



*Demolition Phase Plan*  
*Hookstone Group Ltd*  
*Strip Out and Demolition at*  
*Darton Business Park, Barnsley Road, Barnsley,*  
*S75 5QX*

**PERSES**



Perses Limited  
[info@perses.org.uk](mailto:info@perses.org.uk)  
07595 293058

## Table of contents

|                                                                       |           |
|-----------------------------------------------------------------------|-----------|
| <b>Table of contents .....</b>                                        | <b>1</b>  |
| <b>Introduction.....</b>                                              | <b>2</b>  |
| <b>Information.....</b>                                               | <b>4</b>  |
| Project Description .....                                             | 4         |
| <b>Location Plan.....</b>                                             | <b>5</b>  |
| <b>General Statement of Health and Safety.....</b>                    | <b>6</b>  |
| <b>Existing Environment: .....</b>                                    | <b>7</b>  |
| <b>Information to subcontractors and others working on site .....</b> | <b>8</b>  |
| <b>Selection of Sub-Contractors/Suppliers .....</b>                   | <b>9</b>  |
| <b>Communications and Co-operation .....</b>                          | <b>10</b> |
| <b>Arrangements for Handling Design Changes .....</b>                 | <b>11</b> |
| <b>Emergency Procedures.....</b>                                      | <b>12</b> |
| Accident & Emergency .....                                            | 12        |
| Other Useful Contacts: .....                                          | 12        |
| Emergency Procedures:.....                                            | 12        |
| <b>Accident Reporting.....</b>                                        | <b>13</b> |
| <b>Accident Investigation Procedure .....</b>                         | <b>14</b> |
| <b>Information and Training.....</b>                                  | <b>15</b> |
| Safety Inductions .....                                               | 15        |
| First-Aid Training.....                                               | 15        |
| Mobile Plant .....                                                    | 15        |
| Scaffold Erection, Asbestos Removal .....                             | 15        |
| Cartridge Operated Tools / Abrasive Wheels .....                      | 15        |
| All Operatives .....                                                  | 15        |
| Site Safety Induction Training:.....                                  | 15        |
| <b>Consultation with People on Site.....</b>                          | <b>17</b> |
| <b>Site Rules .....</b>                                               | <b>18</b> |
| <b>Welfare Arrangements .....</b>                                     | <b>19</b> |
| <b>Arrangements for monitoring .....</b>                              | <b>20</b> |

# Introduction

This document has been prepared in accordance with the requirements of Regulation 12(2) of the Construction (Design and Management) Regulations 2015. The Plan describes the management and site arrangements to ensure that, as far as is reasonably practicable, the strip out and demolition works can be carried out safely and without risk to health.

Hookstone Group recognise that it is our responsibility as Principal Contractor to develop and monitor this Construction Stage Health & Safety Plan, and to ensure that it is kept fully up to date throughout the duration of the contract and accurately which reflects the situation on site.

The Pre-Construction Project Information Package supplied by the CDM Principal Designer must be kept available on site and should be contained within Appendix 3 of this Construction Stage Health & Safety Plan.

It should be noted however that the Pre-construction Project Information Package “must not be interfered with in any way!” References can and should be made to terms originating in that Pre-Construction Project Information Package, but any amendments, additions or deletions must only be recorded within this Construction Phase Health & Safety Plan.

All amendments, additions or deletions must be recorded in the “Record of Adjustments” pages, with relevant information being added to the document by the appointed persons.

No alterations or additions should be made to this Health & Safety Plan without the prior knowledge and approval of the site management.

## **Aims and Targets:**

The aim of the Construction Stage Health & Safety Plan is to demonstrate that Health & Safety management is planned into the work undertaken on this project to achieve the following: -

- To put into practical effect the commitment made in our Company Health & Safety Policy.
- To ensure a positive attitude and responsibility of all those involved in the project to achieving Health & Safety targets.
- To develop further good Health & Safety management practices.
- To achieve high standards of Health & Safety performance.
- To reduce accidents, ill health and damage to property.

