

Z&D PROPERTIES LIMITED

3-5 BRADFORD ROAD

CLECKHEATON

BD19 5AG

CONSTRUCTION PHASE

HEALTH & SAFETY PLAN

NEW UNITS 1, 2, 3

TRADE PARK

WOMBWELL LANE

STAIRFOOT

BARNSELY

S70 3PB

SECTION 1

HAZARDS & PRECAUTIONS

THREE COMMERCIAL UNITS

IDENTIFIED DURING THE PREPARATION OF THE CONSTRUCTION PHASE HEALTH & SAFETY PLAN

HAZARD ANALYSIS

No	Significant Hazard/Risk	Proposed Precautions
1.	Working near electricity, gas, water & drainage. <u>Any services found must be assumed live</u>	Before work commences carry out a CAT scan of the area, if services are detected trial holes will be dug carefully by hand to establish the exact location and depth. Exposed cables and services will be clearly marked and protected with cover boards or supported with slings to avoid damage, they will be recovered as soon as possible. When recovering the line of the cable/service it will be clearly marked and covered with a warning tape/tiles 300mm above the service.
2.	Excavations	All mechanical plant brought onto site for excavation work will only be used by an operator with the appropriate certification. All mechanical plant will be operated under the direction of a banksman. All excavations will be shored up to prevent collapse as the ground conditions dictate. Any open excavations will have barriers placed Around them or be temporary covered over. The excavations will be inspected by the Site Manager on a daily basis and individuals working within the excavations will be advised to inspect them prior to each shift commencing. The works will be fully supervised
3.	Risk of falls to site operatives & visitors due to open excavations	All open excavations will either be covered with suitable planking or fenced around to prevent falls.
4.	Use of abrasive wheels	Only experienced operatives who hold an abrasive wheel and only operatives who hold an abrasive wheel's certificate will be allowed to change the disc.
5.	Use of portable power tools	All powered hand tools will be checked by the user that they are in good condition. The Site Manager will visibly monitor the standard of tools in use and will take steps to have removed any which may not be in good condition.
6.	Noise- (risks to operatives and members of the public)	Noise is to be kept to a minimum. All machinery including abrasive wheels will not be left running when not in use.
7.	General dust.	Damping down will be undertaken before sweeping up in general operations. Operatives will have dust masks with them and will use them as and when require i.e. using abrasive wheels/demolition.
8.	Risk of fire from work whilst carrying out plumbing and heating work.	The specialist plumbing and heating sub-contractors will submit detailed Risk Assessment & Method Statements for their work. This will include their precautions to be taken to prevent fire whilst carrying out hot work. All hot work will be carried out under a hot work permit system.

9.	Working from steps	Steps will be erected on a firm level base, and will be erected in such a way as to prevent over reach to complete the task safely. ONLY PODIUM STEPS WILL BE ALLOWES ON SITE.
10.	Working from heights	Carry out a risk assessment. Erect scaffolding. Ensure all guard rails & toe boards are in place. Ensure the scaffold is kept clear of waste and not overloaded. Ensure loading platforms are built into the design of the scaffold. Ensure tool box talks or inductions are carried out regarding the relevant task. Only qualified/certified operatives are to erect or alter nay scaffolding.
11.	Scaffolding	A competent scaffolding company whose operatives are trained and certified will be employed to erect/alter scaffolding. All scaffolding will be fully boarded with toe boards and double handrails to all exposed edges access & egress will be either by a designed stair case or ladders properly secured and extending a minimum of 1mtre above the landing area will. Loading bays will be designed into the scaffolding for the distribution of materials. Scaff Tags will be used at handover of completed sections of the scaffolding. NO PERSON WILL BE ALLOWED TO ALTER THE SCAFFOLD other than a trained/certified operative. The scaffold will be cleared of debris as it accumulates.
12.	Asbestos	There is no asbestos reported on the site. However, if any such materials are suspected work in the area must be stopped immediately and the area cordoned off until the suspected materials have been analysed. The Planning Supervisor informed. The works fully supervised.
14.	Manual handling of materials.	Bulk materials delivered to site will be by Hiab (crane) off load vehicles. Materials will be distributed as close as possible to their place of use to prevent excessive manual handling, where possible materials will be broken down to manageable loads before being moved. Manual handling assessment will be carried out for items over 25kg.
15.	Delivery of materials, vehicles delivering & collecting from site	Delivery of materials will be programmed to avoid on road congestion.
16.	Phased occupation of units 1&2 Delivery vehicles, visitors & general public	Prior to phased occupation Herras type fencing will be erected to separate the completed works from the live development. Signage prohibiting contractor's vehicles will be placed and vehicles directed to the live site entrance. Only tradesman working on specific units will be allowed onto the occupied phase of the development.

SECTION 2
PROJECT GENERAL METHOD STATEMENT
ALMOND CROFT

1. DESCRIPTION OF THE WORKS

Z & D Properties are to develop three commercial units on vacant land on the Trade Park, Wombwell Lane, Stairfoot, Barnsley, S70 3PB

The development is an addition to the existing units on the Trade Park.

The programmed of works will include measures put in place to ensure that the operation of construction is carried out in a safe environment.

All as detailed on layout drawing number 524-P2

2. WHEN THE ACTIVITY IS TO TAKE PLACE

Commencement date to be confirmed

3. DURATION OF THE WORKS

9 Months

4. LOCATION OF THE WORKS

Trade Park, Wombwell Lane, Stairfoot, Barnsley S70 3PB

Commented [DC1]:

5. RESOURCES REQUIRED

360° Excavators

Dump Trucks

Tipper Trucks

Ready Mix Concrete

Mobile Crane

Scissor Lifts

Telehandlers

Mortar Silos

Scaffolding

Sthil Saws

Hand Held Tools

6. RISK ASSESSMENT

The following works form a potential hazard.

1. Site set up.
2. Excavators & excavations
3. Mobile Craneage
4. Traffic on site – loading/unloading.
5. Working with power tools.
6. C.O.S.H.H.
7. Manual handling.
8. Electricity on site.
9. Dust hazards.
10. Access and egress to place of work.
11. Working from step ladders.
12. Working from scaffolding.
13. Fall of materials.
14. Falls on surface.
15. Welfare facilities.

