# CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

**FOR**

**New Aldi, High street, Royston**
**Contract No. F1902**

**Site Manager Tel No. 07340 904 290**

**Contract Manager Tel No. 07946 268 068**

| | | | |
|---|---|---|---|
| **AUTHOR:** | P. CONWAY | **APPROVED BY:** | N. PHELAN |
| **POSITION:** | FORGE CM CONTRACTS MANAGER | **POSITION** | FORGE CM MANAGING DIRECTOR |
| **SIGNED:** |  | **SIGNED:** |  |
| **DATE:** | August 2019 | **DATE:** | August 2019 |

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**Construction Phase Plan read and understood by:**

| Name | Position | Date | Signature | Confirmed by |
|---|---|---|---|---|
| Paul Conway | Contracts Manager | 20-8-19 |  | J. Jackson |
| James Jackson | Site Manager. | 20-8-19 |  | P. Conway |
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**Revision and Distribution Sheet**

| Issue | Date | Description of Change | Site Manager | Approved by Contracts Manager |
|---|---|---|---|---|
| No. 1 | | First Issue | | |
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## Introduction

This Construction Phase Health and Safety Plan has been compiled by the project management team to comply with the Construction (Design and Management) Regulations 2007.

The intention of this document is to help plan, manage and monitor the construction phase of the project with all relevant parties paying particular regard to Contractors on site, and is to be referred to in conjunction with the 'Pre-Construction Information Plan' as prepared by Walker Wood Limited [a copy will be made available for reference within the Forge CM Ltd site office]

The plan is a "living document" to be supplemented as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the health and safety of the project

## 1.0 SCOPE OF WORKS.

Construction of new Aldi food store with associated external and highway works.

## 2.0 ACCESS AND EGRESS TO SITE.

***(Traffic Management Plan). Include any height, width and delivery time restrictions.***

The site is located on High Street, Royston [B6428], Barnsley opposite No. 53.
Domestic dwellings surround the site along with a working men's club on the other side of the road. A primary school is located to the south western boundary of the site, separated by a public footpath.
The surrounding footpaths are used by the general public and there is an existing bus stop directly adjacent to the site. There are no pedestrian road crossings within the immediate vicinity, the B6428 is a relatively busy road.
Access and egress to and from the site will be via High Street,

Due care and attention is required while entering and leaving the site, while taking in to account the type of road and the possible hazards that exist due to the surrounding environment as detailed above.

Delivery drivers should be notified that access is via a busy road with pedestrian footways that remain in use, with a moderate risk to members of the public, and that extreme care should be taken when accessing the site. Delivery schedules are required for all known large deliveries/removals.

A turning area will be made available on site to reduce the need for vehicles to reverse from site.
Limited parking may be afforded on site but alternative off-site parking should be sought whenever practicable.
A separate pedestrian walkway from the site entrance to the site office should be identified and protected.
Surrounding roads should be kept clean at all times.

Initially, all visitor and site personnel are to find suitable parking near to the site (i.e. NO PARKING ON THE CAR PARK AND / OR SITE COMPOUND AREA), and then report to Forge Construction Management Ltd. for induction before any works or services are commenced. Please note that if parking can be made on the construction site this benefit is provided entirely at the discretion of the Site Management. **No Contractor has permission to park on site without prior written agreement from Forge CM Ltd.**

All deliveries to site are to be in line with the HSE INDG 199, Workplace transport safety and Forge CM Management Ltd., Health and Safety Policy Document File.

All deliveries are the responsibility of the Contractor whom shall provide adequately trained and competent banksmen to control all deliveries to site for loading/unloading and distribution of materials. Inadequate supervision of deliveries will lead to them being turned away from site.

