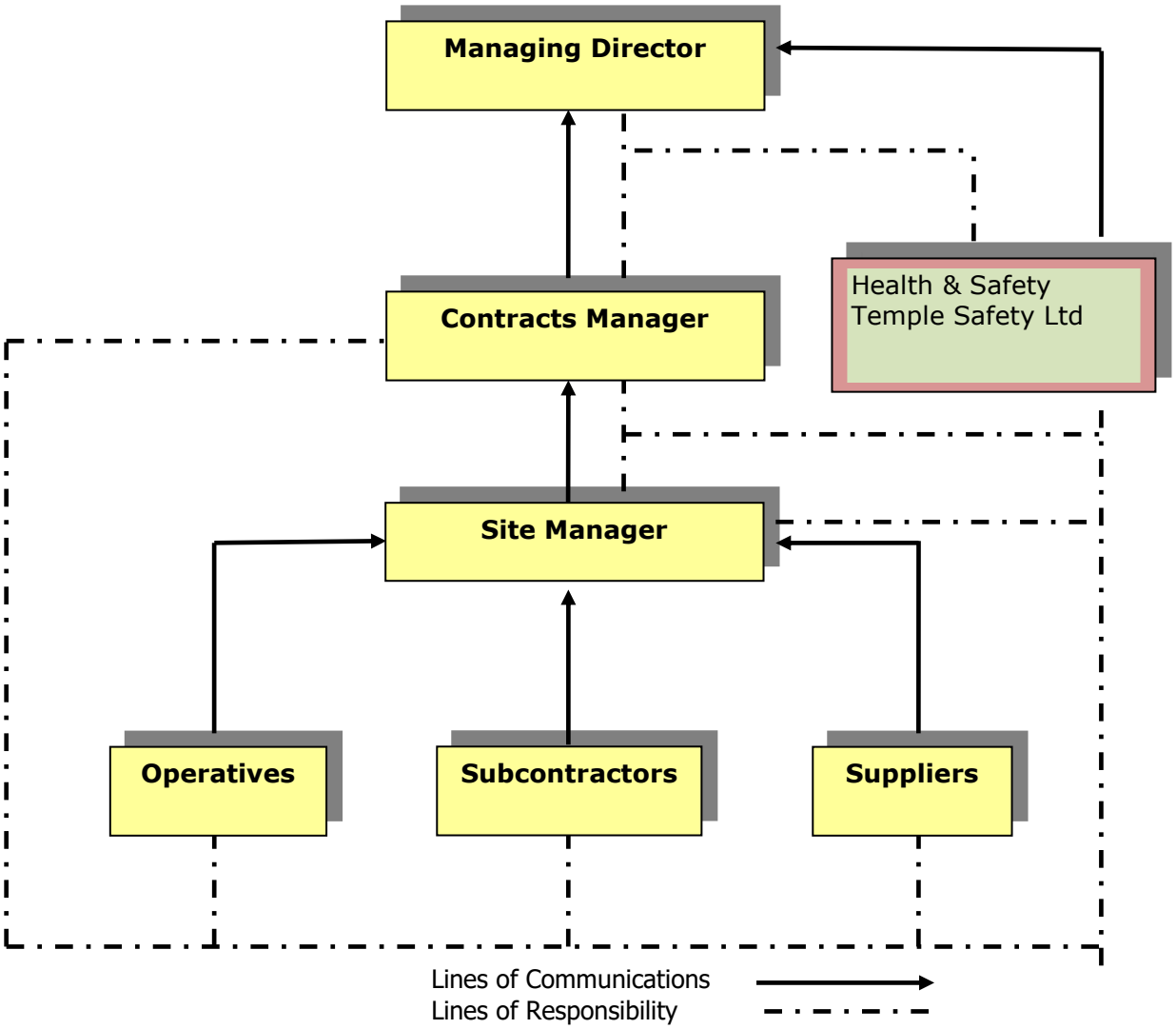
   They will also monitor throughout the projects duration that the Construction Phase Health & Safety Plan and all other relevant safety documentation is maintained and updated during their visits to site.

6. In the early stages of construction, a meeting/meetings will be held with the Client / Principal Designer to discuss what information will be required for inclusion in the Health & Safety File and how and when this information will be supplied.

7. The aim of all projects shall be for accident free, injury free and incident free environment.

6 ORGANISATIONAL CHART FOR HEALTH & SAFETY

Management Structure for the Contract



The team structure for this project is:

Name	Position
Stephen Brown	Site Manager

7 HEALTH AND SAFETY GOALS FOR THE PROJECT

The project will aim to deliver:

- A zero-accident frequency rate (AFR).
- No reported cases of Occupational Ill Health as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.

It is the policy of Alfa Homes Ltd that, so far as is reasonably practicable, the health, safety and welfare of employees, sub-contract personnel, site visitors and the general public will not be endangered by the activities of the Company.

Management, supervisory staff and all other Company employees who authorise work will be responsible for ensuring that suitable and sufficient health, safety and welfare facilities are made available and working conditions that are, so far as is reasonably practicable, without risks to health, safety and welfare are provided.

All statutory duties and provisions will be complied with and it is a duty of all Company employees to constantly assess methods of work and working places to ensure such compliance.

All employees and sub-contractors are required to adopt systems of work and to maintain places of work that are, so far as is reasonably practicable, without risks to themselves or to any other person.

STANDARD SETTING

ALFA HOMES LTD will only accept the very highest standards especially when it comes to health and safety.

The following standards are identified as minimum standards, which we expect all sub-contractors to work to and comply with:

- The Health and Safety at Work etc. Act 1974
- Health and Safety Offences Act 2008
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Construction Design and Management Regulations 2015
- The Work at Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Control of Noise at Work Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002 (Amended)
- The Environmental Protection Act 1990
- Regulatory Reform (Fire Safety) Order 2005
- JCoP for Fire Prevention on Construction Sites

The above are minimum standards and we further expect all work carried out on this project to be undertaken in accordance with all relevant Approved Codes of Practice, Codes of Practice, British Standards and guidance notes. Sub-contractors must ensure that when preparing safe systems of work and proposed methods of work that these systems and methods take into account all such standards.

8 ARRANGEMENTS FOR MONITORING AND REVIEW OF HEALTH AND SAFETY PERFORMANCE

1. The management of health and safety during the Construction phase will be carried out by the implementation of:

   a) Company Safety Policy.

   b) Risk Assessments.

   c) Method Statements for high-risk activities.

   d) Site Safety Inspection of the work in progress to ensure compliance with items (a)–(c) above.

2. It is the responsibility of the Site Management team to monitor and develop the Health & Safety Plan to ensure the following:

   a) A common approach is developed for managing Health & Safety at Work.

   b) Assessments are prepared by sub-contractors as required by the Management of Health & Safety at Work regulations.

   c) The provision and use of designated welfare arrangements.

   d) The implementation of the Construction Phase Health and Safety Plan.

   e) Modifying and updating the Construction Phase Health and Safety Plan as and when necessary and ensuring that any changes are communicated as necessary.

   f) The issue of, where appropriate, rules for a safe working environment.

The following levels of monitoring will be implemented on the project.

Level 1:
Evaluation of the effectiveness of the ALFA HOMES LTD Health, Safety and Policy and Arrangements together with the availability and compliance with risk assessments will be undertaken by site visits.

Level 2:
Daily visual inspection of works areas, tools and equipment, such as electrical tools, harnesses and discussion with employees and contractors regarding works in progress, safe systems of work and where applicable the issuing of further safety control measures.

Action: ALFA HOMES LTD Site Team

Level 3
Temple Safety Ltd will carry out independent monitoring.

Action: Temple Safety Ltd

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

In so much as the Construction (Design and Management) Regulations 2015 places duties on the Principal Contractor to develop the Construction Phase Health & Safety Plan, we also need to conform to various other safety legislation, such as the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, which require the establishment of company policies, procedures, etc.

SITE SAFETY REGISTER

In order to comply with our obligations regarding the recording of inspections and statutory requirements, we will be using various registers.
We would emphasise that whilst some of these documents are physically separate from the Construction Phase Health & Safety Plan, they are an integral part and should be used as such.

9 REGULAR LIAISONS BETWEEN PARTIES ON SITE

Sound communications are seen as an essential element of every project undertaken by **ALFA HOMES LTD**. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible.

Site and task specific briefings for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose/discuss suggestions for improvements.

Design information, if received, is to be reviewed by the site management team to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the Principal Designer where deemed necessary such as design and build. Where no hazards are identified the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high risk, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.

10 CONSULTATION WITH THE WORKFORCE

All employees of Alfa Homes Ltd and employees of sub-contractors are encouraged to discuss health and safety with management and Temple Safety Ltd during visits to site.

Toolbox talks will be carried out to direct employees, issued to contractors and monitored by our site supervision. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the site team will identify any further talks required which may be required.

11 THE EXCHANGE OF DESIGN INFORMATION BETWEEN THE CLIENT, PRINCIPAL DESIGNER AND CONTRACTORS ON SITE

We will ensure that 'versions' or 'revisions' of design information are controlled and the following are maintained:

(i) Only the current or latest versions of drawings or other design information are exchanged between design team members, the Principal Designer and contractors on site; and

(ii) Only information which has been checked and approved before being annotated with 'Issued for Construction' is passed to subcontractors for their use on site. The Principal Designer is to be included on all such exchanges of information.

(iii) Where the Project Description proposals differ from this standard plan, information will be added. The site is to assess if a requirement is necessary to amend the risk assessments, method statements.

On site meetings to be agreed with the Engineer/Architect.

12 HANDLING DESIGN CHANGES DURING THE PROJECT

All changes are to be recorded on the change register and discussed at the Progress Meetings during the project. Where safety related issues have determined a change or modification to the design this will be fed back to the Principal Designer at site meetings.

If an individual Project Description proposal differs from this standard plan, information will be added. This may necessitate the Principal Contractor and contractor amending risk assessments, method statements or providing further information to the client and the Principal Designer. This will be via liaison meetings or other recorded means.

13 THE SELECTION AND CONTROL OF CONTRACTORS

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the competence and commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made. As a minimum, the following will be carried out to meet these statutory duties:

PROCEDURE

1. The Head Office will be responsible for providing and maintaining a register of 'Approved' contractors/sub-contractors.

2. The Commercial Team will advise the Health and Safety Department of any contractors/sub-contractors who are being considered for a contract and will invite the contractor to submit a profile to support their application by completing a sub-contractor questionnaire.