7. CONTROL MEASURES

The Site Manager will ensure all operatives prior to commencing work have:

1. Attended the site safety induction.
2. Are fully conversant with both method statement and the site rules.
3. The relevant certificates of competence.
4. Up to date / current PAT test certificate for plant.
5. Each operative has the correct PPE.
6. A safe area to work including adequate task lighting (if required)

7.1 TRAFFIC ON SITE LOADING & UNLOADING

All deliveries to site will be organised by the Site Management prior to delivery. Deliveries will be co-ordinated. The Site Manager (or his deputy) will act as a banksman and guide all delivery vehicles safely onto and off site.

Deliveries will be place in a safe compound.

All common access roads will be kept clear of standing traffic and debris.

7.2 FALLS ON SURFACE

The Site Manager (or his deputy) will on a daily basis inspect the access to and from the working areas ensuring tidiness is maintained, trailing leads are kept tight to walls or are covered when crossing pedestrian / traffic routes.

The findings of the inspection will be made in the form of a safety inspection report a copy of this will be given to the trade or sub-contractor for them to action. All reports will be available of the section 5 of this file. Materials will be stored in either the working area or in the site compound area.

He will ensure that there is adequate safety and task lighting for the operatives.

7.3 FALL OF MATERIAL

The Site Manager (or his deputy) will ensure from co-ordination meetings with sub-contractors and daily inspections that no work is carried out whilst others are 'working overhead'. Also, that all materials are stored flat and the applicable edge protection, handrails & toe boards are secure and completely in place.

7.4 USE OF LADDERS

Ladders / steps will only be used as a working platform for tasks of a short duration and only if no alternative means of access is readily available. Ladders will always be secured to a structure or securely footed by another person whilst in use. A Competent person will inspect the ladder before being used and thereafter daily. Records will be kept weekly and used in accordance with the HSC guidance notes 'safe use of ladders' which will be discussed at weekly toolbox talks.

7.5 USE OF MOBILE TOWERS

Mobile scaffold towers will be used as a means of a working platform for lightweight work and under no circumstances are they to be overloaded with excess materials. The tower will be erected by a competent person and in strict compliance with the guidance instructions provided. Stabilisers toe-boards and double hand rails will be in place at all heights in order to reduce the risk of falls of persons or materials.

STRICTLY NO USE OF TRESTLE SCAFFOLDS

7.6 WORKING AT HEIGHTS

Due to the fact that there is no such thing as 'Safe Height' and anyone who is off the ground is at risk of falling, the following procedures will be adhered to in keeping with the Health at Work Regulations

1. Individual activity risk assessments are to be undertaken for all work carried out off the ground level with control measures clearly outlining individual safe systems of work which are to form the operative induction prior to work commencing.
2. No work may commence on or near an open edge without adequate protection in the form of a double handrail at a height not less than 1100 mm and complete with a toe board. Prior to work commencing the edge protection will be inspected by a competent person.
3. Where it is impractical to provide a standard working platform with guard rails and toe-boards. Harnesses prior to use will be inspected to ensure they are clearly marked with the following
 1. European/British Standard
 2. Manufacturers trade mark and serial number.
 3. Year of manufacture (must be within 2 years)
 4. Maximum drop 2 metres

7.7 WORKING WITH POWER TOOLS ON SITE

All electrical power tools will have a current copy of the statutory examination test certificate available for inspection. Only 110v power tools will be permitted on site with only competent persons having use of equipment.

Trailing leads will be kept tight to walls and covered/protected across traffic routes. Wherever possible battery-operated tools will be used.

When work with 110v power tools is carried out from a scaffold or elevated platform the trailing leads will be securely fastened to the handrails allowing sufficient working length. Under no circumstances should the lead be knotted to its self.

7.8 COSHH

The following materials have been identified as having specific requirements for Health & Safety:

1. Cement & Gypsum products
2. Fibre & mineral insulation
3. Galvanised steel
4. Dust/debris
5. Flammable liquids & gases
6. Adhesives
7. Solvents
8. Silica dust
9. Paint
10. Hardwood & Softwood
11. MDF dust

Prior to any materials from the above list or other materials handled on site a COSHH Assessment will be obtained from the manufacturer where all necessary control measures will be actioned. All operatives during their site induction will be made conversant with the relative procedures and supplied with the correct PPE by his employer.

All the above COSHH Assessments can be found within section 5 of this file.

7.9 NOISE FROM PLANT

At present the foreseeable noise operations are as listed below; however, it should be noted that although these activities have been classified as a noisy operation, they are foreseen to be below the 85db which in turn should present no danger to hearing.

Dump Trucks

Tipper Trucks

Mobile Crane

Ready Mix Concrete

Telehandlers

Mortar Silos

Scaffolding

Sthil Saws

Hand Held Tools

In all instances options will be considered to reduce noise at its source with silencers and providing ear protection to all operatives.

NB: with continuous noisy operations the maximum exposure to all persons will not exceed 2 hours in any one day without ear protection.

7.10 MANUAL HANDLING.

All manual handling carried out on site will be in strict compliance with the following legislation:

1. Health & Safety at Work act 1974
2. The Management of Health & Safety at work Regulations 2006
3. The Manual Handling Operations Regulations 1992, as amended in 2002

Under no circumstances will a single operative be permitted to manually carry any load exceeding 25kg. All materials exceeding 25kg in weight will have a manual handling assessment carried out with the resulting information and control measures passed onto each operative on induction to site, with training of lifting techniques carried out by means of tool box talks. In all instances manual handling will be avoided wherever possible by the following methods:

- I. Use of delivery vehicle Hiab/fork lift.
- II. Telehandler

7.11 USE OF ABRASIVE WHEELS.

All abrasive wheels will have a current copy of a test certificate and be operated only by competent persons. They will be fitted with dust suppression.

7.12 ELECTRICITY ON SITE.

Under no circumstances will any operative apart from those trained and named in the electrical job specific method statement be authorized to tamper or relocate any electrical equipment.

7.13 DUST HAZARDS.

It is not expected that dust will be created to such a level that could cause a nuisance with the exception of accumulated debris etc. therefore as part of the promotion to control this hazard across the site the Site Manager (or his deputy) will closely monitor each working area to ensure that the dust levels do not exceed 10 milligrams of dust per cubic meter of air. Exhaust ventilation devices will be fitted to power tools used in activities that could potentially create excessive dust, together with all employees involved in these works being provided with half mask dust respirator and goggles for eye protection.

Adequate training in the form of a tool box talk will be given to all operatives highlighting harmful effects, correct P.P.E. and personal hygiene points together with the Site manager (or his deputy) ensuring that good housekeeping is maintained.