## **Our Health & Safety Targets for this Project are:**

- The achievement of a 'no lost time' accident rate.
- To ensure that all works undertaken have a minimal Health, Safety and Environmental impact on the surrounding area.

|                                                                         |       |          |              |           |                                |
|-------------------------------------------------------------------------|-------|----------|--------------|-----------|--------------------------------|
| <b>RECORD OF ADJUSTMENT:</b><br>Construction Stage Health & Safety Plan |       |          |              |           | Do Not<br>write in this column |
| Date:                                                                   | Name: | Section: | Description: | Signature | CDMC                           |
|                                                                         |       |          |              |           |                                |
|                                                                         |       |          |              |           |                                |
|                                                                         |       |          |              |           |                                |
|                                                                         |       |          |              |           |                                |
|                                                                         |       |          |              |           |                                |

# Information

## *Project Description*

The project involves the retention of the façade on the main building facing the road and the demolition of 2nr structures as detailed below.

**CLIENT:**

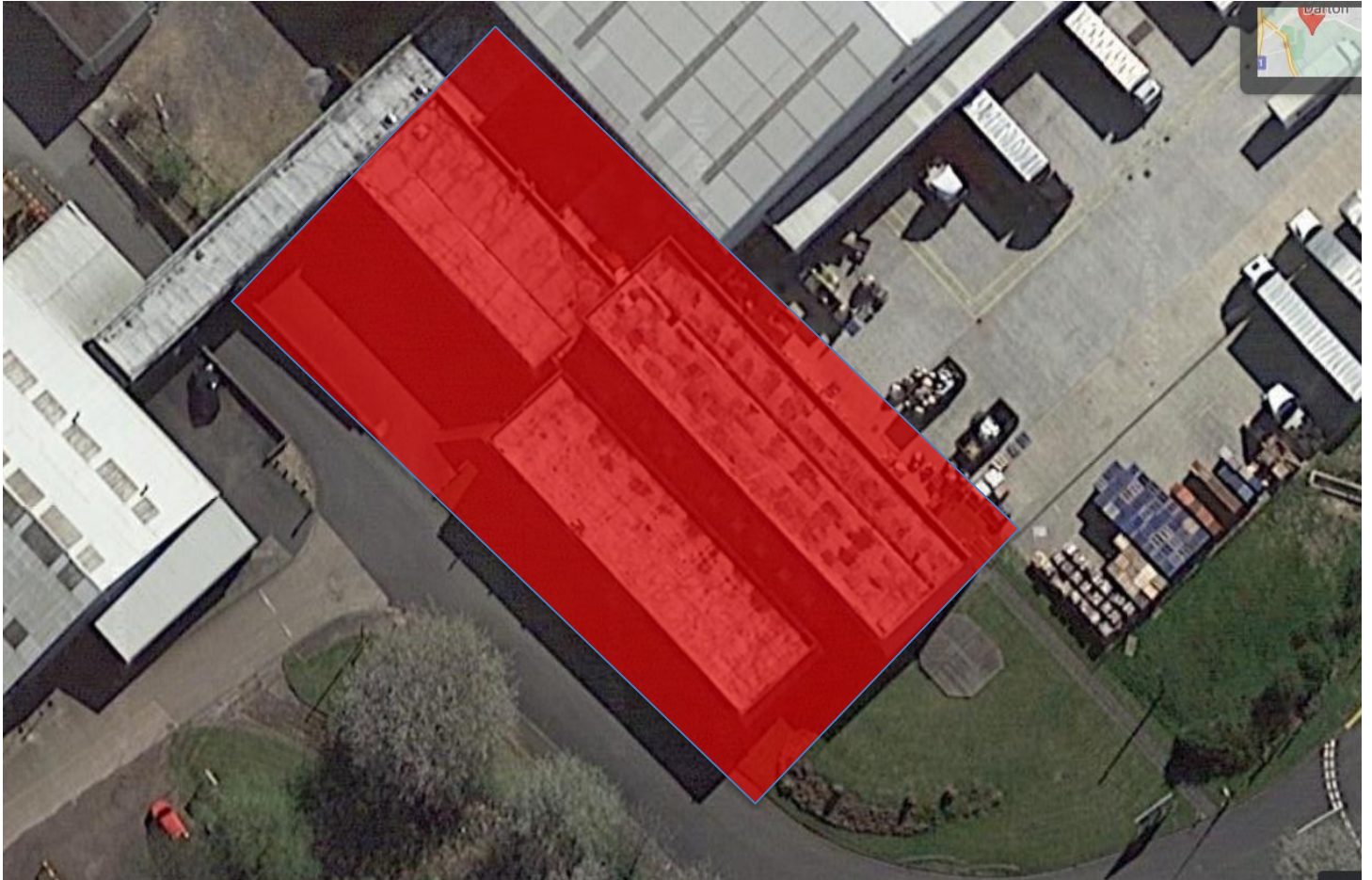
**CDM PRINCIPAL DESIGNER:**

**PRINCIPAL CONTRACTOR:**

Hookstone Group Ltd  
Unit 1  
Junction Mills  
Leeds  
LS12 4NQ

## Location Plan

Darton Business Park, Barnsley Road, Barnsley, S75 5QX



# General Statement of Health and Safety

Principals for this contract.