3. The contractor's competency assessment must be treated as a separate item, not attached or included as tender documents.

4. On notification of a new submission the Head Office will review the contractors profile and all associated documents.

5. All responses will be marked dependent on the amount of information given, plus other documentation when applicable.

6. On completion of approval the site must ensure that all personnel who will be involved in site activities receive a Alfa Homes Ltd induction and attain copies of all competencies for the specific works to be undertaken.

7. **Temple Safety Ltd** give advice and guidance to contractors/sub-contractors on the regulations to enable them to reach our required standards. Where the standard has not been met but items identified have been addressed, that contractor may be reconsidered for approval status.

8. Disputed results or disagreements should be passed to **Temple Safety Ltd** for a further review, with the Director Responsible for Safety being the final arbitrator in any disagreement.

SELECTION PROCEDURES

1. CONTRACTORS, CONSULTANTS AND DESIGNERS

ALFA HOMES LTD selects contractors, consultants, designers and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the company. Those where there is no previous experience are

subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarised as follows:

a) **Designers Sub-Contractors.**

Sufficient suitable qualified people and sufficient resources must be available to enable the standards imposed to be achieved and the designer must have adequate knowledge of health and safety and associated legislation.

b) **Contractors/Sub-Contractors.**

When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy.
- A capacity to manage health and safety adequately by on site supervision.
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high risk elements.
- The ability and resources necessary to ensure compliance with the health and safety regime of the project.

14 THE EXCHANGE OF INFORMATION BETWEEN CONTRACTORS

So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Construction Phase Health and Safety Plan, together with design information and the health and safety standards that apply are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments/method statements.

15 SITE SECURITY

- Minimum, where practicable, is a solid 2m high hoarding, timber/blockade. Where this is not practical heras style fencing may be considered.
- Consider whether 24/7 security will be required. Alternatives given risk levels may include remote monitoring.
- The site must also have in place a signing in/out process.
- Th public are not to be allowed on site with an off-site office available for sales

Security fencing will be placed around the perimeter of the site double clipped heras fence panels.
Public are not to be allowed on site
Sales are to be off site

16 INDUCTIONS AND SITE ORIENTATION

Stage 1 – Induction. All workers are to have undergone a full site induction prior to commencing any work for **ALFA HOMES LTD;** this includes the collection of information such as: Employers details, CSCS/CPCS registration numbers, next of kin details, notification of any health issues. There will also be a series of videos to watch and answer relevant questions depending on works due to take place on site. The Induction will include the following: -

1	**All persons must sign in and out when entering and leaving site.**
2	**All accidents and near misses however minor must be reported.**
3	**Welfare facilities should be kept clean and tidy.**
4	**Proper PPE is to be carried and used when required: Helmets, Footwear, Gloves, Goggles, Masks, High-Vis wear etc. It is MANDATORY that Hard Hats and toe/sole-protectors are worn at all times.**
5	**Rubbish to be removed as the works proceeds. Waste and surplus materials to be removed at the end of every shift.**
6	**No smoking is allowed on site.**
7	**Do not obstruct access/exit routes.**
8	**A Permit system should be adopted for all hot works.**
9	**The most suitable means of access should be used: Scaffold, Mobile Scaffold Towers, etc.**
10	**Do not adjust or remove any edge protection – if edge protection requires adjustment then ask the Site Management for assistance**
11	**All electrical plant and leads to be 110 Volt (unless otherwise agreed) and properly tested. Faulty or damaged equipment not to be used.**
12	**Ensure you know the health & safety requirements of any potentially harmful substance being used on site – paints, adhesives chemicals etc.**
13	**All moving parts must be adequately guarded to stop unintentional contact.**
14	**Persons operating plant and machinery must be competent in the safe use of and also be able to demonstrate competence if asked**
15	**Anyone suspected of alcohol or substance abuse will be removed from site.**
16	**Consideration should be given to everyone – think Noise, Dust, Good Behaviour, Personal Hygiene etc.**

17 ON SITE TRAINING

1. Direct employees required to carry out key tasks e.g. fork lift, scaffolding, etc., will be provided with the necessary training.

2. Minimum training of one day per year (7 hours) for direct employees will be the objective of the company.

3. The Project Manager, Site Manager and Temple Safety Ltd and supervisors will monitor safety on site. They are to highlight any lack of safety awareness and where necessary give instruction on the relevant subject. This will be termed Continuation Training.

4. Continuation training can include not only employees but also contractors.

5. Contractors will be expected to ensure that all of their operatives are trained not only in the specific task/duty they are contracted for (roofing, scaffolding, excavating, demolition, etc.) but also in the general awareness towards health and safety (COSHH, noise, dust, etc.) and have an in date accredited asbestos awareness certificate to identify recent training where working on pre 2000 refurbishment projects.

6. All Contractors must be fully aware of their statutory duties.

7. The responsibility of the recording and retaining of Safety Training is the General Manager.

18 WELFARE FACILITIES AND FIRST AID

The Site management will establish the welfare and first aid requirements before work starts, taking into account sub-contractors requirements if applicable.

Suitable and sufficient Health and Welfare Facilities (as required by Schedule 2 of the CDM Regulations 2015) will be established or information passed to transient workers on provision to be utilized in the local area.

The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel on induction training.

Names of qualified persons appointed in accordance with the Health & Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

19 SPECIFIC SITE HEALTH AND WELFARE FACILITIES AND FIRST AID ARRANGEMENTS

a) On individual sites where site cabins may be utilised they will be connected to the mains electric or powered by generator (following a survey by the local electricity supplier) by competent persons and all installations will be in accordance with BS 7375 or similar.

b) All welfare facilities will be maintained in good order and consist of suitable provisions for the requirement of their usage.

c) First aid box will be held and maintained in the mobile offices.

d) A named trained First Aider must have completed the 3 day FAW course.

The Management team will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

Where the Company has arranged to use the facilities provided by another Contractor the Site Supervisor will report to management any deficiencies in facilities provided by the contractor.

Where the use of showers are available on site but rarely used, the showers are to run for five minutes per week and the shower head cleaned to prevent the possibility of bacteria forming and is to be recorded.

Specific Welfare Arrangements Where short term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, a Risk Assessment is to be carried out, identifying the minimum requirement, which should include:

(a) Drinking water container.

(b) Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy).

(c) Hand cleanser in dispenser.

(d) Paper towels or other suitable means of drying hands.

(e) Storage facilities for protective clothing.

(f) Adequate first aid equipment.

(g) Mobile telephone or other means by which the emergency services are called.

Before work commences, the Site Team must make arrangements for the use by operatives of convenient sanitary and welfare facilities throughout the duration of the work.

Describe the welfare arrangements specific to the project
Temp facilities which will comply with Schedule 2 of CDM 2015.

Describe the First Aid specific to the project
Minimum 3 day First Aid at Work qualification

20 SITE LAYOUT/TRAFFIC MANAGEMENT –

Safety Risks including:

Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians. This principle will include for the elimination of reversing vehicles wherever possible. The traffic plan is to be made available to all suppliers and contractors working on site.

Adequate segregation must always be provided to protect members of the public from work activities or effects of the work, including noise and dust. A site entrance where possible will be formed to restrict access into the work area.

Traffic will access and exit the site via Cote Lane, where a new entrance/exit will be formed Access onto site will be stoned up as soon as possible to reduce mud, however a hose type jet wash will be used to rinse down mud from wheels of vehicles when required.



Typical hose to be used.

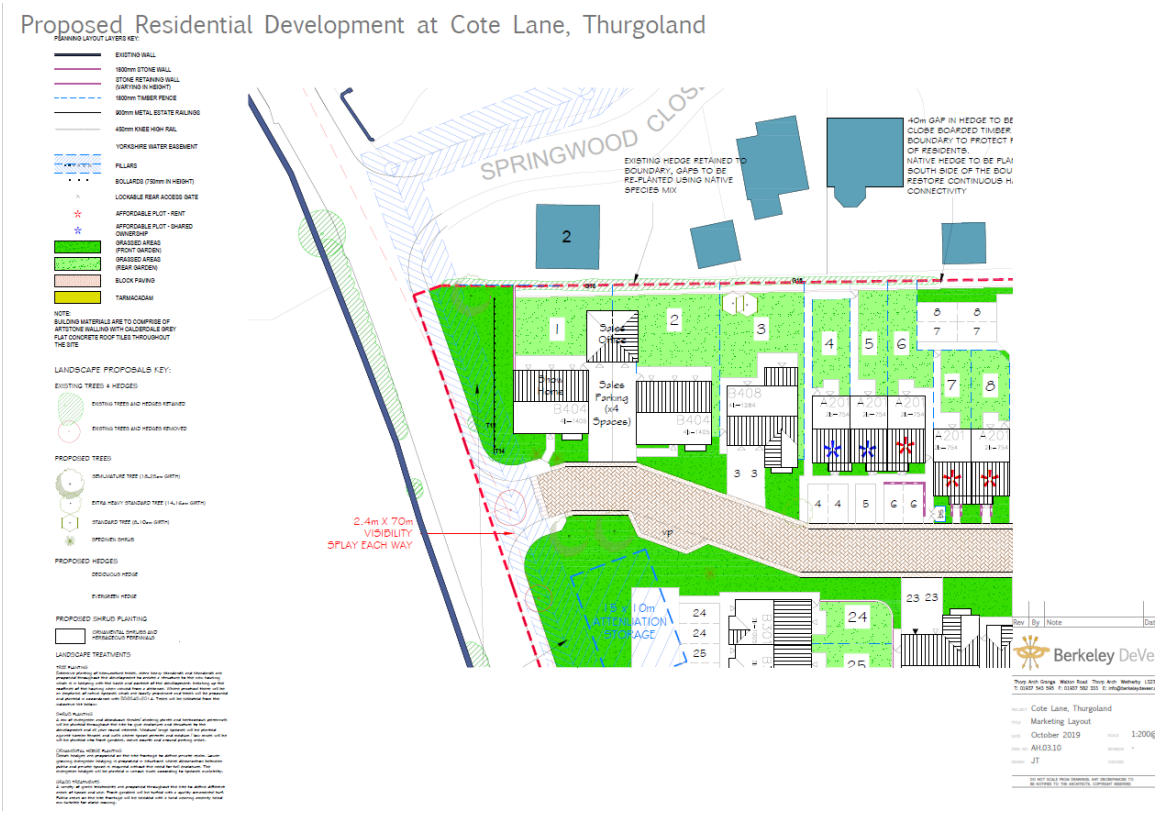
Where practicable the phasing of the works will ensure that roads and sewers are formed by the appointed groundworks before other trades access site. With the base layer tarmac installed this should significantly reduce the potential to be tracked around the site.