## 3.0 CONTRACT DIRECTORY.

| | |
|---|---|
| Client | Aldi Stores Ltd<br>Aldi Goldthorpe<br>Commercial Road<br>Goldthorpe<br>South Yorkshire<br>S63 9FA<br>Contact: Mark Stringer<br>Tel: 01709 882 110 |
| Architect | The Harris Partnership Ltd<br>2 St Johns North<br>Wakefield<br>WF1 3QA<br>Tel: 01924 291800<br>Fax: 01924 290072 |
| Structural Engineer | 3E Consulting Engineers Ltd<br>4 Calder Close<br>Calder Park<br>Wakefield<br>WF4 3BA<br>Tel: 01924 240 420 |
| M&E Consultant | WGC<br>Century Offices<br>Thorpe Park, Business Park<br>2175 Century Way, Leeds<br>LS15 8ZB<br>T: 0113 390 0185 |
| HSE | The Lateral<br>8 City Walk<br>Leeds<br>LS11 9AT<br>Fax No: 0113 283 4382 |
| Construction Manager | Forge Construction Management Ltd<br>Albert House<br>2 Bells Square<br>Sheffield<br>S1 2FY<br>T: 0114 2762 216 |
| CDM Co-ordinator | Walker Wood & Associates<br>First Floor<br>Bethell House<br>70 Clarkehouse Road,<br>Sheffield<br>S10 2LJ<br><br>Contact: Richard Wood<br>Tel: 07817 769056 |
| Local Authority (Planning) | Barnsley Metropolitan Borough Council |

## 4.0 COMPLETED F 10

Completed F10 to be displayed on site.

## 4.1 PROJECT MANAGEMENT TEAM (Company Level).

| POSITION | NAME | LOCATION | PHONE No. |
|---|---|---|---|
| Managing Director | Nick Phelan | Sheffield HQ | 0114 2762 216 |
| Contracts Manager | Paul Conway | Various | 07946 268 068 |
| Site Manager | James Jackson | Site | 07340 904 290 |
| | | | |
| Lead Architect | Gary Howcroft | Wakefield | 01924 291800 |
| Assistant Architect | | | |
| CDM Co-ordinator | Richard Wood | Sheffield | 07817 769 056 |
| Structural Engineer | Anthony Armitage | Wakefield | 07539 436 375 |
| | | | |

**PROJECT MANAGEMENT (Site Level).**

| DESCRIPTION | RESPONSIBILITY | DELEGATED TO | FREQUENCY |
|---|---|---|---|
| 1. Fire Safety Co-ordinator – Fire Plans, Updates, Practices, Training & Monitoring. | Site Manager | | As required during development of project – monitored weekly. |
| 2. Emergency Procedures – Rescue (from height, confined space etc), Emergency Service Access. | Site Manager | Subcontractors as appropriate | Prior to project commencement and reviewed throughout. |
| 3. First Aid – Treatment, Advice & control of resources. | Site Manager | Subcontractors as appropriate | At project commencement and on change of personnel |
| 4. Accident Reporting and Investigation. | Site Manager | All parties | Initial reporting & investigation of any incident and compliance with Incident Action Matrix |
| 5. Induction | Site Manager | | All personnel on initial start on site and re-inducted as work develops. |

| | | | |
|---|---|---|---|
| 6. Statutory Inspections and Records: | | | |
| Working Platforms | Site Manager | Subcontractors as appropriate | Weekly / after adaptation following event likely to affect stability |
| Excavations | " | " | Weekly / following fall of material / event likely to affect stability. |
| Lifting Equipment | " | " | Weekly / 6 or 12 monthly as required by statute. |
| Work Equipment | " | " | Weekly |
| Electrical Equipment | " | " | 3 Month temporary supply/12 month in office equipment/3 months portable appliances |
| 7. Permits to Work: | | | |
| Hot Work | Site Manager | | As required – daily |
| Excavation / break ground | " | | As Required - daily<br>All services information to be highlighted/attached to permit. |
| Confined Space / Enter | " | | As Required |
| On / Near Live Electrics | " | | As Required |
| Out of Hours | " | | As Required |
| 8. COSHH Co-ordinator | Site Manager | | As required - for all substances used on site with hazards to health. |
| 9. Noise and Vibration – Assessment, Control & Monitoring | Site Manager | | As required - for all hand tools or processes used on site with hazard to operatives. |
| 10. Health and Safety Monitoring – Weekly Inspection | Site Manager<br><br>External H & S monitoring | | One inspection of all site aspects required every week.<br><br>Regular inspection from visiting staff |
| 11. Welfare facilities | Site Manager | Site labourer | Daily visual inspection |
| 12. Health and Safety File – Passage of Information to Planning Supervisor | Site Manager | | As soon as practicable after completion of package by contractor. |
| 12. SPARE | SPARE | SPARE | SPARE |