7.14 ACCESS AND EGRESS TO PLACE OF WORK.

All operatives will sign on and off when entering or leaving the confines of the site. Once signed in they will gain access to the work place using the designated pedestrian routes as identified within the site induction and at no time will they cross barriers erected to identify various hazards.

7.15 FIRE PREVENTION.

In order to maintain the minimal risk of fire, Z&D Properties insist on the following:

- I. All debris be cleared and disposed of in the designated skips after each shift. No works will be allowed to continue within the applicable area until this procedure is carried out.
- II. Hot work permits will be issued as and when required.
- III. The Site Manager (or his deputy) will carry out a site inspection at the end of each working shift to help eliminate the risk of fire.

The fire assembly point is on the SERVICE ROAD ADJACENT TO THE SITE ENTRANCE

8.0 EMERGENCY ARRANGEMENTS.

From the nature of the works there appears to be no foreseeable special first aid or rescue requirements. However, Z&D Properties will ensure that their works do not obstruct access and egress routes as identified. Should a site evacuation occur, all operatives working under the control of Z&D Properties will be instructed to proceed to the assembly point and report to the Site Manager (or his deputy).

The fire warden (Site Manager or his deputy) will ensure all persons are present all persons will remain at the muster point until otherwise advised by the emergency services.

9.0 TEMPORARY AMENDED SYSTEMS.

All operatives and sub-contractors working under the control of Z&D Properties will comply with the site rules at all times.

Prior to attending the Z&D Properties site safety induction each operative will be made fully aware of the following:

- I. Z&D Properties general method statement.
- II. Z&D Properties site rules.
- III. Relevant job specific method statements.
- IV. Fire evacuation procedures.
- V. Permit work procedures
- VI. Emergency procedures

Also, all client safety memos distributed on site will be communicated to all operatives via weekly toolbox talks.

10.0 TO WHOM THE INFORMATION WILL SUBMITTED

1. CHANGE REQUIREMENTS

If there is a need to revise the method statement or additional works are added to the contract requiring a method statement these will firstly require approval from Z&D Properties and the Planning Supervisor. From approval each amendment will then be read to all applicable operatives as a site induction where their signatures will be obtained confirming that they are fully conversant with the revised method of working.

2. CONFIRMATION OF OPERATIVES BRIEFING

All approved method statements will be explained to the person carrying out the task by the person supervising the work, and before any work takes place.

Z&D Properties site management will ensure all operatives are fully conversant with the information highlighted in section 7 and will obtain a signature of each operative inducted who will then take the confirmation of explanation (blank attached) and include it in the Health & Safety File.

SECTION 4 – GENERAL SAFETY ARRANGEMENTS

4.1 Brief description of the work

Z&D Properties are to develop 3 commercial units complete with all infrastructure. The site will be developed over a 9-month period.

4.2 Where is the work located?

Trade Park
Wombwell Lane
Stairfoot
Barnsley S70 3PB

4.3 What are the time scales?

Commence	TBA
Duration	9 Months
Completion	TBA

4.4 What are the site accommodation and storage arrangements?

Porta Cabins split into office toilets and welfare.

4.5 What are the traffic arrangements?

Z&D Properties will set parking areas for workforce vehicles, delivery vehicles will drive directly onto site. It is not envisaged any vehicles will be required to park on the highway.

4.6 How will the project be managed and monitored to ensure that safe working procedures are implemented.

The Site Manager (or his deputy) will be on site at all times and will have overall control of the site including Health & Safety.

4.7 Are there any site wide (common) safety rules? (Perhaps required by the client)

We will adhere to any restriction identified in the Pre-Construction Phase Health & Safety Plan (see section 1 of this plan) In addition we will work to our contractor code of conduct (see section 3 of this plan) and Z&D Properties standard site safety rules will apply on site, these will be prominently displayed on site

4.8 How will Safety induction be carried out?

The Site Manager (or his deputy) will ensure that anyone who wishes to enter the construction area will have been inducted (briefed) on the potential hazards and will monitor them. All operatives will be required to read Z&D Properties General Method Statement also his/her own job specific Method Statement and sign to confirm that they understand the safe systems in place.

4.9 What are the arrangements for Welfare facilities?

The following accommodation will be set up on site: - office, welfare, toilets and storage included within will be:

1. Heat, light and power.
2. Benches/ chairs/tables.
3. First aid kit and eye wash bottles.
4. Statutory and Company notices regarding Safety.
5. Washing facilities with fresh hot water, with soap and towels, which will be replenished daily.
6. Toilet.
7. Canteen facilities.
8. Drinking water and facilities for boiling water to make hot drinks, fridge & microwave

In addition to the above the Site rules will not allow any operatives to take meals in the actual work areas - all operatives will be encouraged to make use of the facilities provided.

4.10 What are the arrangements for provision of First Aid and for calling an ambulance if required? In an emergency Dial 999

Location of nearest telephone **Site Office**

The nearest casualty department: Barnsley Hospital Trust
Gawper Road
Barnsley
S75 2EP

The nearest Fire Station:
56 Broadway
Barnsley
S70 6QZ

The nearest Police Station
72 Cypress Road
Kendray
Barnsley S70 3LX

The address of the site to be given to the Fire, Ambulance or police controller is:

TRADE PARK
WOMBWELL LANE
STAIRFOOT
BARNLSLEY
S70 3PB

4.11 How will accidents and/or dangerous occurrences be reported?

For the purposes of reporting accidents, the Site Manager (or his deputy) will be responsible for taking the following steps.

- I. Record and report any accident, no matter how small and regardless of whom the victim is employed by in the accident book supplied by the company. This will then be forwarded to the head office for safe keeping.
- II. Where any accident results in the victim leaving the workplace or should any operative not return to work the day following the accident, the Site Manager (or his deputy) responsible will report the incident by telephone as soon as possible to head office.

From the two site procedures it will then become the responsibility of head office to submit reports to the Health & Safety Executive / Environmental Health Department and company directors/owners as applicable.

All incidents classified as 'dangerous occurrences' as defined in the reporting of injuries, diseases and dangerous occurrences regulations 2013 will be immediately reported by telephone to head office.

Head office will be responsible for the relevant investigation, completion of reports and submissions to the authorities

4.12 What is the fire plan?

- **Person with overall responsibility / fire co-ordinator.**

The Site Manager (or his deputy)

- **General site fire precautions, detection systems & alarms**

The alarm will be raised on site if needed by an air horns or shouting.

Burning of waste will not be permitted on the site.

- **What firefighting equipment will be provided?**

We will provide a minimum 6KG dry powder extinguisher at each work area.