Site plant should not have a requirement to leave site and delivery vehicles will unload from tarmacked areas and not need to access areas where roads have not been formed. A site tele-handler will then transport materials to plots. The tele-handler will not have any requirement to leave site which would be the main potential for mud to foul the highway.

Any concerns from nearby residents will be addressed swiftly.

No ground works or construction activities should take place outside of the hours of 08:00 to 18:00 Hours Monday to Friday and 08:00 to 01:00 in a Saturday with nothing on a Sunday or statutory holiday, unless otherwise agreed in writing with the Local Authority.

Marketing Suite layout for visitors:



21 THE REPORTING OF ACCIDENTS AND INCIDENTS INCLUDING NEAR MISSES

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. The procedure to be adopted in each case is as follows:

Accidents Involving Injury

All accidents, no matter how minor, are to be advised to the Site Manager and recorded.

1. Minor accident to employee:

   a) Ensure details have been entered in the Accident Book.

   b) Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days, i.e. weekends) because of injury, The Site Manager will notify the Temple Safety Ltd who will ensure F2508 notification is completed.

   c) If injured employee is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes a specified 'major injury' this must be notified to Temple Safety Ltd immediately.

2. Minor accidents to any other person, enter the details in the Accident Book.

   a) If the other person is an employee of another company, the responsible person at the workplace should notify his employer. The Accident Book is still to be completed.

   b) The Regional Health, Safety and Environmental Manager will ensure that a copy of the F2508 is received scanned and loaded onto the Mi-Project System.

3. In the event of a specified major injury or a fatal accident occurring to **ANY PERSON** arising out of or in connection with our work, **immediately telephone Temple Safety Ltd (01246 435937 and out of hours 07979 746657)**.

   All accidents will be investigated and results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to head office. These documents must be made available, if requested, to the Enforcing Authority or safety representative.

The requirements of Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR:13) are contained, in full the Company Arrangements.

22 LOCAL INFORMATION DIRECTORY/EMERGENCY PROCEDURES (TO DISPLAY)

Local A&E Hospitals

- **Barnsley Hospital**

  Tel: 01226 730000

  Gawber Road

  Barnsley

  Yorkshire

  S75 2EP

  Open now

  7.0 miles

- **Northern General Hospital**

  Tel: 0114 243 4343

  Northern General Hospital

  Herries Road

  Sheffield

  South Yorkshire

  S5 7AU

  Open now

  8.2 miles

All accidents should be recorded in the *Accident Book* located within the First Aid Box.
In addition, Temple Safety Ltd should be contacted on 01246 435937 or 07979 746657 / 07764 336631

The name of the First Aider is: Stephen Brown

EMERGENCY SERVICES	**999**	**Ask for service needed** **Give the operator:** **Your name** **The site address** **The type of emergency** **Be clear** ***Keep calm***	
	EMERGENCY	**LOCAL NUMBER**	**ADDRESS**
FIRE SERVICE	**999**	0114 2883148	Stocksbridge Fire Station Manchester Road, Stocksbridge S36 1DH
POLICE	**999**	0114 2202020	S Yorks Police 8 Bridge Street Penistone S36 6AJ
HSE Incident Contact Centre **(Monday to Friday 8.30am – 5pm)**	**0845 300 9923**		
HSE Incident Contact Centre **(Outside the above hours)**	**0151 922 9235**		
	EMERGENCY NUMBER		
ELECTRICITY	0800 40 40 90		**National**
GAS	0800 111 999		**National**
WATER	0345 1 24 24 24		**Yorks Water**
TELECOM	0800 023 2023		**National**

23 EMERGENCY PROCEDURES INCLUDING FIRE

All procedures will be in accordance with the JCoP for Fire Prevention On Construction Sites Association and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and cover fires, acts of terrorism and all emergencies that may require the site to be evacuated.

Prior to commencement, the Construction Team have visited the site and examined the project in order to assess the degree of fire risk.

- The Site Manager is responsible for fire safety
- Hand-cranked bells are to be used as fire and emergency alarms for the initial stages of the project
- As the project develops, particularly as the building becomes enclosed, the fire alarm system will be re-assessed and upgraded

- The Site Manager will manage all Hot Work and permit requirements
- Smoking is prohibited on site other than in the designated area
- The fire alarm system will be sufficient to cover the site accommodation and construction locations
- The evacuation plan, procedures and escape routes form part of the induction process
- The Site Manager will identify the type, number and location of fire fighting equipment (See Fire Plan)
- Access for emergency services is available via the site entrance
- The Site Manager will ensure testing of the emergency procedures, including fire drills
- Security measures will be maintained to reduce the risk of arson
- Waste removal is arranged with licensed waste carriers and arrangements are in place to avoid large accumulations of waste

During the progress of the works, the Site Manager will ensure the fire prevention plan is adhered to and amended as necessary. The Site Manager will:

- Where necessary, ensure the daily "Hot Work Permit" system is operated correctly.
- Maintain a daily record of all site personnel and visitors so that in the event of a fire the number of persons at the assembly point can be verified.
- Carry out regular checks of all escape routes, fire fighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
- Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan unworkable, and instigate all necessary revisions and updates.
- During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
- Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors etc. by carrying out thorough induction training.
- At all times promote a "fire safe, working environment".

Fire extinguishers

The site's fire extinguishers have been selected to ensure they meet the requirements of the site-specific risks.

Water: Suitable for use on wood, paper and textile fires. Not for electrical equipment.
Dry powder: Suitable for use on electrical apparatus or flammable liquids.
CO^2: Suitable for live electrical apparatus. Will also extinguish flammable liquids, but not suitable for class 'A' fires.

General fire precautions:

- Fire extinguishers should be checked weekly for serviceability.
- All "Hot Work" must be protected with fire extinguishers and controlled by the use of a "Hot Work Permit."
- Additional visual checks for signs of fire must be made at the end of each operation, and at least one hour after hot work has been completed.
- Acquaint yourself with the requirements of the fire action notices and other general safety signage.
- Rubbish and other combustible waste must be cleared from work places and rest areas daily.
- Electric points must not be overloaded and equipment should be turned off when not in use.
- A no smoking policy operates on company worksites.
- Store and dispose of any substance or material that may be a fire hazard correctly.
- Co-operate with, fire drills and other evacuation planning and follow the company procedures.
- Ensure the correct types of fire extinguishers are immediately available and ready for use at all times.
- Familiarise yourself with all fire escapes and access/egress routes.

Fire and emergency plan

A fire bell/air horn will be used during the groundworks phase. It is anticipated that there will be maximum of four people on site and this will suffice to raise the alarm.

Fire extinguishers will be available at the site cabins.

24 THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND WRITTEN SYSTEMS OF WORK

a) All necessary Method Statements and Risk Assessments will be prepared and kept in on site.

b) The requirement for a Method Statement will be highlighted to the sub-contractor by the Alfa Homes Ltd prior to commencement on site.

d) All such Method Statements/Risk Assessments **must** be available on site **prior** to that operation commencing. These will comply with the requirement of the Health and safety Policy to ensure that they are sufficient in detail and, if acceptable, will be signed on site by all operatives who will agree to comply with the Method Statement/Risk Assessment at all times. If at any stage of the work the Statement requires revision, then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

25 DRUGS AND ALCOHOL

a) **ALFA HOMES LTD** has a zero-tolerance approach to the misuse of drugs and alcohol for both direct employees and members of the supply chain and as such undergo testing.

b) It is also the policy of Alfa Homes Ltd that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by any persons or member of staff working on/in a company site/contract or office, will be deemed to be a failure to comply with current regulations and legislation and may result in the individual being instructed to leave the site. The individual's employer will be contacted and informed of the action.

c) Where a manager has reasonable belief that a member of staff is under the influence of alcohol or drugs (whether prescribed or not) and that this is impairing his/her ability to perform normal duties (it shall be policy to ensure that this is confirmed by at least two members of staff), the manager will ensure that the individual is taken off their normal duties with immediate effect pending investigation. Such investigation may include appropriate testing and could lead to disciplinary action.

26 PERSONAL PROTECTIVE EQUIPMENT & CLOTHING (PPE)

ALFA HOMES LTD provides all employees with the necessary protective equipment and clothing as identified by risk assessment. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use it once it is provided. Subcontractors are responsible for providing their own employees with appropriate PPE. Employees, subcontractors and visitors arriving on site without the necessary PPE will be denied access to the operational areas of the project. The standards adopted f are as follows:

Head protection

Safety helmets will be provided to all employees. They must be worn in accordance with the site rules and Site Manager's instructions.

Eye protection

Eye protection will be provided when identified by risk assessment. The type will largely depend upon the work activity, but generally should be worn when, breaking out concrete with power tools, grinding and cutting, etc. Standard Markings on Eye Protection:

1 or 2	Optical class	B	Medium energy impact (Grade 1: 360ft/s)
3	Liquid droplets/splashes	F	Low energy impact (Grade 2: 125ft/s)
4	Large dust particles	N	Resistance to misting
5	Gas & fine dust particles	K	Resistance to surface damage (anti-scratching)
9	Molten metals and hot solids		

NB Low energy (Grade 2) impact safety glasses must not be worn when operating cut off machines (e.g. Stihl saws) and angle grinders, etc. Grade 1 medium energy impact goggles or face shields must be worn.

Hearing protection

Hearing protection must be worn where persons are exposed to levels of noise which may cause hearing loss. The Site Manager and Operatives will know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 85 dB(A) and action needs to be taken.

Hand protection

Gloves will be worn to protect the hands from hazardous substances and during handling operations. Typical activities where gloves must be worn are during the handling of heavy, sharp or rough objects.

Respiratory protection

All persons using respiratory protection should be face fit tested.

- **FFP1:** (Nuisance dust masks) **these respirators must not be used** as they do not provide adequate protection against hazardous airborne dusts and fume. They are for "nuisance" dust only.
- **FFP2:** Disposable respirators with nose clips and exhalation valves. These respirators protect against fine hazardous dust particles and light metal fume, a good general-purpose respirator that should be considered for most work situations, except extremely dusty atmospheres where an increased safety factor is required
- **FFP3:** Higher level protection against fine particulates and fine dusts. Must be worn during dusty operations such as demolition and when cutting with abrasive wheels and cut-off machines.