## 5.0 CONSTRUCTION PROGRAMME (Key dates).

Cabin welfare set-up: 17th September 2019
Commencement Date: 23rd September 2020
Practical Completion Date: 7th May 2020

## 6.0 INITIAL RISK ASSESSMENTS.

Method statements and risk assessments are checked for suitability in accordance with current legislation and ACOP's and are approved by the Site Manager and / or Contracts Manager. MS's and RA's are required from subcontractors 2 weeks before commencement of their works.

**The initial risk assessment works in accordance with the construction programme, inserted in the left hand column is the site activity to be carried out in line with programmed works.**

| INITIAL RISK ASSESSMENT | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Operation** | **Risk Assessment** | | | | | | **Application** | | |
| | **Safety** | | | **Environment** | | | **FCM LTD** | **Sub-Contractor** | **N/A** |
| | **High** | **Med** | **Low** | **High** | **Med** | **Low** | | | |
| **Site transport** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Offload and distribution of materials** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Housekeeping** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Access and egress** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Unauthorised access to site especially Children** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Fire prevention** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Erection of boundary fencing** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Storage of flammable materials / fuel** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Noise** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Dust** | | | ✓ | | | ✓ | ✓ | ✓ | |
| **Electricity on site** | | | | | | | | | |
| **Mobile plant and machinery** | | | ✓ | | | ✓ | ✓ | ✓ | |
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## 6.1 EXISTING SERVICES

On any existing development area [brown field site] there is a risk of the presence of existing live services and drainage runs servicing the site. This 'as-built' information is available within the 'Pre-Construction Information Pack', a copy of which will be held in Forge CM Ltd. site offices and should always be referred to before excavation works are undertaken. All excavation works can only be undertaken following the issue of a suitable permit to dig system, issued by FCM Ltd.'s Site Manager.

The perimeter footpaths contain gas, water and electrical infrastructure. There are existing manholes on site that will provide outline evidence on existing services and should be considered along with all the services drawings available.

**NOTE – all existing services must be treated as being 'live' until further evidence / proof is sought**

All areas are to be scanned using a cable avoidance tool or similar before works commence and the Site Management Team and/or Statutory Authorities are to be contacted prior to works, if there are any discrepancies found between what is detailed on services drawings and what is found on site.

All subcontractors are to study services drawings. Any queries regarding the location of the services should be referred to the Site Management Team, Statutory Authority and/or the Designer and the CDM Co-ordinator. **All parties should be aware of the HSE Guidance Booklet 47 "Avoiding Danger from Underground Services" and HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Lines".**

The contractor is to make his own enquiries and satisfy himself prior to commencement that there are no other services crossing the site / work area.