In the event of a fire, the person finding the fire will immediately raise the alarm by informing all operatives within the vicinity and ensuring that the Site Manager (or his deputy) are alerted, if confident to do so and providing the fire is small, operatives can attempt to extinguish the fire with the firefighting equipment provided, however during induction advice will explain that the extinguishers are for escape only. The Site Manager (or his deputy) will fully raise the alarm by setting off the air horns and shouting.

The fire assembly point will be at the near the site entrance on the service road as indicated on the site plan



Project Name:	ROBERTSON
Client:	ROBERTSON
Address:	IBWELL LANE, AUCKLAND
Scale:	1:500
Author:	CHRISTOPHER BURNETT
Check:	CHRISTOPHER BURNETT
Drawn:	CHRISTOPHER BURNETT
Project No.:	25419
Sheet No.:	1 of 1
Scale:	1:500
Author:	CHRISTOPHER BURNETT
Check:	CHRISTOPHER BURNETT
Drawn:	CHRISTOPHER BURNETT
Project Name:	ROBERTSON
Client:	ROBERTSON
Address:	IBWELL LANE, AUCKLAND
Scale:	1:500
Author:	CHRISTOPHER BURNETT
Check:	CHRISTOPHER BURNETT
Drawn:	CHRISTOPHER BURNETT
Project No.:	25419
Sheet No.:	1 of 1
Scale:	1:500
Author:	CHRISTOPHER BURNETT
Check:	CHRISTOPHER BURNETT
Drawn:	CHRISTOPHER BURNETT

Are there any “Hot Work” permit requirements on this project?

Hot work permits will be issued as and when required.

- **Type, construction & location of site accommodation etc.?**

Site accommodation / office, welfare & storage will be metal cabins situated within the contractor’s compound as indicated on the site plan. No items of potential danger i.e. gas canisters etc., all items of this nature will be stored within a suitable store facility outside and kept locked.

- **Fire escape routes and assembly points.**

Will be marked up on the site plan.

- **Fire brigade access.**

Fire brigade access will be maintained at all times.

The storage of materials, parking and general traffic within our control will not be allowed to obstruct these routes.

- **Fire training.**

Everyone will be told about fire safety during general site induction, particularly those contractors whose work may include sources of ignition i.e. Plumber.

- **Security measures to prevent arson.**

The site will be secured out of working hours. All materials / tools will be kept within the site compound or within a secure container out of working hours. A good housekeeping policy will be adhered to.

- **Storage arrangements / waste control / waste fires.**

Materials will be stored within a secured area on site or container. Waste will be disposed of by skips and **no waste fires will be permitted on site.**

The site will be a **No Smoking** site within the completed houses.

- **Weekly checks and records.**

The Site Manager (or his deputy) will check the fire arrangements at least once weekly.

4.12 Are any other emergency procedures required? (i.e. evacuation from confined spaces)

There will be no work in confined spaces.

4.13 Have risks to other people in, on or around the works area been identified?

The risks have been identified in the Hazard Analysis section of the plan.

4.14 What notices / posters will be displayed / kept on site?

Emergency access signs (fire exit)
No smoking signs
F10
General site safety signs including signs warning that the area is a construction site
Company insurance certificate
Health & Safety law poster
Electric shock / resuscitation poster

4.16 What registers will be kept on site?

Accident book, Induction register, Scaffold register.

4.17 What safety information will be sent to other contractors?

A copy of the hazard analysis and general method statement will be sent to them if it is felt that this would assist in improving safety awareness on the site

What safety information will be required from other contractors?

It is our practice to request for approval risk assessments and method statements from other contractors if their work involves significant risk.

Risk assessments should be addressed the following: -

- What is going to be done – including plant, people & materials & in what working environment?
- How the activity is to be carried out?
- Where the work is to be done.
- What effects this will have.

Method statements should address the following.

- Work task to be carried out.
- Detail all the hazards.
- Detail all the precautions including work equipment and P.P.E.
- Method of work to carry out task.

4.18 What information will be required from suppliers and how will it be obtained?

A Manufacturer's hazard data sheet will be requested for any materials that are deemed to be of a harmful nature to the installer or end user.

4.19 How will information, instruction & training be provided?

All persons wishing to carry out work on the project will be provided with a basic understanding of the site & its conditions within site induction.

Changes in safety instructions and information will be provided daily, verbally by the site manager (or his deputy)

We expect all other contractors to provide properly trained and competent operatives for their particular tasks.

4.20 How will changes in design which could create unexpected safety concerns be dealt with?

Where any change introduces a significant or altered risk, they will carry out further risk assessment and, if necessary, will produce further detailed method statements.

4.21 What are the safety standards for this project?

The Construction Health & welfare regulations and Z&D Properties own internal safe working procedures, which are based on the above regulations.

4.22 How will contractor's competence be assessed?

We will send each potential contractor an assessment form (see section 5 of this plan) which will request certain safety information.

This will be assessed to see that the particular contractor indicated suitable competence to do the work and can provide suitable method statement and / or risk assessment.

4.23 What are the arrangements for co-ordinating contractors?

All contractors will be issued with a contract programme indicating their works & timing of such works. We will also be in regular communication with the contractors to co-ordinate their starting times & progress on site.

4.24 What are the arrangements for the selection, operation & maintenance of plant?

Selection of plant

- The task to be carried out will be identified.
- The best technology not involving excessive cost will be used.
- The risk associated with this technology will be identified.
- The risk identified will be eliminated by using different plant if possible.
- If they cannot be eliminated risk assessments and method statements will detail control measures to reduce risk to the lowest practicable level.

Operation and maintenance of plant.

- All plant will be tested and up to date.
- Faults on plant will be reported to the Site Manager (or his deputy)
- Hired plant will have with it all test certificates for proof of test.

4.25 How will safety be reviewed throughout the project?

There will be regular site progress meetings throughout the project and Health & Safety will be reviewed and dealt with as an agenda item.

4.26 What general working procedures are to be adopted for this project?

See the index to Z&D Properties safe working procedures at APPENDIX 1 in section 5 of this plan. These are procedures, which will be implemented on site, of safety, with support from Z&D Properties

4.27 How will safety be monitored throughout the project?

The Site Manager (or his deputy) are responsible for routine day to day monitoring of safety, with support from Z&D Properties staff who will visit the site and carry out a full safety inspection on a regular basis, or when requested.