Footwear

Safety footwear must be worn on site. Only safety boots providing ankle protection will be provided. The company will not purchase training shoes or other types of safety shoes as standard issue unless the nature of the work demands the alternative type.

Workwear

Every employee is issued with corporate work wear to protect against cementitious products, other hazardous substances and the effects of the sun.

Any person not wearing PPE as directed by the Site Manager or as identified by risk and COSHH assessment may be subject to disciplinary action. Employees are reminded that they must take care of the equipment provided and where negligence is found, disciplinary action may be taken.

CONSTRUCTION ACTIVITIES:

1 EXCAVATIONS AND GROUNDWORKS
2 CONTROL OF LIFTING OPERATIONS
3 WORK AT HEIGHT
4 DUST MITIGATION PLAN
5 ASBESTOS MANAGEMENT
6 DEMOLITION
7 ACCOMODATING ADJACENT LAND USE
8 STABILITY OF STRUCTURES
9 MAINTENANCE OF PLANT AND EQUIPMENT
10 WORK ON OR NEAR WATER WHERE THERE IS A RISK OF DROWING
11 STORAGE OF MATERIALS AND WORK EQUIPMENT
12 REDUCING NOISE AND VIBRATION
13 EXPOSURE TO UV RADIATION (FROM THE SUN)
14 COSHH
15 GAS WORKS
16 ELECTRICAL WORKS
17 MANUAL HANDLING

General health and safety advice and information is available from the Health & Safety Executive (HSE) (www.hse.gov.uk) or your own H&S Representative.

1 EXCAVATIONS AND GROUNDWORKS

Excavations and Ground-works in general remains one of the most dangerous activities in the UK construction industry and includes both of the highest risk categories; work at height (falls into open excavations), and plant/machinery movement.

Site Specific Notes on Excavations & Ground-works

- Identify and plan for the extent and approx. depth of all excavations
- Detail bulk excavation requirements and where the material will go
- Explain site access arrangements – route to be taken, contractor's car parking, prohibited arrival/leaving times etc must be briefed to all operatives.
- Detail any plant/person no go areas (overhead cables etc.)
- Detail storage arrangements (materials and fuel)
- Include relevant details on ground make-up (contamination etc.)
- Explain environmental issues – Tree protection, invasive species, ecology, archaeology etc
- Detail any community requirements

Health & Safety

Excavations:

1. All excavation work will be properly planned with all necessary equipment available on site before the work commences.
2. All open excavations must be properly fenced at all times. The fencing used must be substantial enough to prevent persons falling in – Herras fencing panels must be clipped together with double clips if used.
3. Rigid edge protection barriers must be provided at the top level of all open excavations to prevent workers involved in the actual excavation work from falling in.
4. Where possible, all excavations should be back-filled at the end of each day.
5. Where possible, access into excavations will be via properly constructed steps cut into the ground or a ramp – access ladders should be considered as a last resort.
6. If ladders are to be used, they must be in good condition and properly secured against movement
7. Stop blocks are to be positioned and used where vehicles are required to tip directly into an open excavation.
8. Material excavated from an excavation must be cast at least the same distance as the excavation is deep, away from the edge.

Underground Service Avoidance:

1. All available information (GPR scans, CAT & Genny scans, information from the client etc.) will be used to identify the location of underground services

2. CAT equipment used must be minimum CAT 4+ and data logging is to be completed, this will be requested in the event of a Service Strike investigation.

3. Initial investigation by hand digging will be used to identify location

4. No mechanical excavation will take place within 500mm of a known underground service

5. Where possible, underground services will be isolated

6. The area of excavation will be constantly scanned using a CAT and Genny which has been properly calibrated and used by a trained, competent person

7. Work is to stop immediately where underground services are identified.

8. If Site Manager approves the excavating to proceed the area services believed is to be marked on the ground, spray paint or signs and trial hole procedure is to be followed

Service Utility Avoidance:

1. All internal utilities will be isolated and only electric will be supplied on a temporary board.

2. If available as built drawings or service plans are to be consulted to identify where existing services are located, if available the location is to be planned into the works in order to avoid and assumed locations to be marked on the walls, floor or ceiling to indicate their presence and intrusive works must be avoided.

3. Initial investigation site inspection is to be completed; this includes observing ground sign and understanding on internal service runs.

4. A hand held detector is to be used to scan the area before any intrusive work is commenced, if the detector indicates suspected services then the area is to be marked and avoided. If not possible to re-plan works to avoid, ensure all services are isolated and carefully by hand uncover the service run. Before commencing any work around a service the site manager is to be consulted for guidance.

Overhead Service Avoidance:

1. Utility owners will be consulted regarding overhead services and working height restrictions.

2. Crossing places under overhead cables will be established using a 'goal post' type structure. This will include warning signs giving the maximum permissible height.

3. All other areas under overhead services will be fenced off to prevent plant / vehicle movement

4. Specific measures will be introduced where plant is required to work directly under overhead services and may include the use of physical height restrictors etc.

Mobile Plant:

1. All mobile plant and equipment must be in good condition and operated by a trained and competent person within the parameters of the accepted plant usage

2. **ALFA HOMES LTD** only accepts CPCS and NPORS qualifications for mobile plant operators and the operators must bring their cards with them.

3. No passengers are permitted to ride on plant unless permission is given by the Site Manager

4. All plant must be immobilised when the operator is not at the controls.

5. All items of plant and machinery will be the subject of a weekly visual inspection to determine any faults or defects. This inspection will be formally recorded.

6. All test and thorough examination documentation must be made available for recording with the site manager, before the item of plant is used

7. The specific site traffic management plan must be observed and adhered to at all times in particular site speed limits and warning signage

8. Vehicles required to reverse must have a dedicated (trained) banksman in addition to any audible warning devices or cameras

9. Excavators must have a dedicated (trained) banksman unless operating in a fenced off area where no pedestrians are present

10. No plant or machinery is to be used on site until its presence has been brought to the attention of the site manager.

Where spoil is stored on site the potential for dust nuisance to nearby properties will be monitored. Should particularly dry and windy conditions be encountered the measures will be implemented to suppress/contain dust. This will usually comprise the use of a water absorbent 'tarpaulin' which will be placed over the spoil heap and secured at the foot on all sides. The tarpaulin will then be gently hosed with emphasis on the sides of the spoil heap where the prevalent wind direction is hitting the spoil heap.

Dust suppression bowsers will be used on roads where dust is being blown up in dry and windy conditions. The site roads have been formed and limited dust should be generated.



Typical unit.

2 CONTROL OF LIFTING OPERATIONS

All lifting operations will be planned and carried out in accordance with:

- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

This applies to the use of all lifting appliances or machines, i.e. pulley blocks, gin wheels, winches, piling frames, excavators, draglines, cranes, etc., and to the use of all lifting gear or tackle, i.e. chain slings, ropes, slings, shackles, eye-bolts, hooks, etc. at the project

All lifting operations will be planned by an appointed person as required by BS7121. All lifting operations will require a lift plan.

CONSIDER

- Workplace
  - Ground conditions
  - Temporary works
  - Proximity hazards
  - Over sailing risk
  - Operation, travel erection and dismantle conditions
  - Areas cordoned off

- Loads
  - Lift Weight (inc lifting accessories)
  - Load, Centre of Gravity
  - Requirement for additional lifting equipment

- Equipment
  - Type of lifting appliance
  - Max outrigger/track load @ radius
  - Appliance deployment, (boom, jib, outriggers, counterweights)
  - Lifting certificates available

- Personnel
  - Appointed person / Crane supervisor
  - Slinger / signaller
  - Training Certificates
  - Communication method between parties

Truss lifting to consider.

3 WORK AT HEIGHT PLAN

Project Fall Prevention Strategy

The safety goal on each site is to achieve an injury and incident free place of work. This Work at Height Plan will help to deliver that goal by safely managing all aspects of working at height.

The purpose of this Plan is to identify the activities on this project involving working at height and select the appropriate methods and equipment to undertake the work safely using the hierarchy of control.

All work at height on this project should comply with the Work at Height Regulations 2005.

Co-ordination and Communication

Any Work at Height operations that are planned will be discussed along with the control measures required. Any exclusion zones to protect from falling objects will be discussed and briefed to operatives by their Supervisors.

Work at Height operations requiring exclusion zones or permit to enter systems will be identified with clear and precise signage to make workers and visitors aware of the risks.

Review and monitoring arrangements.

Working at height where involved in the works being undertaken is to be challenged, reviewed and monitored at all performance meetings. Employees and contractors will be monitored for compliance with the agreed access and fall prevention measures.

Scaffolds

Scaffolding Contractors and scaffold design will be controlled in accordance with TG20:13 where required. This specification states the minimum requirements and standards for all scaffolding and edge protection designed, erected, altered, inspected, used and/or dismantled and as such it will be used to audit all scaffolding.

Non Mechanical Access Equipment (NAME)

All users of NMAE (ladders, towers, easi-dec, Tetra etc) must only be used and erected by trained and competent operatives.

Safe System of Work

All work at height must be adequately risk assessed and a SSOW must be in place before any work is undertaken, supported by an on-site risk assessment if transient responsive repairs are being completed. Site Managers are to confirm the competence of all operatives and subcontractors before the work is undertaken

4 DUST MITIGATION PLAN

Introduction

Dust can and is generated in many ways across our sites, from different construction processes such as cutting and grinding, preparing and mixing materials for use through to simply keeping the site clean and sweeping up

The main receptors for dust are

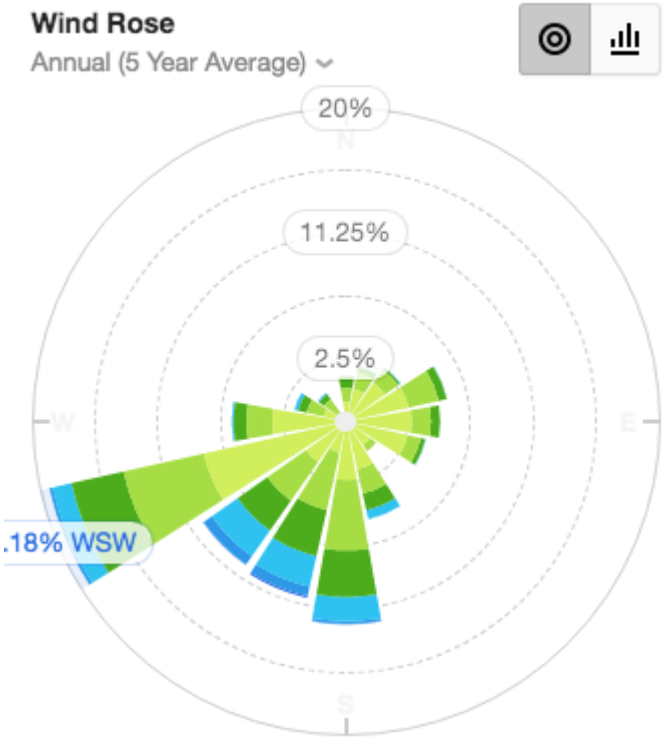
- 4 Dwellings to the North Perimeter odd Springmoor Close



- Two dwellings to the South perimeter



Therefore operatives, supply chain and operational managers are to ensure a dust mitigation plan or risk assessment is completed before commencing all works to ensure our workers and others are adequately protected and segregated from exposure at all times.