## 7.0 RISK ASSESSMENT AND METHOD STATEMENT SCHEDULE (RAMS).

| | TITLE | ASSIGNED CONTRACTOR | DATE ON-SITE | DATE RAMS REQUIRED |
|---|---|---|---|---|
| | Enabling Works | H & H Construction | | |
| | Bulk Excavation | H & H Construction | | |
| | Piling | Van Elle | | |
| | Groundwork's | H & H Construction | | |
| | Steel Frame | Que Steel | | |
| | Roof Covering & Cladding | Complete Roofing Services | | |
| | Roof Timber and Joinery | | | |
| | Cladding | Complete Roofing Services | | |
| | Brickwork / Blockwork / stone walling | | | |
| | External Render | | | |
| | External Doors | DorSuite | | |
| | Internal Doors | DorSuite | | |
| | Glazing | | | |
| | Automatic Doors | Assa Abbloy | | |
| | Metalwork | IPE | | |
| | Dems, Alts & Bldrs Work | | | |
| | Joinery & Sundry Items | | | |
| | Wall Boarding Supply/Installation | | | |
| | Floor Tiling Installation | Andrews | | |
| | Suspended Ceilings | | | |
| | Painting and Decorating | | | |
| | Soft Landscaping | | | |
| | Highway Works Outside Site | | | |
| | Scaffolding | | | |
| | Safety Netting | | | |
| | Mastic Pointing | Construction Sealants | | |
| | | | | |
| | Crash Doors | Wenplas | | |
| | Loading Bay Door | LS Systems | | |
| | Security Shutters | Rings | | |
| | Dock Leveller | LS Systems | | |
| | Mechanical Installation | Malone | | |
| | Electrical Installation | Albert Innes | | |
| | Alarm System | Triex | | |
| | Shop Fitting | | | |
| | | | | |
| | **ADDITIONAL PACKAGES** | | | |
| | Refrigeration | | | |
| | Comms. | | | |
| | EPOS | | | |
| | WiFi installation | | | |

## 8.0 EMERGENCY PROCEDURES.

The site manager will nominate individuals with specific safety responsibilities during an emergency. This will include nomination by subcontractors.

He will ensure the table below is completed, include a list of contact numbers and is posted throughout the site.

**8.1** Site Fire Safety Plan
**8.2** Fire Action
**8.3** Fire Points
**8.4** Training
**8.5** Permits to Work- Hot Work
**8.6** Escape Routes
**8.7** Storage of Materials
**8.8** Accident Procedure
**8.9** Rescue Planning

### 8.1 Site Fire Safety Plan

The plan should include: -

- Key personnel responsibilities.
- Appointment of site fire safety co-ordinator and fire wardens (where applicable) and duties.
- Fire brigade liaison and emergency services information pack, e.g. (site layout map, access/egress points, any hazards, proposed hazardous material/gas storage, electricity, building plans, emergency call out numbers).
- Other measures to be considered.

  Security – measures to be taken to protect against arson, etc.

  Dry risers
  Sprinklers
  Fire alarm systems and detection
- Measures to control waste, rubbish, gases, and highly flammable liquids.

Reference should be made to the Approved Code of Practice on Prevention of “Fire on Construction Sites” HSG168 “Fire Safety in Construction Work” and the company safety advisers as required when compiling this plan.

### 8.2 Fire Action

the detailed procedures of actions to be taken by site employees and named Individuals with fire prevention responsibilities. Posting of notices with fire action to be taken.

### 8.3 Fire Wardens – (If Applicable)

Nominated persons responsible for monitoring to ensuring fire prevention measures are maintained and areas are cleared during a fire emergency.

### 8.4 Fire Points

**Fire Points** shown on the site fire prevention map detailing location of fire-fighting equipment, assembly points and access for emergency vehicles.

## 8.5 Training

The proposals for ensuring that personnel detailed for duties during an emergency are trained to carry out their responsibilities, including first aid. All personnel will be inducted by Forge CM before commencing work. Copies of all relevant training will be taken and stored, and the operative made aware that only machinery they are trained on is to be used.

## 8.6 Permits to Work – Hot Work

Hot work permits to be issued daily to the operative trained in the use of equipment. Hot works to be stopped one hour before end of work period and inspected at regular intervals. Extinguishers to be carried near to hand.

## 8.5 Escape Routes

Detail of dedicated escape routes on the site. (Site layout map).