4.28 How will information be passed to the Planning Supervisor for eventual inclusion in the Health & Safety file?

We will pass on any relevant safety information to the Planning Supervisor as soon as is practically possible by: -

- Verbal discussion in person or by telephone.
- By letter / e-mail.
- At any arranged meeting.
- On completion of the project for inclusion in the Health & Safety file.

Any information which is required for the project Safety file on completion will be handed over to the Planning Supervisor at Practical Completion where ever possible.

The Principle Contractor would normally expect the Planning Supervisor to make clear what documents / information are required for inclusion in the Health & Safety file prior to commencement of the Construction Phase. This makes it easier for those concerned to know which documents / information to save and pass on to the Planning Supervisor.

4.29 How will access to site be controlled?

Delivery vehicles will be met at the site entrance and directed to their designated point for off-loading. All delivery vehicles will be escorted on and off the site.

4.30 How will ongoing risks be assessed?

This safety plan sets out the general safety rules for the project on a site wide basis. However, in construction the situation on site can change from day to day and require re-assessing. In these cases, it is up to the Site Manager (or his deputy) to make sure that all tasks which entail a significant risk are covered by a suitable written risk assessment or method statement. Either Z&D Properties or one of our sub-contractors can submit this.

SECTION 5
APPENDICES AND
HEALTH & SAFETY PLAN DEVELOPMENT RECORD

Cleckheaton Mills Site

<u>No</u>	<u>DOCUMENT TITLE</u>	<u>PROVIDED BY</u>	<u>DATE ENTERED</u>
1	Safe Working Procedures Index	Z&D Properties	July 2025
2	Health & Safety Policy Statement	Z&D Properties	July 2025
3	Environmental Policy Statement	Z&D Properties	July 2025
4	Contractors Safety documentation request form	Z&D Properties	July 2025
5	Section of Health & Safety Policy relevant to Contractors	Z&D Properties	July 2025
6	Site Induction Checklist	Z&D Properties	July 2025
7	Safety Inspection Report form	Z&D Properties	July 2025
8	Risk Assessment Form	Z&D Properties	July 2025
9	Evidence of Training Log Book	Z&D Properties	July 2025
10	Sub-contract Assessment Form	Z&D Properties	July 2025
11	Method Statements	Z&D Properties	July 2025
12	Contract Programme	Z&D Properties	July 2025
13	COSHH Assessments	Z&D Properties	July 2025
14	Hot work permits	Z&D Properties	July 2025
15	Scaffold Inspection Reports	Z&D Properties	July 2025
16	Method Statement Checklist	Z&D Properties	July 2025
17	Site Supervisor Safety Inspection Report		July 2025
18	Emergency fire Register	Z&D Properties	July 2025

SECTION 5

APPENDICE-DOCUMENTS TO BE ADDED AS PROJECT PROGRESSES

The information to be added in any document already mentioned in Sections 1, 2&3 of this plan and any or all of the following.

- Method Statements
- Risk Assessments
- Certificates of tests and inspection of tools and equipment
- Proof of training of operatives / operators etc.
- Statutory registers and records for the project
- Safety monitoring reports, Site Safety instructions issued, P.P.E. assessments, induction training registers and forms
- Contractors' meetings minutes and records relevant to safety
- Safety inspection reports

Any other documents which concern safety and which should form part of this plan can be added to section 5 as the project progresses, thereby developing the Health & Safety Plan

An appendices development record sheet is provided for this purpose.

Appendix 1

Part Three

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Appendix 1

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Z&D PROPERTIES
GENERAL STATEMENT OF POLICY ON
HEALTH, SAFETY & WELFARE

This company recognises it's legal, moral and economic responsibilities towards the safety, health and the welfare of all persons affected by its activities and undertakes to meet these obligations in full.

The health and safety policy is designed to enable the reader to understand how the company will discharge its duties.

Set out in the policy are details of the chain of safety responsibilities from Board to Site.

The arrangements for implementing the policy are described in the policy which forms the Company's Safe Working Procedures, the master copy being kept at Head Office.

Where necessary specific training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them.

The Company has a good Health and Safety record. The co-operation of everybody is necessary in order that standards may be maintained or improved wherever possible.

Additionally, all employees must be aware that they have a legal duty, not only to work in a safe manner, but also to co-operate in efforts made to create safe working conditions.

Please give your commitment to safety.

Signed... *D Copeman*.....

Dated ...3rd January 2025

This Policy will be reviewed in January 2026

Z&D PROPERTIES
ENVIRONMENTAL POLICY

This company recognises it's legal, moral and economic responsibilities towards the environment and we are committed to the continuous improvement of the environment:

We are committed to:

- Implementing energy saving technologies and initiatives:

- Adopting strategies to minimise the environmental impacts of business travel:

- Using utilities in a responsible and economic way to minimise negative impacts on the environment:

- Managing waste according to our duty of care, minimising volumes going to landfill, by re-use and recycling wherever possible:

- Purchasing supplies wherever possible which are recycled and recyclable and whose production and use minimises the consumption of natural resources:

- Conserving resources by ensuring plant / vehicles are properly serviced & maintained:

- Communicating this policy and our environmental performance to appropriate people working on behalf of the company:

- Using sub-contractors / suppliers who perform the services in accordance with the governments environmental policy, demonstrating commitment to the continuous improvement of environmental performance and the management and prevention of pollution from activities they undertake

•

Signed... *D Copeman*

Dated ...3rd January 2025

This Policy will be reviewed in January 2026

Appendix 4

**HEALTH, SAFETY AND WELFARE
SUBCONTRACTORS SAFETY DOCUMENTATION CHECKLIST**

SUBCONTRACTOR..... CONTRACT.....