It is the Company Policy that work on this contract will be carried out in accordance with; Part 4 of the CDM Regulations 2015 and in accordance with the Company's Policy for Health, Safety and Welfare.

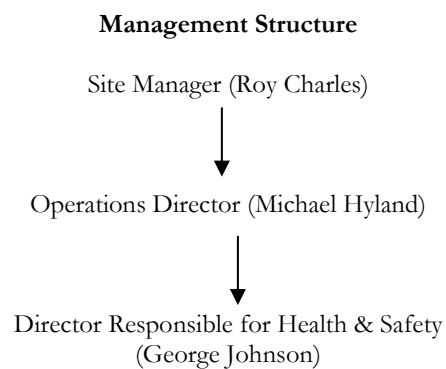
## Details of management structure:

The management structure for the project is defined below.

Day to day responsibility for the project will rest with the site manager. At the start of each contract and thereafter, weekly health and safety matters will be discussed with the site manager and company director responsible for health and safety.

The site manager will receive a copy of the health and safety plan and each operative on site will be made aware of the contents and whereabouts of the plan.

Records will be kept of all safety visits to the site and any additional visits by our safety Consultants in the form of a safety inspection report.



## **Existing Environment:**

### **Current Land Use**

The area and surrounding is of a commercial nature.

### **Existing Structure**

Brick and stone masonry walls

### **Boundaries & Access**

Access restrictions- Restrictions to access will apply during the project and all proposed vehicular access, loading and unloading and pedestrian arrangements must be included in the requested Traffic Plan and agreed with the client

### **Asbestos & Other Hazardous Materials**

Client has to carry out a suitable and sufficient assessment as to whether asbestos, what type of asbestos, contained in what material and in what condition is present or is liable to be present in those premise.

Refurbishment Survey carried out in March 2021 has identified 2 areas containing non notifiable, non-licensed asbestos and will be dealt with before demolition commences.

## **Information to subcontractors and others working on site**

Information for sub-contractors regarding risk arising from the work environment will be communicated to all relevant parties by the provision of a written Risk Assessment. Where the risk factor has been assessed as 'low' the information may be communicated verbally.

Specific site safety induction training will be delivered to all personnel and visitors arriving on site the safety induction will include information on all, reasonably foreseeable, risks which have been identified during the process of risk assessment.

Our site management must receive activity and site-specific risk assessments and safe systems of work from all sub-contractors prior to commencement of their works. The sub-contractor must be able to demonstrate the competency of their operatives and that suitable and sufficient supervision has been provided to manage their work activities.

Sub-contractors are responsible for ensuring the briefing of all their operatives on the findings of Risk Assessments and awareness of the control measures necessary. The sub-contractors must also ensure that any other operatives who may be affected by their works are made aware of any hazards.

Hookstone Group site management will hold weekly safety meetings, whereby all subcontractors on site will be required to be represented at the meeting. This meeting aims to involve all contractors in the proactive management of good Health & Safety on site. In addition to the monthly meetings, weekly meetings of this kind will assist in providing a formal medium for the provision of information to all contractors. General Health & Safety information will also be provided to all contractors.

## Selection of Sub-Contractors/Suppliers

In our capacity as Principal Contractor, we have developed procedures for vetting the competence and resources of sub-contractors engaged in the Construction Phase of this project.

The following information provides details of the sub-contractor selection process. A copy of our Pre-Qualification Questionnaire is available from our office upon request. All information regarding the vetting and approval of sub-contractors is recorded on file and held at our office (contact details contained within Section 1).

The company directors or their appointees shall maintain an Approved Sub-Contractor Register, which shall be updated from knowledge and form feedback from the various sub-contractors. Any sub-contractor named or nominated in a contract shall be deemed to be approved for the purpose of that contract and MUST be entered in the approved register.

No sub-contract shall be awarded to a company or person who is not on the Approved Sub Contractor Register, except for a company or person named or nominated for a specific contract.