## 8.7 Storage of Materials

Lay down areas for general materials to be specified. Storage of combustible gases to be in an external well ventilated, lockable cage.

## 8.8 Accident/Incident Procedure

See Section 9 and Company Safety Procedure.

**Emergency Contact Numbers**

Emergency contact numbers to be detailed including subcontractors and posted in prominent locations on the site

## 8.9 Rescue Planning

Include rescue procedures for emergency situations, with particular reference to:

- Harnesses following a fall
- Safety netting

### 8.10 Emergency Contacts

| **EMERGENCY CONTACTS** | | | **High Street, Royston** |
|---|---|---|---|
| Site Manager: James Jackson | | | Tel: 07340 904 290 |
| **Service** | **Tel No.** | **Contact Person** | **Address** |
| Fire | 999 | | |
| Police | 999 | | |
| Ambulance | 999 | | |
| Hospital A&E Dept. | 01226 730000 | | Barnsley Hospital<br>Gawber Road<br>Barnsley<br>Yorkshire<br>S75 2EP |
| FORGE CM LTD Safety Representative | 07946 268 068 | Paul Conway | Albert House<br>2 Bells Square<br>Sheffield<br>S1 2FY |
| **STATUTORY AUTHORITIES** | | | |
| Electricity | 0800 195 4141 | | |
| Telecom | 0800 800 150 | | |
| Water | 0845 746 2200 | | |
| Gas | 0800 111 999 | | |
| Other | | | |
| **ENFORCING AUTHORITIES** | | | |
| Health & Safety Executive (HSE) | 0845 345 0055 | | HSE<br>Foundry House<br>3 Millsands<br>Riverside Exchange<br>Sheffield<br>S3 8NH |
| Environment Agency (EA) | 0800 – 80 70 60 | | |

**Forge CM LTD - Out of Hours Contacts:**

| **Name** | **Tel No.** | **Job Title** |
|---|---|---|
| **Nick Phelan** | **07833 086789** | **Managing Director** |
| **Paul Conway** | **07946 268 068** | **Contracts Manager** |

## 9.0 ACCIDENT/INCIDENT REPORTING SYSTEM.

All accidents/incidents will be reported and where necessary investigated in accordance with company safety management system and statutory procedure. All accidents including those to sub-contractors' workers will be entered in the site accident book this includes first aid treatment. Where an investigation is carried out, the site manager and contracts manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all parties who may be affected by findings.

**9.1** All incidents, "near misses" and those categorised as dangerous occurrences under statute, and those causing major damage whether or not injuries occur will be reported and investigated.

## 10.0 WELFARE ARRANGEMENTS.

**10.1** **Welfare facilities** provided will comply with CDM 2007 Section 2. as a minimum. Suitable and sufficient facilities will be scaled dependent upon the nature, size and duration of the project/ task.

**All** welfare facilities provided by Forge CM Ltd will be maintained in a clean and orderly condition, any defects or damage must be immediately reported to site management.

**10.2** Welfare arrangements will consist of the following:

| Date/ Review | WC's | Urinals | Wash Basins | Drying Rooms | WC's Females | Canteens |
|---|---|---|---|---|---|---|
| Weekly | 3 | 2 | 3 | 1 | 1 | 1 |
| | | | | | | |
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## 11.0 SITE RULES.

The following rules are applicable to **all** contracts. **THE SITE MANAGER IS TO ADD ANY ADDITIONAL RULES WHICH THEY MAY CONSIDER APPROPRIATE.**

1) Safety Helmets, High Visibility Vests and Safety Footwear are mandatory on this site at all times.

2) Smoking is only allowed in areas designated by the site management.

3) The correct Personal Protective Equipment must be worn on site at all times.

4) All plant and equipment must only be used by operatives who have received suitable and sufficient training in their use. These qualifications are to be produced at induction to the site management and on request.

5) All access and emergency routes must be kept free from obstruction at all times.

6) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / JCB).