WHAT IS REQUIRED?		NO OF COPIES REQUIRED
1.	YOUR HEALTH AND SAFETY POLICY	
2.	INSURANCE CERTIFICATES	
	PUBLIC LIABILITY EMPLOYERS LIABILITY	
3.	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH-YOUR COSHH ASSESSMENTS FOR THIS JOB	
4.	MANUAL HANDLING ASSESSMENTS	
5.	METHOD STATEMENT - A DESCRIPTION OF HOW YOU WILL CARRY OUT YOUR WORK	
6.	GENERAL RISK ASSESSMENT - AN ASSESSMENT OF ANY SIGNIFICANT HAZARDS IN YOUR WORK AND HOW YOU WILL ELIMINATE/CONTROL THEM	
7.	DO YOUR PLANT OPERATORS FOR THIS JOB HOLD CERTIFICATES OF COMPETENCE? (CITB/OTHER) IF APPLICABLE	YES / NO
8.	YOUR	
	A. CORGI CERTIFICATE GAS INSTALLATION	
	B. WASTE CARRIERS REGISTRATION CERT. C. NATIONAL INSPECTION COUNCIL ELECTRICAL INSTALLATION CONTRACTORS	
9.	LIFTING APPLIANCES/ OPERATIONS	YES / NO
	LIST OF LIFTING APPLIANCES YOU INTEND TO USE ON THIS JOB DO THEY HAVE A CURRENT TEST CERTIFICATE?	
10.	ARE THERE ANY OTHER SPECIAL PRECAUTIONS PERMITS, LICENCES OR OTHER ARRANGEMENTS REQUIRED TO BE PROVIDED BY YOU TO ENABLE YOUR WORK TO BE CARRIED OUT SAFELY? IF YES, PLEASE LIST AND ATTACH COPIES OR STATE WHEN THEY WILL BE PROVIDED.	YES / NO ATTACH ED <input type="checkbox"/>
11.	NAME OF YOUR REPRESENTATIVE WHO WILL BE RESPONSIBLE FOR SAFETY ON THIS JOB	

DECLARATION

I confirm that we will take all necessary steps to comply with current Health, Safety and Welfare requirements when engaged on works operated by the Company.

Operatives employed by us, or engaged by us, will be or will have been trained and/or instructed to comply with any safety systems operated by the Principal Contractor, including attendance at Site Safety Induction sessions and will comply with directions and instructions issued by any person on behalf of the Company.

Signed Position.....
Company..... Dated.....

Please return this form with the information requested within 14 days.

PART TWO

SECTION 14

INDIVIDUAL RESPONSIBILITIES

SUB – CONTRACT COMPANIES

Where sub – contractors are at work on sites operated by Z&D Properties they will be expect to comply with the Company’s Health & Safety Policy as a contractual duty.

14.0 Therefore Sub – contract Companies should:

14.1 Have a thorough knowledge of the Health, Safety & Welfare Policy operated by Z&D Properties

14.2 Understand fully the implications of the policy in relation to their own employees.

14.3 Co-operate with the Management of Z&D Properties in ensuring that the policy is observed and implemented by their employees and operatives.

The main responsibilities are to:

14.4 Inform their employees of safe working practices and procedures to be adopted and ensure that they are instructed to use them.

14.5 Ensure that their employees are aware of their duties under Health & Safety at Work Act and any other subordinate or statutory legislation.

14.6 Provide proper and adequate plant, materials & equipment for use by their employees.

14.7 Provide adequate welfare facilities for their employees (i.e. shared welfare facilities certified by Main Contractor.

14.8 Instruct their employees regarding the lines of supervision (i.e. subcontractor’s employees fall under the direct control of the Site Manager (or his deputy) of Z&D Properties as far As Safety concerns)

14.9 Advise their employees of their duty to observe the Health & Safety Policy of Z&D Properties regarding the use of protective clothing & equipment.

14.10 Provide proper and adequate protective clothing and equipment for their employees, or alternatively, accept charges from Z&D Properties for items supplied for the purpose.

14.11 Ensure that legal and statutory duties regarding the completion of documentation relating to their work in hand is discharged.

14.12 Report to Z&D Properties any defects or hazards on site which may affect safety of either themselves or other persons.

14.13 Co-operate with the Safety Advisor of Z&D Properties in providing information and act upon his advice or recommendation.

Appendix 5

In General.

14.14 The role of the Sub-contractor regarding Health & safety is mainly one of co-operation, however any sub-contractor must undertake to satisfy the provision of relevant legislation relating to them in addition to compliance with Z&D Properties Health & Safety policy.

14.15 Sub-contractors requiring advice and assistance in the implementation of Health & Safety & Welfare matters relating to the working practices of Z&D Properties should contact the Company Safety Advisor prior to commencement of work. Where possible, advice will be given in the pursuance of a safe and healthy working environment for all concerned.

14.16 Sub-contractors must provide Z&D properties with all relevant documentation relating to their safe working procedures and methods of work on site when requested to do so. (i.e. Risk Assessments & Method Statements)

The Items of Information May Include.

14.17 COSHH Assessments

14.18 Health & Safety Policy / Statement

14.19 Insurance Certificates (Employers and Public Liability)

14.20 Plant operator's certificates

14.21 Lifting equipment certificates of thorough examination / test.

14.22 Method Statements and / or Risk Assessments.

14.23 Declaration of intention to comply with Z&D Properties site rules / management.

14.24 Proof of membership with relevant trade body or compliance with relevant Health & Safety code of practice.

Specialist Sub-contractors.

14.25 Certain specialist sub – contractors (i.e. Asbestos removal) may be asked to provide additional information relevant to legislation for their particular sphere of activity.

END

SITE SAFETY INDUCTION CHECKLIST

NAME COMPANY

PAYE A714/SC60 AGENCY SUB-CONT CLIENT Tick applicable box EMP

1	SAFETY POLICY	26	MOBILE & GENERAL MECH. PLANT
2	INDUCTION	27	PEDESTRIAN/TRAFFIC SEPARATION
3	SUB-CONTRACTORS AND SELF EMPLOYED	28	COMPRESSED AIR, GENERATORS AND TOOLS
4	ACCESS, EGRESS AND RESTRICTIONS	29	HIGHLY FLAMMABLE- LIQUIDS & GASES
5	WELFARE FACILITIES	30	NOISE-REDUCTION & CONTROL
6	PPE	31	DUST, DIRT & FUMES-POLLUTION
7	FIRST AID-PERSON/KIT/EMERGENCY CONTACT	32	ALCOHOL & DRUGS
8	TIDINESS AND WASTE DISPOSAL	33	WORK IN HIGHWAY/ON FOOTPATHS
9	STORAGE	34	VISITORS/PUBLIC/CHILDREN
10	ASBESTOS	35	YOUNG PERSONS/TRAINEE/SW. EXPER.
11	ACCIDENTS-REPORTING	36	DEMOLITION/DISMANTLING
12	FIRE PROCEDURES/HOT WORK	37	CONFINED SPACES/OXYGEN DEFICIENCY
13	WORKING AT HEIGHTS AND ON ROOFS	38	OVERHEAD ELECTRICITY CABLES
14	SCAFFOLDS, LADDERS, TRESTLES, STEPS AND TOWERS	39	UNDERGROUND ELECTRICITY CABLES
15	FLOOR OPENINGS/TRAPS	40	WEAK STRUCTURES (SLABS, BLOCKWORK)
16	EXCAVATIONS	41	WOODWORKING MACHINES
17	MOBILE ELEVATED WORK PLATFORMS (MEWPS)	42	CARTRIDGE TOOLS/EXPLOSIVES
18	MANUAL HANDLING	43	PERMITS TO WORK
19	HOISTS, CRANES, FORKLIFTS, GIN WHEELS ETC.	44	WORK OVER WATER
20	ELECTRICITY	45	GENERAL HEALTH RISKS (DRAINS/BIOLOGICAL)
21	POWER TOOLS	46	FALSE WORK/PROPPING/COLLAPSE
22	WELDING/CUTTING/BURNING	47	VIBRATION (WHITE FINGER)
23	LEAD-PRECAUTIONS AND CONTROL	48	SIGNS AND NOTICES
24	STIHL SAWS/ANGLE GRINDERS/CHOP SAWS	49	SAFETY INSPECTIONS
25	CONTROL OF HAZARDOUS SUBSTANCES (COSHH)	50	OTHER HAZARDS NOT INCLUDED ABOVE