The prevailing wind for the area is WSW, which would mean the wind would be directed across the site away from the dwellings prevalently but the following will be applied

Action

Site Managers will:

- Prominently display the head office and name of person accountable for all dust issues

- Identify each operation that will generate dust during activity.

- Make all contractors aware of the dust management plan and in conjunction with subcontractors responsible for the activity use the plan to;

i. Plan site layout so machinery and dust causing activities are located away from receptors and plan to minimise the hazards where practicable
ii. Erect screens or barriers (where practicable) to dust making activities or stockpiles, alternatively cover or seed stockpiles where long term.
iii. Record exceptional incidents that cause dust and/or air emissions, act to resolve and record details.
iv. Carry out and record daily on and off-site inspections (within 100m of boundary) and provide cleaning where necessary. Increase the frequency of inspections when activities with potential to produce dust are carried out
v. Ensure all non-road mobile machinery (NRMM) meet required emission standards and all vehicle switch off engines when stationary with no idling. The use of electrical or battery plant is preferred when practicable
vi. Cutting, grinding or sawing equipment is to be fitted with dust suppression or extraction equipment
vii. Minimise drop height from machinery causing dust and ensure adequate water is on site for all necessary suppression, using non-potable water where possible
viii. Ensure supplies of bagged materials are sealed and stored appropriately
ix. Ensure bulk materials are not allowed to dry out and bunded where practicable. Where this is not practicable other controls such as covering may be necessary
x. Roads will be kept clean with the use of water where practicable and necessary
xi. Vehicles entering and leaving site are to be covered to prevent escape of materials during transport
xii. No bonfires allowed on site at any time

See Page 27 for spoil and road dust.

Face Fitting and Selection of Respiratory Protective Equipment (RPE)

The use of RPE must be considered a last resort, as this control does nothing to protect the wider workforce and is reliant on an individual will to comply. Having considered and adopted controls such as filtration, dust capture and suppression, secondary protection in the form of RPE may still be required.

FFP 3 mask achieving APF20 is to be used.

As such the RPE must be correctly selected to address the remaining hazard and the individual issued with the equipment correctly trained in its use and face fitted to ensure the RPE will in fact give the protection required.

5 ASBESTOS MANAGEMENT

N/A

Competence

All direct, agency and supply chain operatives working on the projects involving intrusive works to structures built pre 2000 will be required to have attended and have an in date certificate proving they have attended an accredited Asbestos Awareness.

Asbestos Surveys

It is vital that the asbestos information and or survey available is suitable for the works being completed and that no caveats or non-accessed areas are present in areas where operatives are required to conduct work.

There are two types/levels of asbestos surveys, management surveys and Refurbishment and Demolition surveys which offer differing levels of access based on the nature and type of work required on a project.

For each site a R&D Survey is to be completed and made available before commencing works, this must be briefed to all operatives on site and recorded in a TBT.

Refurbishment and Demolition Surveys:

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling

All operatives, supervisors, managers and other office staff who are expected to read, use or provide guidance on ACMs are to receive suitable training on how to interpret these

Where any concerns or questions are raise by site teams or office staff into the validity of the available asbestos information additional sampling and or surveying should be commissioned before the works are permitted to commence.

The Removal of Asbestos Plan:

All work involving asbestos in any form will be carried out in accordance with:

- Work with Materials Containing Asbestos (ACOP) The Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2015
- Asbestos; The Survey Guide HSG 264 (Amended 2012)
- Asbestos; The Licensed Contractors Guide HSG 247
- The Control of Asbestos regulations 2012
- Asbestos Essentials Advice on non-licensed work with asbestos
- ALFA HOMES LTDAsbestos removal check sheet.

Prior to any Demolition or Refurbishment works being undertaken, the Site Team will ascertain at an early stage, normally by the provision of a Refurbishment and/or Demolition Asbestos Survey, whether asbestos, in any form, is likely to be present and whether its presence will impact on the workforce where works are to be carried out.

Asbestos removal works will take the following forms:

Licenced Asbestos Removal

- Licenced asbestos removal work – This work will be completed under notification by the HSE on a ASB 5 and only by a approved licenced contractor or ordered and completed directly by the client.

Non-Licenced Asbestos Removal

- Non-Licenced (NLW) and Notifiable Non-licensed (NNLW) asbestos removal work can be completed either with an approved Licenced asbestos removal contractor or by CAT B Trained Asbestos operatives.

PPE/RPE

During any asbestos removal all operatives must remain clean shaven and be face fitted for appropriate P3 respirators.

Type 5 coveralls must be worn at all times and either lace less boats or overshoes used throughout.

It is also advised that operatives involved in the soft strip of premises during refurbishment and demolition works wear P3 dust masks and coveralls as an extra precaution.

Asbestos Removal Documentation

NNLW or NLW works completed by CAT B Trained Operatives

Before any NNLW or NLW is to be completed by a WDP operative the following documents will be required to be made available:

- Copy of the ASB NNLW1 form (where applicable)
- Site specific method statement.

Licensed Works or using Asbestos Contractor

Before any licenced asbestos removal or notifiable non-licenced work takes place using asbestos removal contractor the following documentation must be in place. The Asbestos removal contractor will normally have a file with the following information:

- A copy of the Asbestos removal contractor licence is to be on site.
- A copy of the ASB 5 if notifiable, which must be available at the site where the asbestos is to be removed
- A copy of the plan of works and method statement which was forward to the HSE. (This should have also been sent to the Health and Safety manager for approval).

- Training certificates of employees working on the project.
- Employees Medical Surveillance in date certificates on site? (within 2 years).
- Employees face fit test certificates on site.
- Asbestos removal contractor's Waste Carriers Licence.

Licenced Asbestos Removals - Site set up

The set up for the Decontamination Unit (DCU) and must be in place as per the drawings in the method statement.

- Is the (DCU) connected to the work enclosure? In some circumstances this may not be possible to the location of the works being carried out. If this is the case then a plan must be in place to ensure the transit route from the work enclosure to the DCU or asbestos waste skip/vehicle is clearly marked.

- Documents relating to the DCU should be available for inspection including the annual gas and electrical test, 6 monthly Dispersal of Particulate (DOP) test for Negative Pressure Unit (NPU) and previous Certificate of Reoccupation. There should be a minimum of one shower head for every 4 asbestos operatives on site.

- This may also require is to be manned at the time asbestos is being removed from the work enclosure, so that third parties are prevented from being in the transit route at the time any asbestos contained materials (ACMs) are being removed. There may be a requirement for a portable DCU to be erected inside a building if it is not feasible to have one parked outside. This however must still have the same checks carried out prior to any work commencing. Using the Alfa Homes Ltd Asbestos check sheet:

- Does the work enclosure have an air lock, and does it have a minimum of three compartments. Is each compartment door weighted at the bottom? Are hazard warning signed fixed displayed at eye level.

- The enclosure will be constructed using 1000 gauge (250 microns) polythene sheeting supported as necessary by framework.

- Are vision panels in appropriate locations so that work can be viewed by the site team?

- In areas that cannot be viewed has CCTV cameras been set up, so works can be viewed by the supervisor and site team, to ensure that no poor working practices are being undertaken.

- Are there sufficient ASBESTOS warning signs around the outside of the enclosure/working area?

Once the site enclosure has been erected a smoke test must be conducted to ensure that there are no holes are gaps in the enclosure. The smoke test is to be physically observed by a member of the site team, and the smoke test is to be signed by the site team.

Note* during the smoke test the NPU **must not** be in operation, and smoke alarms are to be isolated. Once the smoke test has been carried out and is satisfactory the NPU should then be switch on and the smoke should be clear within 2 – 3 minutes.

Tools and Equipment

All tools and equipment being used during the asbestos removal process must be checked for serviceability and test dates. All electrical equipment must be PAT tested every 3 months. Negative Pressure Units (NPU's) and vacuum cleaners with HEPA Filters must also have DOP test every 6 Months).

Depending on the size of the area having ACM's removed will demand on how many NPU's will be used. There should always be a HEPA filtered vacuum cleaner in the air lock for shadow vacuuming during removal, decontamination process (bags/operatives).

Note * There should also be a spare vacuum on site, in case one breaks down.

Protective Clothing

During the removal of ACM's it will have been identified what protective clothing is being worn in the method statement or plan of works. This is particularly important to identity what colour protective clothing is being worn within the enclosure and during transit. White protective clothing is normally used for moving asbestos waste through the transit route.

Analytical Air Monitoring/Handovers

Air monitoring should be established at the start of asbestos removal and will be dependent on the materials being removed and the location and site setup. All analytical monitoring is to be undertaken by an independent organisation with appropriate UKAS Accreditation. During the asbestos strip out air monitoring should be carried out at a frequency that had been agreed with the site team and removal contractor.

Following all air monitoring and on completion of the removal works, analytical reports and Certificates

of Reoccupation should be issued to the site team with reports being held in the site file for filing by the branch and forwarded to the client or their nominated preferred asbestos consultant to update their asbestos management database and for inclusion in the H & S file where applicable.

Emergency procedures

It is important to identify any emergency procedures for the removal of ACM's, especially if there is an incident within the enclosure and an operative requires medical attention. A plan must be in place so that operatives can evacuate from the working area without putting other at risk of contamination.