7) The consumption or possession of alcohol on the site is strictly prohibited. No person is to work on this site having consumed alcohol.

8) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The requirement to take drugs for medical purposes is to be notified to the Site Manager.

9) All site employees are to be made aware of the emergency first aid arrangements and escape routes on the site and the site assembly point. **If in any doubt they are to ask their supervisor or manager.**

10) All site employees must co- operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift as a minimum, or as required. This includes the site welfare facilities.

11) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.

12) All site employees will attend a site-specific induction and are required to confirm they understand the requirements of Method Statements/Risk Assessments associated with their work.

13) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so. (CISRS Scaffolders Certificate).

14) Site employees are to report any defected plant or equipment to their manager immediately.

15) ALL PARKING IS TO BE OFF-SITE. No parking in the site compound, nor the Aldi Store car park or construction site is allowed without prior written approval from Forge CM

16) No deliveries are to be made before 08:00 hours. Deliveries before this time without expressed permission will be automatically rejected from site.

17) Any goods whatsoever purchased within a ‘live’ store should be accompanied by a receipt. If a receipt cannot be produced and there is doubt over the legitimacy of the purchase, then Aldi Stores Ltd. and Forge CM Ltd reserve the right to remove operatives from site immediately.

18) Likewise, if site personnel do not submit to a security inspection of their person, tool kit and/or vehicle with regard to the legitimacy of a purchase and/or missing stock from the store, these operatives will be removed from site immediately.

## 11.1 Induction Process

Site inductions are carried out on a daily basis and are held at 8:00am and 13:00pm
Items covered in the Induction are:

Roles and responsibilities
Project overview
Store opening, deliveries and using the store.
Signing in
PPE
Fire procedures
First Aid
Welfare facilities
Scaffold
Permits to work
Smoking
Method statements and risk assessments

Accumulation of rubbish and debris
Plant and small tools
Certificates and registers
The working environment generally

Following completion of the induction a form per operative is completed with personal details
And some further medical questions showing understanding and acceptance of the site induction procedure.

## 12.0 Consultation on safety matters (on site)

Forge CM Ltd will ensure that an adequate standard of safety communication is developed on the site, and that sufficient information and instructions are passed to the subcontractors. Safety issues will be discussed at meetings as a **priority** and items specifically minuted under a safety heading for action by those identified as responsible. Site specific safety meetings will be held on a regular basis with all subcontractors, senior site representatives will be invited to attend. These meetings will be minuted and an agenda produced to encompass the scope and timing of works. All site safety representatives are to attend these meetings.

Where considered necessary by the site manager, extra ordinary safety meetings will be held to discuss all issues with subcontractors and others concerned, which are of a critical safety priority. If it is considered necessary by the site manager any of the following may be invited to such meetings; the company safety adviser, relevant senior Forge CM Ltd manager, clients representative, planning supervisor, enforcing authority representatives and any or all of the utility companies.

High standards of communication with the workforce are to be developed through regular toolbox talks carried out at least once per fortnight. Forge CM Ltd will require subcontractors to carry out such talks. The Site Manager shall ensure that other adequate communications on site safety matters are carried out with all site workers on site, e.g. notices, posters.

## 13.0 Health and Safety Management

**13.01** Forge CM Ltd goal for this project is zero incidents or accidents for the duration of the works.

### 13.02 Arrangements for monitor/review of health and safety performance

Daily visual site inspections are made and items that need attention are noted in the site diary [FCM/QA/005]. On a weekly basis, a formal safety inspection is carried out by the site manager and recorded on a safety inspection report [FCM/HS/007]. These records are then discussed during our fortnightly site progress meetings.
External audits are also carried out by both an independent health and safety consultant and an auditor appointed by the Client.