Labour only sub-contractors need not be recorded on the Approved Sub-Contractor Register, but records will be held at our office and a site induction will be carried out and recorded on site by the site management or other nominated person.

The approved Sub-Contractor Register shall be periodically reviewed to ensure that all subcontractors maintain the high standard of Health & Safety Management required.

Approved sub-contractors are those who: -

- Have a previously satisfactory working relationship with the Company
- Have supplied satisfactory evidence of capability to the Company
- Have third party registration as being a firm of assessed capability

## Communications and Co-operation

It is Hookstone Group policy to co-operate in the participation, commitment and involvement in Health & Safety activities at all levels. It is essential not only to fulfil our legal obligations for consultation with employees, but also to achieve effective risk control.

All operatives and visitors to the site must undergo a safety induction, prior to being allowed entry. All inductees will be asked to confirm their knowledge and understanding of the contents of the briefing, and their agreement to compliance of our requirements.

All work activities will be subject to the risk assessment process, with findings verbally communicated to all those affected. In the case of 'high risk' activities, all those affected will be issued with written information and will be deemed 'competent' to undertake the works.

"Toolbox Talks" are mandatory for all site operatives and will be held regularly on appropriate topics on site.

It is Hookstone Group policy to ensure all levels of site personnel are involved in the management of Health & Safety, therefore all operatives are encouraged to communicate any concerns they may have or suggestions for any improvements they may have to improve Health & Safety on site.

Hookstone Group will undertake to hold site safety meetings on a monthly basis, in order to implement effective communication and co-operation with all parties involved with the construction process. Each site sub-contractor will be represented at this meeting in order to make appropriate comment on any aspect of Health & Safety matters which may concern site personnel.

Hookstone Group have a standard agenda for site Health & Safety meetings which will be followed, and meetings will then be minuted and distributed to all in attendance.

An 'Open Door' policy is in place and any site personnel involved in the construction process can obtain access to site management to discuss any concerns or otherwise relating to health, safety and welfare on site. It is site management's responsibility to record any significant information of any such discussion and ensure any redial action is taken where necessary, in order that a satisfactory outcome is achieved.

Where possible a notice board will be displayed with Health & Safety information for all site personnel. If this is not possible, said information will be held in company vehicles and will be available for all site operatives to view.

## Arrangements for Handling Design Changes

We will ensure that all continuing design works is co-ordinated through the CDM Principal Designer and the project team, and that all identified significant and residual risks must be assessed with alternative options considered to remove the hazard.

We will as Principal Contractor inform the project team of all sub-contractors who have a design input at the earliest opportunity to allow full consideration of health and safety matters to be given.

In the event of amendments to the design layout design or detailed design of any part of the development at any time during the course of the construction phase of the works, Hookstone Group will bring this to the immediate attention of the project Architects and the CDM Principal Designer in the first instance in order that full implications under the terms of the CDM Regulations 2015 can be assessed and, if necessary, taken account of. This would include a copy of all relevant instructions and variations.

Details of all matters relating to Health and Safety passed to the CDM Principal Designer including all and any significant residual risks which have been unable to be designed out.

We will, as the appointed Principal Contractor, give sufficient notice of any unforeseen events and/or design changes to allow for assessment and if necessary, re-design or other more suitable action to be carried out.

# Emergency Procedures

Emergency Contacts:

Fire, Accident, Emergency Dial 999 (Site Telephone)

## *Accident & Emergency*

***Barnsley Hospital, Gawber Rd, Barnsley  
S75 2EP***

### *Other Useful Contacts:*

|                   |          |               |
|-------------------|----------|---------------|
| SEPA:             | Contact: | 01786 457700  |
| Local HSE Office: | Contact: | 0300 003 1747 |
| TRANSCO:          | Contact: | 0800 111999   |
| BT:               | Contact: | 0800 3898439  |

### *Emergency Procedures:*

This section describes the management procedure to ensure that physical measures provided work effectively if they are required. This section concentrates on fire; however, there may be other problems such as flooding in excavations, tunnels, work near waterways etc. or the risk of asphyxiation or from toxic gases. These must be integrated within the emergency procedure.

Where existing site is occupied, liaise and agree on emergency procedures with the other occupiers and the client, ensuring that the means are in place to advise each other straight away in case of an emergency arising. Site management will be responsible for the preparation of a site-specific emergency plan, which will accurately reflect the arrangements in place in order to minimise risk to all persons in the event of such an emergency arising. Escape routes should be such as to enable simultaneous evacuation by all persons within the vicinity.