1) Elevated fibre levels outside the enclosure:

Whilst working on site if any operatives are informed of any elevated fibre levels outside the enclosures then all works must stop immediately. The analyst employed on the site will be consulted in an attempt to ascertain what the source of the elevated fibre levels may be. In some circumstances these elevated fibre levels may have been caused by other non-asbestos materials on site, if this is identified as so by the analyst then work may recommence.

In the event of subsequent elevated fibre levels being identified by the analyst as likely to be coming from either the enclosure, incorrect transiting procedures or insufficient cleaning of bags etc., then this should be addressed by the relevant site supervisor and no work shall commence until both the supervisor and analyst are satisfied that procedures are adequate and airborne fibre concentrations are re-established at <0.010f/cm3.

Where circumstances as the above are identified and rectified then consultation between the asbestos contractor and the appointed analyst and the client will define whether or not continued background monitoring will occur.

2) Breach of a waste bag:

All waste should have been sufficiently dampened during the suppression and the removal operations therefore, if any waste bags are breached outside of the enclosure during waste removal the risk to other operatives or members of the public will be minimal.

However, should such a breach occur on site then asbestos removal operatives will immediately restrict access to the "contaminated "area, and initiate the clean-up procedures i.e. put on any additional/ required RPE and PPE, mist spray spillage, hand pick any large debris and bag immediately , H Type vac the area, assess the need for background air monitoring etc.

Spillage kits to include: H type vacuum, airless spray filled with a water/wet strip solution, waste sacks, tape, polythene and barrier tapes.

Waste disposal

As asbestos is a hazardous material it must be removed as hazardous waste, using Hazardous waste consignment notes. Ensure that all loads of asbestos are recorded and corresponding transfer documentation is available.

6 DEMOLITION – N/A

All demolition works must only be completed once a specific risk assessment has been completed and control measures have been implemented to control the demolition.

The specific SSOW must be approved by a member of Temple Safety Ltd.

Site Specific Risk Assessments

Prior to commencement of hazardous operations work specific risk assessments will be produced by Contractors in line with the safe sequence of works as detailed within the Method statements without which work will not be allowed to proceed. This must be approved by Temple Safety Ltd.

It will be the responsibility of the Contractor to implement and monitor any requirements and procedures identified in these assessments and when necessary provide the appropriate training for both their line managers and site operatives.

	Significant Risk Identified on this Demolition?	**Yes**	**No**
1.	Work on excavations and work where there are poor ground conditions.	✔	
2	Working at Height (preventing falls)	✔	
3	Stability of structures whilst carrying out construction / demolition work including temporary structures and existing unstable structure's	✔	
4	Dealing with services, water, electricity and gas including overhead power lines and temporary electrical installations.	✔	
5	Work involving lifting operation's	✔	
6	Delivery and removal of materials (including waste) and work equipment taking into account of any risk to the public, e.g. during access to or egress from the site.	✔	
7	Work with or near fragile materials		
8	Maintenance of Plant and Equipment	✔	
9	Traffic routes and segregation of vehicles and pedestrians	✔	
10	Storage of materials (particularly hazardous materials) and work equipment	✔	
11	Hot works e.g. Cutting, grinding, welding, spark generation etc.	✔	
12	Work on wells, underground earthworks and tunnels.		
13	Work on or near water where there is risk of drowning.		
14	Work carried out in a caisson or compressed-air working.		
15	Work involving the use of explosives.		
16	Work involving the assembly or dismantling of heavy prefabricated components.		
17	Other significant risk		

	Health Risks Identified on this Demolition?	Yes	No
1	Working alongside or Removing Asbestos	✔	
2	Dealing with contaminated land		
3	Manual handling	✔	
4	Use of Hazardous substances, particularly where there is a need for health monitoring.	✔	
5	Noise and Vibration	✔	
6	Exposure to UV radiation (from the sun)	✔	
7	Lead	Possible	
8	Construction Dust (i.e. evidence of Face Fit testing)	✔	
8	Other Health risks i.e. Aspergillum / Anthrax		

7 ACCOMODATING ADJACENT LAND USE

Most building operations are inherently noisy and/or dusty and as such can give rise to nuisance for adjacent land users, we will endeavour to keep these to a minimum by the use of sprays where applicable and by ensuring that all plant used on site has the appropriate silencers, baffles, etc.

Dust should not present any great problems, but we will liaise with neighbours regarding any particularly noisy or dusty operations. When working close to an existing building temporary dust screens will be erected as required to ensure that dust contamination is kept to an absolute minimum. This will be monitored by the site manager and modified if required.

Noise surveys will be carried out as and when conditions dictate and a copy of such surveys will be kept on site.

Surplus materials will be placed in skips, for removal from site to a registered tip. All excavated material that is not required will be loaded onto suitable lorries and deposed of under licence. All demolition materials will be removed similarly.

We will not allow any fires on site for the burning of materials.

The neighbours will be kept fully aware of the works being undertaken with any measures requested considered to reduce the level of inconvenience during the works

8 STABILITY OF STRUCTURES

According to BS 6100 'Building and Civil Engineering Vocabulary', temporary works are described as: *"Works to stabilise or protect an existing building or structure that are not intended to be permanent*", or; *"Works undertaken during construction but not required to form part of the finally completed*

construction works". As such, they form an integral part of most construction operations.

Any scaffold will require an approved design before being allowed to be erected.

Temporary works procedures

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – ie, procedures to:

- Check that the temporary works have been erected in accordance with the design, and issue a formal "permit to load" where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal "permit to dismantle" where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.
- Smaller contractors may not have the experience to operate their own temporary works procedure and may need to obtain external expertise. It is also common for large and medium contractors to outsource aspects of temporary works design and management

Temporary works design

The design of the temporary works should be based on the agreed design brief. Any proposed alteration or modification of the design brief by the designer should be referred back to the TWC. The temporary works should be designed in accordance with recognised engineering principles. The preparation of design calculations, drawings and specification should be undertaken with similar rigour to the procedures applied to the design of the permanent works.

Temporary works designers include; the manufacturers and suppliers of proprietary temporary works equipment and those working in a contractor's temporary works department or office. Temporary works designs are sometimes categorised to indicate the complexity/simplicity of the specific temporary works structure and the potential risk. See below for an example

Simple and/or potentially low risk temporary works
Standard scaffold
Formwork less than 1.2m high
Hoarding and fencing up to 1.2m high
Simple propping schemes – 1 or 2 props
Internal hoarding systems and temporary partitions not subject to wind loading
Shallow excavations less than 1.2m deep/high
More complex and/or potentially medium risk temporary works
Falsework up to 3m high
Formwork for columns and walls up to 3m high
More complex propping schemes – multiple props at single level
Needling of structures up to 2 storeys high
Excavations up to 3m deep/high
Safety net systems fixed to robust primary members
Hoarding and fencing up to 3m high

Simple designed scaffold
Temporary roofs
Complex and/or potentially high risk temporary works
Falsework and formwork over 3m high
Trenchless construction, including headings, thrust bores, mini tunnels
Working platforms for cranes and piling rigs
Tower crane bases
Façade retention schemes
Flying and raking shores
Complex propping schemes – multiple props and multiple levels
Needling of structures greater than 2 storeys high
Ground support schemes greater than 3m deep
Complex designed scaffold
Cofferdams
Bridge erection schemes

Jacking schemes
Complex structural steelwork and precast concrete erection schemes
Hoarding and fencing over 3m high

Design Checks

Before erection commences, the temporary works design should be checked for:

- Design concept
- Strength and structural adequacy (including foundations and lateral stability)
- Compliance with the design brief.

The design check should be carried out by an independent competent person(s) . The ability and independence of the checker should be greater where the temporary works are more complex or where new ideas are incorporated. Recommendations for various categories of design check are given in Table 1 of BS5975:2008, reproduced below:

Categories of Design Check (taken from BS 5975:2008)

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1, 2 or 3 as appropriate.	Because this is a site issue, the check may be carried out by another member of site or design team.
1	For simple designs. These may include: formwork: false work (where top restraint is not assumed): needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications.	The check may be carried out by another member of the design team.

2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundations or excavation support or slope	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization

9 THE MAINTENANCE OF PLANT AND EQUIPMENT

The requirements contained within the following regulations will be complied with as regards the use of any type of plant or equipment used on site:

- The Construction (Design and Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- Control of Vibration at Work Regulations 2005
- Noise at Work Regulations 2005

The Operational Manager and user will ensure that plant delivered to site is inspected before first use and that any required safety devices are available and in good working order including flashing amber beacons.

Any defects noted which it is considered could affect the safe operation of the plant or equipment will be reported to the company responsible for the plant or equipment immediately. The equipment shall be taken out of use until the defect(s) are repaired or the item replaced. Specific advice on this issue should be sought from the Safety Manager.

10 WORK ON OR NEAR WATER WHERE THERE IS A RISK OF DROWING

N/A on this project.

Any work where there is a risk to operatives of drowning shall be carried out in accordance with the:

- The Construction (Design and Management) Regulations 2015.
- Provision and Use Work Equipment Regulations 1998.
- Management of Health and Safety at Work Regulations 1999.

The Site Team will ensure that the following arrangements are planned before work commences:

- Suitable fencing or barriers.
- Life belts, safety lines.
- Rescue boats.
- Rescue teams and procedures.
- Training for operatives and supervisors.

The supervisor will ensure that all barriers, fencing and rescue equipment is provided before work commences which could place personnel at risk from drowning.

The Supervisor will ensure that all rescue equipment is checked regularly and that any defective equipment is repaired or replaced immediately.

11 STORAGE OF MATERIALS AND WORK EQUIPMENT

The following specific legislation contains requirements to be complied with:

- The Control of Substances Hazardous to Health Regulations 2002
- The Management of Health and Safety at Work Regulations 1999.

No material or substance shall be used on site until suitable assessments are available in the work place, all concerned are aware of, and are taking the necessary precautions to comply with the assessment and regulations.

All COSHH related material and substances are to be stored in suitable containers, boxes, or secure chests, etc., which should be suitably marked, clearly visible and preferably located externally.

Area will be formed on site for safe storage and unloading of materials, which will be planned by the site management

12 REDUCING NOISE AND VIBRATION

Given the nature of construction works many activities can give rise to higher than normal levels of noise and vibration, iN order to address this we will adopt the following practices:

Control of Vibration:

- Assess the vibration risk to employees.
- Decide if they are to be exposed above the daily exposure action value (EAV)
- Implement procedures and controls to eliminate and reduce these risks.
- Provide health surveillance.
- Decide if they are likely to be exposed above the daily exposure limit level (ELV).
- If they are, take action to reduce their exposure below the limit value.
- Provide information and training
- Maintain health records.
- Keep records of and review and update risk assessments regularly.