I have been instructed on safety requirements as identified by the above.

Signed..... Dated

Instructed by

The Supervisor carrying out the induction should use the above list to highlight the specific hazards present on the site. The Induction Register should also be signed by each person inducted.

APPENDIX 7

**CONSTRUCTION SITES
SAFETY MONITORING
REPORT**

CLIENT COMPANY

MANAGER

SITE/PREMISES APPROXIMATE NOS ON SITE

DATE OF INSPECTION WEATHER CONDITIONS

PLANNING SUPERVISOR NAME

NO	PROCEDURE TITLE	S	**	N/A	NO	PROCEDURE TITLE	S	**	N/A
3	SAFETY INDUCTION				31	NOISE CONTROL			
4	SUB-CONTRACTORS ASSESSMENT				32	DUST, DIRT AND FUMES			
5	SITE MANAGEMENT/ SUPERVISION (INCL SUB-CONTRACTORS)				33	ALCOHOL AND DRUGS			
6	SITE ACCESS/ OUT OF HOURS MEASURES				34	WORK IN PUBLIC HIGHWAY			
7	SITE WELFARE FACILITIES				35	CONTROL OF VISITORS			
8	ACCESS AND EGRESS				36	YOUNG PERSONS WORKING ON SITE			
9	PERSONAL PROTECTIVE EQUIPMENT				37	DEMOLITION (METHODS/ SUPERVISION/TRAINING)			
10	FIRST AID FACILITIES EMERGENCY ARRANGEMENTS				38	CONFINED SPACES (RISK ASSESSMENT/TRAINING)			
11	HOUSEKEEPING/TIDINESS				39	OVERHEAD/ UNDERGROUND SRVS			
12	SAFE STORAGE ARRANGEMENTS				40	STEEL ERECTION (METHOD)			
13	WASTE DISPOSAL ARRANGEMENTS				41	WOODWORKING MACHINES			
14	ASBESTOS CONTROL				42	CARTRIDGE TOOLS			
15	ACCIDENTS IN THE PERIOD?				43	EMPLOYEES NEW TO THE COMPANY			
16	WORK AT HEIGHTS/ROOFS/EDGES				44	SITE OFFICES			
17	FIRE PROCEDURES/DRILL				46	PERMITS TO WORK			
18	EXCAVATIONS SAFETY				47	PILING OPERATIONS			
19	SCAFFOLDS/TOWERS/ LADDERS/STEP LADDERS/STAGING/MEWP'S				48	FLOOR OPENINGS/TRAPS			
20	MANUAL HANDLING				49	WORK OVER WATER			
21	MECHANICAL LIFTING OPS				51	FALSEWORK/FORMWORK			
22	TEMPORARY ELECTRICAL SUPPLY/TOOLS				53	VIBRATION (HAND TOOLS)			
23	WELDING AND CUTTING				54	SIGNS/NOTICES/POSTER			
24	LEAD-CONTROL				58	IMMINENT DANGER			
25	ABRASIVE WHEELS (TRAINING)				59	SITE SAFETY PLAN			
26	COSHH ASSESSMENTS AND CONTROL								
27	GENERAL MECHANICAL PLANT								
28	SITE TRAFFIC/PEDESTRIANS								
29	COMPRESSED AIR TOOLS								
30	HIGHLY FLAMMABLE LIQUIDS/LIQUID PETROLEUM GAS								

S-SATISFACTORY **=SEE ATTACHED CONTINUATION REPORT. N/A NOT APPLICABLE AT THE TIME OF THE VISIT.

SIGNED (SAFETY ADVISER) MANAGER

#COPIES- SITE CONT. MAN CONST. MAN M.D. FILE OTHERS

GENERAL RISK ASSESSMENT (CONSTRUCTION)

Z&D PROPERTIES

COMPANY	DATE
PROJECT/SITE	REF

OPERATION/ACTIVITY	HAZARDS					YES	NO
	STEPPING ON, STRIKING OUT					✓	
	MANUAL HANDLING						
	HAND TOOLS MECHANICAL						
	HAND TOOLS NON-MECHANICAL						
	EXCAVATIONS (COLLAPSE)						
	LIFTING EQUIPMENT						
	MACHINERY						
	FALL ON FLAT					✓	
	FALL – LADDERS, SCAFF/TOWERS						
	FALL – HOLES EXPOSED EDGES						
	FALLS – OTHER					✓	
	FALLS OF MATERIALS						
	ELECTRICAL						
	COSHH					✓	
	NOISE						
	3 RD PARTY PUBLIC/CONTRACTOR						
	OTHERS/VISITORS/RESIDENTS						
	EQUIPMENT NECESSARY					YES	NO
	LADDER/STEPS						
TRESTLES/FRAMES							
SCAFFOLD TOWER							
POTENTIAL SEVERITY OF INJURY OR ILLNESS	1.	2.	3.	4.	5.	LIFTING AVAILABILITY	
				✓			
1. FIRST AID 2. REPORTABLE 3. PERMANENT DISABLEMENT 4. FATALITY 5. MULTIPLE FATALITY						POWER PLATFORM	
						CRADLE	
NUMBERS EXPOSED TO RISK	A.	B.	C.	D.	E.	EXCAVATION SHORING	
						MECHANICAL PLANT STATE TYPE: -	
A. 1 ONLY B. 2 TO 5 C. 6 TO 20 D. 21 TO 100 E. 100+					FENCING BARRIERS		
PROBABILITY OF INJURY OR ILLNESS	1	2	3	4	6	TASK LIGHTING	
		✓				VENTILATION EXTRACTION EQUIPMENT	