Dedicated Fire Marshal's – Robert Farrar & Diane Cadamarteri

A full fire risk assessment is to be submitted prior to any works being undertaken, once possession of the building has been secured.

The following matters are to be considered appropriate arrangements which must be made with all persons affected being informed of such arrangements: -

- Means of detection and giving warning of fire. This may be by means of an alarm system in complete or partially completed buildings, or by simple means such as bells / horns etc. on more basic sites.
- An effective plan for evacuation with responsible persons appointed to ensure the evacuation is carried out quickly, safely and without panic, with all persons accounted for and any plant and processes being shut down safely.
- All means of escape such as gangways, doors and ladders etc. must be kept clear at all times and escape routes should be frequently surveyed, due to the constant change and nature of construction process. Where high structures and restricted access are involved this is particularly important.
- Effective communication with emergency services will normally be affected by telephone at the start of the project. It is equally important for accurate details of address and access points etc. to be given to the emergency services at this time.
- Adequate firefighting equipment should be provided, and site personnel trained in its use. This equipment should be well maintained.
- When working in nearly completed projects, it is important that the fire exits are known to all persons within the working areas and that safe access and egress are maintained at this stage fire resistant doors should be installed.
- All of the above arrangements must be regularly reviewed and updated.

## Accident Reporting

It is the policy of Hookstone Group Ltd to record, report and investigate all reportable injuries, diseases and dangerous occurrences in full compliance with RIDDOR 2013. Details of all accidents involving injury, however, slight, must be entered into the Site Accident Record Sheets which are contained within the Accident Book by law.

Site personnel are required to report **ALL** personal injuries, diseases and dangerous occurrences (near misses) to site management for recording and reporting to the appropriate parties. Industrial diseases, accidents resulting in major injury or absence from work for longer than three days, or dangerous occurrences which are reported to the local office of Health & Safety executive and follows the Hookstone Group reporting procedure which satisfies the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All reportable accidents, diseases and dangerous occurrences are then investigated by the Director responsible for Health & Safety, whose recommendations are made to the appropriate levels of management. Each site or workplace is required to report, using the form provided to the Director responsible for Health & Safety details of all injuries (minor, major and lost time), dangerous occurrences and reportable diseases.

The first Aid Box and Accident Book is located within Site Office and Welfare Area  
The 2 nominated first aiders for this site is: Luke Hirst & Diane Cadamarteri

An accident to any person at work resulting in major injuries or serious condition as detailed below:-

- Fracture of skull, spine or pelvis.
- Fracture of arm, leg, wrist or ankle.
- Amputation of any limb or part.
- Loss of sight or any other eye injury.
- Electric shock causing unconsciousness or requiring medical attention.
- Unconsciousness due to lack of oxygen.
- Decompression sickness.
- Acute illness or unconsciousness caused by poison, by any route.
- Acute illness caused by exposure to infected material or any pathogen.
- Anything (which occurs on site) which results in a person being admitted to hospital for a period in excess of 24 hours.
- Any accident or occurrence which renders the person incapacitated for work for three consecutive days, excluding weekends.

## Accident Investigation Procedure

- Attend to injured person (call for assistance) First Aider, Doctor, Ambulance, Hospital.
- Isolate any machine, tools or equipment involved, having due regard for your own safety.
- Do not disturb anything unless to release injured person.
- Ensure any remaining hazard is eliminated or guarded against.
- Take notice of any significant circumstances and make general observations at the scene.
- Inform Site Managers who will commence an investigation.

### **The following to be used as a guide:-**

- Investigation to be commenced promptly
- Evidence to be recorded (photographs if possible)
- Injured and those present at time to be interviewed
- Plant or equipment to be inspected for misuse or defects
- The nature and extent of injuries to be ascertained
- Copy of report to relevant parties

# Information and Training

## ***Safety Inductions***

A Site Safety Induction talk will be given. This covers items listed within Section 11.2 is to be delivered to all personnel prior to commencing work on site. On completion of Site Induction by the Site Supervisor or nominated person, a copy of the Site Safety Induction list is to be completed by same, in order to record the names and details of all those inducted. Task specific Toolbox Talks, using GE700 Construction Site Safety Manual will also be given on a regular basis. Once again, all details of those involved will be recorded and record sheets included within the Construction Phase Health & Safety Plan.