Hand, Arm Vibration Exposure Times

Tool	Make & Model	Vibration Reading	Maximum Exposure (Mins)
Rotary Hammer Drill	Bosch GBH2SE	11	31
Rotary Hammer Drill	Bosch 4DSC	11	31
Rotary Hammer Drill	Makita BHR200	9	46
Rotary Hammer Drill	Makita HR2400	10	37
Rotary Hammer Drill	Makita 2510	8	58
Rotary Hammer Drill	Hilti TE6	10	37
Rotary Hammer Drill	Hilti TE2	10	37
Rotary Hammer Drill	Hilti TE2M	10	37
Rotary Hammer Drill	Hilti TE6A	5	150
Rotary Hammer Drill	Hilti TE6C	8	58
Rotary Hammer Drill	Hilti TE6S	8	58
Rotary Hammer Drill	Hilti TE15	11	31
Rotary Hammer Drill	Hilti TE15C	8	58
Rotary Hammer Drill	Hilti TE25	11	31
Rotary Hammer Drill	Hilti TE35	10	37
Combi Hammer Drill	Bosch GBH5DCE	14	19
Combi Hammer Drill	Bosch GBH7	14	19
Combi Hammer Drill	Bosch GBH10DC	13	22
Combi Hammer Drill	Makita HR3850	11	31
Combi Hammer Drill	Makita HR3850K	12	26
Combi Hammer Drill	Makita HR3000C	10	37
Combi Hammer Drill	Makita HR5000K	20	9
Combi Hammer Drill	Makita HR5000K	20	9
Combi Hammer Drill	Makita HR5001C	13	22
Combi Hammer Drill	Hilti TE15C	8	58
Combi Hammer Drill	Hilti TE55	11	31

Combi Hammer Drill	Hilti TE75	11	31
Combi Hammer Drill	Hilti TE76ATC	7	76
Combi Hammer Drill	Kango 950K	15	16
Breaker	Bosch GSH5CE	14	19
Breaker	Bosch GSH10C	14	19
Breaker	Bosch 11304/USH27	13	22
Breaker	Makita HM0810	9	46
Breaker	Makita HK1800	6	104
Breaker	Makita HM1200K	12	26
Breaker	Makita HM1800	26	Under 6 mins
Breaker	Hilti TE104	9	46
Breaker	Hilti TE704	11	31
Breaker	Hilti TE705	11	31
Breaker	Hilti TE805	16	14
Breaker	Hilti TE905	8	58
Breaker	Kango 900	10	37
Breaker	Kango 2500	20	9
Breaker	JCB Beaver 3	4	235
Pneumatic Breaker	Flotman CE12EK	7.5	66
Pneumatic Breaker	Atlas Copco Tex14P	14	19
Pneumatic Breaker	Atlas Copco Tex14PS	14	19
Pneumatic Breaker	Atlas Copco Tex15PE	3.8	260
Pneumatic Breaker	Atlas Copco Tex 18P	14	19
Pneumatic Breaker	Atlas Copco Tex 18PS	14	19
Pneumatic Breaker	Atlas Copco Tex19PE	3.8	260
Pneumatic Breaker	Atlas Copco Tex22P	13	22
Pneumatic Breaker	Atlas Copco Tex22PS	13	22
Pneumatic Breaker	Atlas Copco Tex23PE	3.5	307
Pneumatic Breaker	Atlas Copco Tex27P	14	19
Pneumatic Breaker	Atlas Copco Tex27PS	14	19
Pneumatic Breaker	Atlas Copco Tex28PE	3.8	260
Pneumatic Breaker	Atlas Copco Tex32P	14	19
Pneumatic Breaker	Atlas Copco Tex32PS	14	19
Pneumatic Breaker	Atlas Copco Tex33PE	3.8	260
Pneumatic Breaker	Atlas Copco Tex39P	15	16
Pneumatic Breaker	Atlas Copco Tex39PS	15	16
Pneumatic Breaker	Atlas Copco Tex40PE	5.5	124
Pneumatic Breaker	Atlas Copco TexP60	19	10
Pneumatic Breaker	Atlas Copco TexP60S	19	10
Pneumatic Breaker	Atlas Copco TexP90	17	13
Pneumatic Breaker	Atlas Copco TexP90S	17	13
Chipping Hammer	Atlas Copco Tex3	9.6	40
Chipping Hammer	Atlas Copco Tex5	15.7	15
Chipping Hammer	Atlas Copco Tex5R	15.7	15
Demolition Pick	Atlas Copco Tex11DCS	12.5	24
Demolition Pick	Atlas Copco Tex11DKS	12.5	24
Chicago Pneumatic	CP 222S	13	22
Rock Drill	CP9	19.4	9
Rock Drill	CP14	14	19
Rock Drill	CP22	25	6
Rock Drill	CP32A	30	Under 6 mins
Rock Drill	CP69	22	7
Portable Cut – Off Saw (Disc Cutter)	K50 Active 11/2 Stroke	10	37

Portable Cut – Off Saw (Disc Cutter)	Stihl TS400/2 Stroke	10	37
Portable Cut – Off Saw (Disc Cutter)	Stihl TS360	8.3	54
Portable Cut – Off Saw (Disc Cutter)	Stihl TS400	9.1	45
Portable Cut – Off Saw (Disc Cutter)	Stihl TS460	6.1	101
Portable Cut – Off Saw (Disc Cutter)	Stihl TS510	9.2	44
Portable Cut – Off Saw (Disc Cutter)	Stihl TS760	8.9	47
Portable Cut – Off Saw (Disc Cutter)	Partner K650 300mm	8.9	47
Portable Cut – Off Saw (Disc Cutter)	Partner K650 350mm	8	58
Portable Cut – Off Saw (Disc Cutter)	Partner 350mm K950	9	46
Portable Cut – Off Saw (Disc Cutter)	Partner K3600	3.3	345
Portable Cut – Off Saw (Disc Cutter)	Makita BPC6400	6	104
Air Cut – Off Saw (Disc Cutter)	Partner K30	7.2	72
Angle Grinder	Makita 6069	3	418
Angle Grinder	Makita 9565CV	5	150
Concrete Planer	Von Arx AG FR200	9.7	40
Concrete Poker	Wacker 3” air poker	4.5	185
Concrete Poker	Wacker flexible shaft poker 57mm head	5.6	115
Concrete Poker	Wacker 110v high frequency poker 57mm head	1.7	Over 8 hours
Concrete Poker	Wacker 110v high frequency poker with pistol grip 57mm	0.7	Over 8 hours

Control of Noise:

The Site Team will ensure that information on the noise level of any plant and/or activity which is intended to be used is obtained and taken into account before commencement of works.
The Site Team will ensure that any static plant to be installed on site or in the workshop is planned to be in a position which takes account of the effects of noise on the workers or public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the Site Team will ensure that full details of anticipated noise levels and frequencies are obtained before work commences.

Measures to reduce noise levels, below those levels considered to be unsafe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Monitoring of noise levels and frequencies will be undertaken as required using a noise meter.

The Operational Manager is to ensure that the following safe systems are incorporated as required/ necessary and applied by contractors:

- Noise assessments to identify exposure to the workforce
- Select quieter processes
- Re-design activities to eliminate or reduce noise processes
- Reduce the number of people exposed

- Limit the time spent in noisy areas
- Provide information, instruction and training
- Ensure that health surveillance is provided to medium and high risk operatives
- Monitor and review

It will be deemed part of the contractor's safe system of work that the information specified above is provided at the commencement of the contract and monitored as the contract progresses and completes.

The Noise Regulations require specific action at certain noise levels. These relate to:

- The levels of exposure averaged over a working day or week, and;
- Maximum noise exposure (peak sound pressure) in a working day.

Action Levels

Lower Exposure Value	Daily or weekly exposure of 80dB (A) Peak sound pressure of 135dB (C)	Hearing protection must be made available on request. Managers should seek to reduce the noise at source and/or reduce the duration of exposure.
Upper exposure action value	Daily or weekly exposure of 85dB (A) Peak sound pressure of 137dB (C)	Hearing protection must be worn when this value is exceeded. Managers should seek to reduce the noise at source and/or reduce the duration of exposure.
Exposure limit	Exposure limit daily or weekly exposure of 87dB (A) Peak sound pressure of 140dB (C)	These levels **must not** be exceeded taking into account attenuation achieved by provision of hearing protection.

13 EXPOSURE TO UV RADIATION (FROM THE SUN)

Given the very nature and environment in which construction works take place those working are at greater risk from the problems caused by ultraviolet (UV) rays in sunlight. We will make those on our site aware of the risks associated with working outdoors through induction and toolbox talks; we will ensure the following points are communicated:

Some Dos and Don'ts to avoid the dangers are:

- Do try to avoid the mild reddening which is a sign of skin damage as well as being an early sign of burning.

- Do try to work and take your breaks in the shade if you can - this will reduce your risk of harming your skin and also help to keep you cool.

- Do continue to take care when you go on holiday - your skin remembers every exposure.

- Don't be complacent; get to know your skin's most vulnerable areas (e.g. back of neck, head) and keep them covered.
-
- Don't try to get a tan - it's not a healthy sign. It might look good but it indicates that the skin has already been damaged. A suntan does not eliminate the long term cancer risk which is associated with prolonged exposure to the sun; nor will it protect against premature ageing.

SUN PROTECTION CODE

- Keep your top on while working. Clothing forms a barrier to the sun's harmful rays- especially tightly woven fabrics
- Wear a hat with a brim or a flap that covers the ears and the back of the neck – these areas can easily get sunburnt
- Stay in the shade whenever possible, during your breaks and especially at lunch time
- Use a high factor sunscreen of at least SPF15 on any exposed skin. Apply as directed on the product
- Drink plenty of water to avoid dehydration
- Check your skin regularly for any unusual moles or spots.

WHAT TO LOOK FOR

- Changed or recently formed moles?
- Small scabby spots that do not clear after a few weeks.
- Changes in shape, size or colour, itching or bleeding.
- Pay particular attention to growths that appear on the face, especially around the eyes and nose.
- If in doubt show them to your doctor explaining that you work outdoors – Don't delay – have it checked out.