### 13.03 Exchange of design information

A Project CDM Risk Register has been set up to identify, track and record specific site hazards and risks and along with measures taken by designers to eliminate hazards and reduce risks. The register will be reviewed at design team / project meetings.
Input into the risk register process is to be sought from subcontractors and site construction team. Information about any residual risk from the register will be passed on to the site manager and health and safety manager who will ensure risk assessments and safe method statements are prepared to deal with any identified risk. Any information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safety will be made available to the CDM co-ordinator to include in the H&S File.

### 13.4 Selection and control of subcontractors

A pro-forma questionnaire is used to assist in the selection process [FCM/QA/020] This form along with past health and safety performance helps to establish the suitability of sub-contractors for the project.

**13.1** Forge CM Ltd and all Subcontractors shall implement the minimum requirements as set out in current Health and Safety legislation.

**13.2** Forge CM Ltd is responsible for planning, organising, co-ordinating and controlling subcontractors employed directly on this project. In addition, Forge CM Ltd, shall “take all reasonably practicable measures” to ensure co-operation and communication between all other Contractors, in particular those appointed by the Client.

**13.3** The role of Forge CM Ltd is to manage and give practical effect to the duties upon individual contracts to ensure an integrated approach to Health and Safety on site.

**13.5** All Sub Contractors shall prepare and operate their own safety management systems, taking account of the site rules and client requirements and due regard for the hazards and project information provided in this plan.

**13.6** During the project, the Planning Supervisor will ensure preparation of the Health and Safety File for subsequent retention by the Client on completion of the project.

The Designers, Forge CM Ltd and Subcontractors are obliged to supply information to the Planning Supervisor to be included in the Health and Safety File.

**13.7** All persons employed on this project will, irrespective of their status, attend a safety training induction course co-ordinated by Forge CM Ltd.

At induction all persons will be made aware of:

**A.** The site rules
**b.** All relevant safety information agreed by the Site Manager.
**c.** Site safety consultation methods
**d.** Minimum training requirements for site activities

Visitors are not permitted access to work areas unless they have undertaken a visitor safety training induction. Thereafter, they must always be accompanied by either the Site Manager or, a site operative who has previously received a full site induction. Visitors are not authorised to carry out any work or use any plant or equipment.

Subcontractors will ensure that all their personnel are appropriately trained for their tasks, will have had the risk assessments / method statement fully explained to them prior to commencing work on site and that each individual acknowledges that they understand the safety requirements for the work they are involved in. On-site training will be given, for all personnel for operations involving risk, in the form of toolbox talks. Records of attendance will be maintained for all training carried out on site, including training by subcontractors.

**13.8** There will always be a certified first aider on site during working hours.

**13.9 Permits to Work**

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on “Permit to Work” Systems. These include;

**a** All excavation works
**b** Hot work operation
**c** Entry into confined space
**d** Out of hours supervision

**13.10 Safety / Quality Inspections**

Forge CM Ltd staff involved in the project shall inspect all works on site on a regular basis and complete an inspection report [FCM/QA/007]. Any contravention’s will be immediately corrected and confirmed as such by completing the relevant section of the report.

Subcontractors’ representatives (foreman, safety supervisors / reps.) will also be responsible for everyday checks.

During safety inspections, checks will be made on records held such as induction, toolbox talks to check the content, and information given out such as leaflets, rules, name of CDM Co-ordinator, principal contractor, Forge CM Ltd safety advisers.

Also, those relevant parts of the Contract Health and Safety Plan have been communicated, such as method statements, risk assessment control measures.

On a regular basis the safety plan is to be reviewed to ensure it takes due account of changes of circumstance.

## 13.11 Personal Protective Equipment (PPE)

All site employees including those of any Sub Contractor shall, whilst on site wear any necessary PPE. The Forge CM Ltd Site Manager will ensure that a record is kept in the Site safety records of all issues of PPE, and when necessary Sub Contractor employees.

## 13.12 Safety Information

All statutory safety signs and notices will be displayed in:

**a.** The Site Manager's office.
**b.** The site welfare facilities
**C.** In site areas as identified by site management