## ***First-Aid Training***

All Hookstone Group Site Managers/ Supervisors have successfully completed an HSE Approved First Aid at Work Training Course and will be appointed as qualified first aider for the project. A copy of the appropriate first aid certificate is to be included within the plan.

## ***Mobile Plant***

All site personnel involved in the operation of mobile plant which is subject to certificate under the CITB Certificate of Training Registration Scheme, will require to provide site management with copies of the relevant cards, proving their competence in the plant they will use. Copies should also be included within this plan.

## ***Asbestos Removal***

Specialist contractor employees involved in any of the above activities on site are required to be fully trained to the appropriate standard in order to undertake their work in a safe and competent manner. Hookstone Group Site Manager will take steps to ensure that copies of training certificates to personnel involved in these activities are included within this plan and that they are competent to undertake these works in a safe manner.

## ***Abrasive Wheels***

Full appropriate training is required to all personnel who operate cartridge-operated tools or mount abrasive wheels on site to ensure safe operation. The Site Manager will take steps to ensure that copies of all training certificates for the relevant personnel are received and placed within the plan.

## ***All Operatives***

All operatives will receive suitable and sufficient information, instruction and training, appropriate to allow them to carry out their role on site safely. Site supervision will ensure that all operatives on site comply with company requirements.

All site operatives receive as a matter of policy "Awareness" training in the following:

- Emergency Procedures
- Risk Assessment Training
- Manual Handling
- Working at Height
- Working in Confined Spaces
- Fire Safety
- Asbestos
- Slip Trips Falls
- COSHH
- Lone workers

## ***Site Safety Induction Training:***

It is Hookstone Group policy to provide site specific Health & Safety Inductions, prior to commencing work on our sites. Inductees names will be recorded on a Site Safety Induction record sheet prior to their start on site.

In order to assist site management when delivering Health & Safety Inductions, the following list shows standard requirements for said inductions, bearing in mind that all inductions are site specific: -