14 COSHH

ALFA HOMES LTD acknowledges that not all substances can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Where reasonably practicable, Alfa Homes Ltd will undertake to control exposure by engineering means. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided its employees.

All employees including Subcontractors will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

ALFA HOMES LTD line Management is responsible for the implementation of this policy.

The following specific legislation contains requirements to be complied with:

- The Control of Substances Hazardous to Health Regulations 2002(Amended)
- The Management of Health and Safety at Work Regulations 1999.

No material or substance shall be used on site until suitable COSHH assessments are available in the work place, all concerned are aware of, and are taking the necessary precautions to comply with the assessment and regulations.

All COSHH related material and substances are to be stored in suitable containers, boxes, or secure chests, etc., which should be suitably marked, clearly visible and preferably located externally.

15 GAS WORKS

Legislation

The Gas Safety (Installation and Use) Regulations 1998, place specific duties on employers to ensure Gas Operatives are competent to carry out the work they are expected to perform. The duty also extends to employers when gas work is carried out under their control.

Competence and Qualifications

Regulation 3 of the GS(IU)R 1998 states No person shall carry out any work in relation to a gas fitting or gas storage vessel unless he is competent to do so. Gas Operatives must therefore be competent to carry out gas works safely. This is fulfilled through experience, training and on-going assessment. Proof of competence is by undertaking assessment for Nationally Accredited Scheme for Individual Gas Operatives (ACS) or ACS aligned NVQ.

The ACS is administered and developed by Gas Safe Register who is recognised by the HSE as the responsible body for gas safety. ACS Certification Bodies electronically populate the National Database of Gas Fitting Operatives with the results of ACS assessment. It is from this and other data that Gas Safe is able to derive Work Categories for each Operative.

All Gas Operatives employed by Alfa Homes Ltd will hold a Gas Safe Licence Card that details assessments passed by that individual. The card provides information about the name of the Operative, company trading title, registration number, expiry date and displays the Operatives photograph. On the reverse side information is provided about areas of gas work the Operative is competent to carry out.

ALFA HOMES LTD require all Supply Chain Partners to supply their individual Operatives Gas Safe Licence Cards before commencing work.

It will be the responsibility of the Gas Service Supervisor/Service Controllers/Project Managers to ensure work is allocated to appropriately qualified and competent Operatives.

The Gas Service Supervisor in negotiation with the Service Manager and the Health and Safety Team must identify any training needs and ensure training is programmed through the Training Manager.

Supervision

ALFA HOMES LTD exercise a legitimate interest in the way that gas work undertaken and provide clear instruction for the company to carry out such checks, tests and monitoring, as is necessary to validate that gas work is being carried out safely by both Operatives and Contractors.

It will be necessary to perform practical hands on safety quality checks; this will be conducted in a significant and structured way by the Gas Service Supervisors assisted by Health and Safety Team who holds the central registration.

Before commencement a starting point must be agreed between the Gas Service Supervisor his Manager and the Health and Safety Team. It is suggested that initially monitoring rates are set at a higher than normal level.

However, this must be fluid, therefore the Gas Service Supervisor will evaluate all types of work performed by Operatives and Contractors; this will be adjusting according to the results attained.

Quality Checks will include:

1. Examination of work documentation to ensure technical administrative accuracy

2. Inspection of work carried out by Operatives

- visual checks on work in progress; observe Operatives skill and knowledge
- visual checks on completed works; inspecting the application of the Operatives skills
- physical checks on completed work; verifying the Operatives application of skills

Permits

A permit to Work procedure will be required as part of a safe system of work when 'Hot Works' are being conducted. The Site Manager will ensure that all persons under their control are aware of a permit procedure and the areas/work for which a permit is required.

Notices, signs, etc. prohibiting access to areas, plant, and specific work without permits must be displayed and operatives must ensure that they are maintained in position and replaced immediately if lost, damaged or become unreadable.

Permits will be closed out on the date of issue by one of the following means:

Equipment

Water Manometers will be used for 'let by' & 'tightness' testing.

Digital manometers are only to be used for appliance fault diagnosis (proof of calibration to be provided by the user).

16 ELECTRICAL WORKS

Legislation

All electrical work carried out will be in accordance with The Electricity at Work Regulations 1989 & BS 7671 latest amendments.
Electrical systems will be designed, constructed and maintained to prevent danger so far as is reasonably practicable - this means in accordance with current IET Wiring Regulations (BS 7671 latest amendments) or the DTI guide to installing PV. These regulations are not statutory instruments but are created by the Institute of Electrical Engineers or DTI and are accepted standard with in the UK.

Competence and Qualifications

Regulation 16 of The Electricity at Work Regulations 1989 states *'No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work'.*

Contractors carrying out electrical work on Alfa Homes Ltd behalf will also be a registered NICEIC approved contractor (or equivalent Competent Person Scheme) and MCS registered if required to work on "Renewable" energy systems.

Key Personal for NICEIC Registration

Principal Duty Holder

A Principal Duty Holder is a person appointed by the business who has responsibility for the maintenance of the overall standard and quality of the electrical installation work undertaken by the business from a particular location. Principal

Duty Holders are not subject to assessment by NICEIC.

An appointed Principal Duty Holder must:

- have responsibility for all matters relating to enrolment and be the focal point for communication with NICEIC and or MCS
- be a full-time principal or senior manager of the business having an understanding of, and responsibility for, the health and safety and other legal requirements relating to the range of electrical work under taken by the business
- be responsible for the assignment of electrical work to the Qualified
- Supervisor(s)
- be responsible for ensuring that all work undertaken or arranged is carried out by competent persons who are adequately and appropriately supervised
- be responsible for ensuring that the appropriate certificates and reports are issued for all completed electrical work.

Qualified Supervisor

A Qualified Supervisor is an electrically competent person with specific responsibility, on a day to day basis, for the safety, technical standard and quality of electrical installation work under his/her supervision.

A Qualified Supervisor is also responsible for:

- ensuring that the results of inspection and testing of electrical work are recorded correctly on the appropriate certificates or reports
- ensuring that the business' premises, equipment, documentation and records are available for inspection when required by NICEIC and or MCS
- safeguarding all unused NICEIC forms of certification and reporting against loss, theft and misuse.

To Assist the Qualified Supervisor/Service Controllers/Project Managers with the correct allocation of work a Competence Matrix has been developed to ensure that electrical work is correctly allocated to appropriately trained and competent operatives.

The Competence matrix is populated from information supplied from individual training certificates.

The Competence Matrix will be updated as and when Operatives acquire new skills, also when Operatives join or leave the Organisation or Contractor, but as a minimum it will be updated annually.

It will be the responsibility of the Qualified Supervisor/Service Controllers/Project Managers to ensure work is allocated to appropriately qualified and competent Operatives.

It will be the responsibility of the Qualified Supervisor, his Line Manager and the Health and Safety Team to ensure the Competence Matrix is constantly reviewed, updated and distributed to the appropriate Branch Staff.

A Competence Matrix will also be populated and held for any Contractor that is employed by the Branch to carry out gas work.

The Qualified Supervisor in negotiation with his Line Manager and the Health and Safety Team must identify any training needs and ensure training is programmed through the Training Manager.

Supervision

ALFA HOMES LTD exercise a legitimate interest in the way that electrical work is undertaken and provide clear instruction for the company to carry out such checks, tests and monitoring, as is necessary to validate that electrical work is being carried out safely by both directly employed operatives and Contractors.

This will be carried out in a significant and structured way by the NICEIC/MCS Qualified Supervisor for the branch.

To ensure technical integrity, of an installation/appliance, it will be necessary to perform practical hands on safety checks, inspecting work carried out by all electrical operatives and Supply Chain Partners. Performance will be reviewed by the analysis of results.
The scope of electrical work will be monitored to ensure that it is being carried out correctly. The levels of quality control checks necessary to ensure that work is being carried out competently will not be predetermined by definition i.e. a fixed percentage.

A flexible approach will be adopted in the first instance, taking into account the measured risk by assessment:

- The operative concerned (previous experience, work history, background etc)
- The differing type of work undertaken
- The volume of work carried out.

Quality Checks will include:

1. Examination of work documentation to ensure technical administrative accuracy.

2. Inspection of work carried out by electrical operatives and subcontractors
    - Visual checks on work in progress; observe Operatives skill and knowledge
    - Visual checks on completed works; inspecting the application of the Operatives skills
    - Physical checks on completed work; verifying the Operatives application of skills
    - Verify MCS installations by comparing the design specification against the measured results of the installation.

Permits
A permit to Work procedure will be required as part of a safe system of work when non electrical operatives are engaged in activities in close proximity to the electrical installation or when equipment having a voltage in excess of 110 volts is required. The Site Manager will ensure that all persons under their control are aware of a permit procedure and the areas/work for which a permit is required.
Notices, signs, etc. prohibiting access to areas, plant, and specific work without permits must be displayed and operatives must ensure that they are maintained in position and replaced immediately if lost, damaged or become unreadable.
The Site Managers must carry out regular checks to ensure that the permit procedure is being followed and that current permits are in the possession of persons in areas/carrying out work covered by the permit system. A Permit Record must be maintained for Permits issued.

Equipment

- Calibrated test equipment (Low reading ohm meter, insulation resistance meter, earth fault loop impedance meter, RCD test meter, voltage indicator, all test leads used for 240 Volt testing must comply with GS 38)
- Isolation Lock Off device with padlock

Technical Support

In addition to technical support from Qualified Supervisors all electrical operatives have access to the NICEIC Technical Helpline. Electricians are issued the NICEIC Site Guide and are able to access the Electrical Safety Firsts Best Practice Guides.

17 MANUAL HANDLING

Mechanical handling must always be considered before any manual handling operations are carried out and employees involved in manual handling must be informed of the risk and of the control measures. For work activities where weights may be variable, such as the unloading of vehicles, employees must be advised on how to assess the manual handling risks involved and the control measures. Managers and Supervisors are responsible for ensuring employees have sufficient understanding of the risks. Where there is a foreseeable risk of injury, the Management Team must carry out an assessment of that risk.

Lifting practice

Do not risk injury by attempting to lift heavy loads, always seek assistance. The following precautions must be taken when lifting:

- Stand firmly - close to the load with feet apart, one foot slightly ahead of the other.
- With the back straight - bend the knees.
- Obtain a firm diagonal grip. Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load, keep the back straight, bend legs.
- Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they will reduce the severity of the injury if you do.