				PERSONAL PROTECTIVE EQUIPMENT	YES	NO
1. NEGLIGIBLE 2. LOW BUT POSSIBLE				HARD HAT	✓	
2. POSSIBLE BUT NOT LIKELY 4. PROBABLE				PROTECTIVE FOOTWEAR	✓	
5. HIGHLY LIKELY				EYE PROTECTION	✓	
EXTRA CONTROL MEASURES NEEDED				FACE VISOR		
		YES	NO	GLOVES	✓	
WARNING SIGNS				OVERALLS	✓	
BARRIERS				HEARING PROTECTION		
PERMIT SYSTEM				BODY HARNESS		
SUPERVISION				SECURING POINTS		
SPECIAL TRAINING				BREATHING APPARATUS		
COMPETENCY CERTIFICATE				HIGH VIZABILITY VEST/JACKET	✓	
SLINGER/SIGNALLER/BANKSMAN						
				OTHER EQUIPMENT	YES	NO
				TOOLS/MATERIALS		
				TRADE TOOLS		
				TEST EQUIPMENT		
SPECIFIC ASSESSMENTS NEEDED				CAT		
COSHH ASSESSMENT				GAS DETECTOR		
NOISE ASSESSMENT				RESCUE EQUIPMENT		
MANUAL HANDLING ASSESSMENT				LIFTING SLINGS		
PPE ASSESSMENT				CHAINS		
DETAILED METHOD STATEMENT REQ'D					✓	

SIGNED	NAME	POSITION
--------	------	----------

Z&D PROPERTIES

METHOD STATEMENT

COMPANY	DATE
SITE	FILE REF
1. <u>SCOPE OF WORK</u>	
2. <u>HAZARDS</u>	
3. <u>PRECAUTIONS</u>	
4. <u>METHOD OF WORKING</u>	

SIGNED

NAME.....POSITION SITE MANEGER

APPENDIX 12

SITE PROGRAMME OF WORKS

TO FOLLOW

APPENDIX 13

COSHH SITE ASSESSMENT RECORD

HOT WORKS PERMIT	PERMIT NO. HW.....				
<p>CONTRACTOR: _____ SUPERVISOR: _____</p> <p>LOCATION OF WORK: _____</p> <p>DESCRIPTION OF WORK: _____</p> <p>EQUIPMENT USED: _____</p> <p>DATE OF WORKS:...../...../..... BETWEEN AND.....</p> <p>PRECAUTIONS TO BE TAKEN:- Hot work must cease 1 hour before end of shift. All gas cylinders SHALL be transported and kept upright. Valves and hoses SHALL be in good condition. All gas cylinders SHALL have Flash Back arrestor fitted. When not in use cylinders SHALL be shut off and returned to store. Gas cylinders SHALL NOT be left in the building overnight without formal approval. Arc welding equipment SHALL comply with current standards. Minimum radius of hot work to be 1.5m from other persons working. Screens should be erected where necessary. Work areas to be kept tidy and free from combustible materials. Services affected SHALL be isolated before work commences. When working in riser shafts or on staging cylinders SHALL be secured and openings to other levels covered with a fire blanket or other non-combustible materials. Operatives SHALL remain in the area for 15 mins following completion of work to ensure there is not hot spot residue. A suitable fire extinguisher SHALL be available. Supervisor SHALL ensure suitable personal protective equipment is provided and worn by operative. Isolate smoke detectors in vicinity of Hot Works. Spent welding rods MUST BE immersed in a bucket of water.</p> <p>OPERATIVES SHALL understand the fire and safety precautions. SHALL be in possession of a permit. SHALL stop work if required to do so by an authorised person. SHALL report immediately any hazard likely to affect the fire and safety precautions. SHALL ensure a satisfactory access/egress from the work area.</p> <p>PORTABLE POWER TOOLS Equipment SHALL be 110v A.C. only be visibly free of defects and must be in good working order. All tools and leads MUST HAVE a current inspection tag fitted. Guards SHALL be in position in use.</p>					
<p>CONFIRMATION BY CONTRACTOR'S SUPERVISOR I confirm that the precautions specified above will be complied with and I will ensure that persons carrying out the work, described above, are fully briefed on the safe method of work.</p> <p>SIGNED:.....PRINT:.....DATE:.....</p> <p>CONFIRMATION BY OPERATOR I understand the precautions to be taken in carrying out the hot works.</p> <p>SIGNED:.....PRINT:.....DATE:.....</p> <p>BERNSTEIN AUTHORISATION I certify that the above work can commence with the precautions listed above.</p> <p>SIGNED:.....PRINT:.....DATE:.....</p>					
<p>CANCELLATION BY OPERATOR (NOTE: HOT WORKS MUST CEASE 1 HOUR BEFORE END OF SHIFT) I confirm that the work has been completed, the area has been checked and is safe.</p> <p>SIGNED:.....PRINT:.....DATE:.....</p> <p>CANCELLATION BY Bernstein</p> <p>SIGNED:.....PRINT:.....DATE:.....</p>					
<p>INSPECTION OF AREA COVERED BY HOT WORK PERMIT AFTER CANCELLATION FIRE WARDEN/SECURITY SIGNED.....PRINT.....</p> <table border="1" style="float: right; margin-left: auto;"> <tr> <td style="padding: 2px;">30mins</td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="padding: 2px;">1 hrs</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>		30mins		1 hrs	
30mins					
1 hrs					

Z&D PROPERTIES

Contract:	Method Statement Checklist			
Contractor	Document Title: Method Statement			
ITEM	YES	NO	N/A	COMMENTS
1. Heading				
Company				
Package				
Title				
Number & Date				
2. Description				
Explanation of Process				
Location				
Time / Duration				
Sequence				
3. Resources				
Personnel				
Supervision				
Plant / Equipment				
Materials				
4. Risk Assessments				
Assessment of significant Risks				
Access / Egress				
Others at Risk (i.e. Public)				
COSHH, Noise etc.				
5. Control Measures to be Used				
Permits				
Security				
Special Training				
6. P.P.E. Requirements				
7. Emergency Arrangements				
Rescue				
Special First aid Requirements				
8. Temporary Amended Systems				
9. To whom the information has to be submitted				
10. Monitoring & Compliance				
General Comments				
Checked By:	Date			