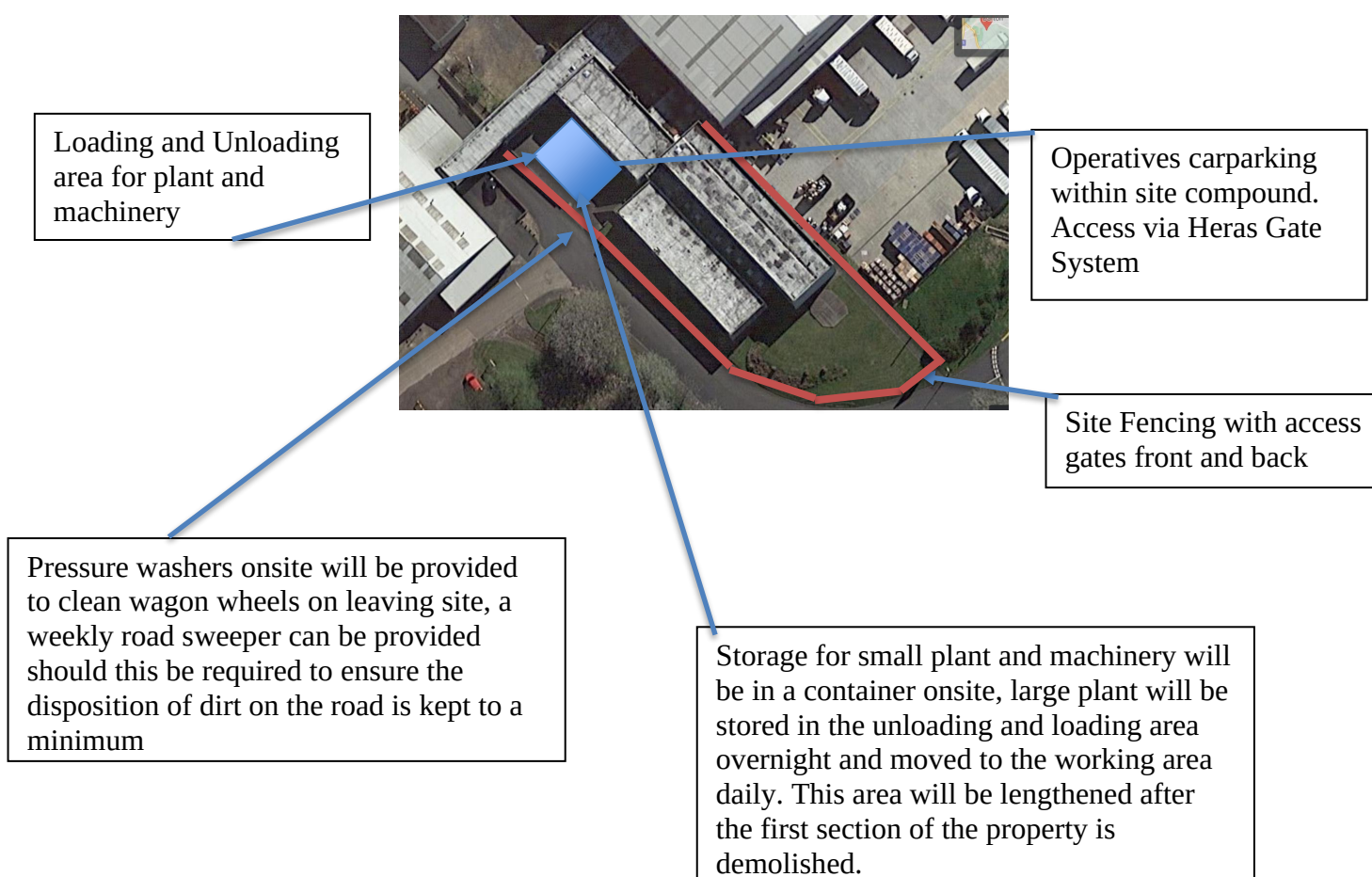
1. Explain the management structures for site.
2. Explain the first-aid arrangements on site - i.e. first aider / first aid box / book etc.
3. It is mandatory to wear specific PPE when required, e.g. mask / goggles / ear defences etc.
4. It is mandatory for all site personnel to wear safety helmets and safety footwear at all times.
5. Welfare arrangements on site - where on site / keep clean / reporting of defects etc.
6. Explain Fire Precautions - alarm sounds, location of fire points, fire exits and escape routes
7. Notification of unsafe conditions / practices - removal from site after 3 notifications
8. Unsafe conditions / practices - inform site personnel of reporting procedures
9. Reporting of Accidents / Incidents - report all injuries to site management
10. Issue list of site rules and instruct each individual to be aware of the content
11. Parking of vehicles - what / where.
12. Excavation - no working within unsupported trench areas (if applicable)
13. Storage of materials - designated areas for LPG / HFL etc.
14. Housekeeping arrangements - disposal of debris and waste / storage of materials etc.
15. Scaffold - replace handrails after loading out, do not remove ties, boards etc.
16. All works must be carried out complying fully with Risk Assessments / Method Statements
17. Ensure sub-contractors comply with site rules and conditions
18. Record Safety Inductions

The above list is non-exhaustive, however it is anticipated that covering the above topics, where relevant, would constitute a new arrival to site receiving adequate initial Health & Safety Induction training.

## Site Logistics

Parking will be available to operatives onsite, and will be located in the area as shown below within the site compound:

The loading and unloading of plant and machinery will be unloaded within the area shown below, within the site compound. Reversing from the road will be accompanied by a banksman to ensure the traffic is managed correctly and safely.



## Consultation with People on Site

Hookstone Group Ltd Site Manager will conduct regular "Toolbox Talks" to maintain awareness of each employee's responsibilities, such talks will include sub-contractors working on site.

It is the policy of Hookstone Group LTD to ensure that everyone working on site has the opportunity to discuss and make known to site management their views on any Health & Safety matters which may affect them, and to co-ordinate all such views.

In order to facilitate the above, Hookstone Group Ltd operates an 'open door policy' enabling site personnel to discuss with the site management any Health & Safety issues. Where practicable, site management will endeavour to take reasonable steps to resolve any negative Health & Safety issues, to the satisfaction of the person responsible for all Health & Safety matters within the company, as well as all affected personnel. In the unlikely event of site management failing to resolve a Health & Safety problem, site personnel will have full access to the Hookstone Group Ltd director who is responsible for Health & Safety, who will investigate the matter, prior to instructing a practical solution in order to resolve the issue.

In addition to the above, it is the policy of Hookstone Group Ltd to hold monthly safety meetings on site, with representation from site personnel being in order to discuss past, present and future Health & Safety performances on the site. Weekly safety meetings will be held and chaired by the project manager / site supervisor following a standard agenda and minutes recorded.

## Site Rules

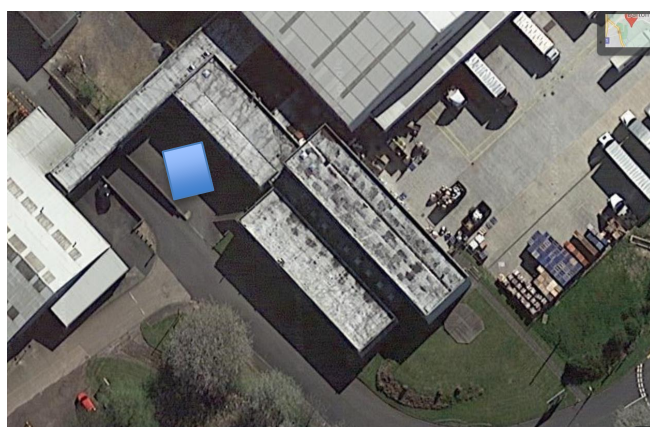
- **EVERYONE MUST REPORT TO THE SITE OFFICE ON ARRIVAL**
- All employees must sign in and out on a daily basis
- Hookstone Group Ltd Health & Safety Policy must be adhered to at all times
- All operatives / staff to be included on site and specific rules issued prior to commencing work
- Safety helmets and safety boots to be worn at all times
- Method Statements must be adhered to
- All operatives must be familiar with the Method Statement
- Smoking is not allowed on site
- No radios or personal stereos allowed on site
- Correct PPE to be worn at all times
- Skips are provided on site and all personnel are responsible for clearing their rubbish and waste to the appropriate skip
- No burning of rubbish or materials permitted on site
- Do not operate any plant unless you have been specifically trained to do so, only authorised and trained personnel must operate plant and equipment
- Anyone attending work under the influence of alcohol is liable to instant removal from site
- Anyone attending work under the influence of illegal drugs is liable to instant removal from site
- Scaffold must not be altered or tampered with by unauthorised personnel
- Access and egress from scaffold to be via a tied ladder or internal staircase
- Toilet facilities must be used, anyone caught urinating on site will be removed immediately
- All power tools must be 110V - Tools and cables must be kept in a clean and tidy condition
- All portable electrical tools to be checked prior to commencing work
- All operatives to provide certification of training for plant and tools
- Mess facilities are for your use, all rubbish must be disposed of in the bins and no food waste left lying around
- All accidents must be reported immediately to the Site Supervisor
- All sub-contractor employees are required to carry out their work activity in compliance with the signed Risk Assessment / Method Statement
- Each employee is responsible for his / her own safety, please report any incident that you consider unsafe

## Welfare Arrangements

The following welfare facilities have been provided on this site in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2015. Welfare is to be set up within the building as per the below plan using the existing services on day 1 of the site establishment and therefore a secondary welfare unit is not required.

- Site Canteen complete with sink, hot and cold running water
- Microwave for heating food
- Kettle to provide boiling water
- Adequate number of tables / seats
- Facility for drying work clothing
- Adequate levels of heating, lighting and ventilation
- Adequate number of w.c. 's and urinals - mains connected
- A facility for operatives to wash their hands with warm water has been provided for

Welfare is to be set up externally within the hardstanding area as per the below plan:



**Site management are required to ensure that all site welfare facilities are maintained in a clean and serviceable condition throughout the duration of this project.**

**\*In the case of TRANSIENT sites: The guidance in the HSE construction information sheet No 46 will be adopted in terms of what is practicable.**

All site personnel are reminded of their legal duty under section 7 (b) of the Health & Safety at Work etc. Act 1974 to:-

Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare

## Arrangements for monitoring

Apart from meetings as described in Para. 7, Hookstone Group own in-house meetings, held at weekly intervals, will also discuss and record: -

- Any change in Regulations / Legislation
- Site Audits
- Accidents / Occurrences
- Training

Site Safety audits will be held on a regular basis, maximum / monthly intervals. The results of the audit will be passed, in report form, to company management. Any action required will be initiated immediately and a copy of the audit report will be retained in the site copy Health and Safety File together with a record of active term. A copy of any action required will be lodged in the contract file and included in discussion at in-house meetings.

Sub-contractors will, similarly, be monitored although some may have their own acceptable system. This will be discussed at Sub-contractors site meetings and minuted with a copy to the site Health and Safety file.