



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

PROJECT: INTERNAL REFURBISHMENTS & EXTENSION
WORKS AT BIRKWOOD PRIMARY SCHOOL,
DARFIELD ROAD, CUDWORTH, BARNSLEY, S72 8HG
ISSUE NO 5 – 09/08/2023

CONSTRUCTION PHASE SAFETY PLAN

**INTERNAL REFURBISHMENTS & EXTENSION WORKS AT BIRKWOOD PRIMARY SCHOOL, DARFIELD
ROAD, CUDWORTH, BARNSLEY, S72 8HG
ISSUE NO 5 – 09/08/2023**

1. NATURE OF PROJECT

Client: Barnsley Metropolitan Borough Council Property Services

Address: Westgate Plaza One
Westgate
Barnsley
S70 9GG

Tel: TBC

Contact: Richard Waterhouse

Email: Richardwaterhouse@barnsley.gov.uk

ARCHITECTURE & LEAD DESIGNER

Address: Property Services
Barnsley Metropolitan Borough Council
Westgate Plaza One
Westgate
Barnsley
S70 9GG

Contact: Ben Taylor

PRINCIPAL DESIGNER

Address: Barnsley Metropolitan Borough Council
Westgate Plaza One
Westgate
Barnsley
S70 9GG

Contact: Ben Taylor

ELECTRICAL ENGINEERS

BMBC Property Services
Westgate Plaza One
Westgate
Barnsley
S70 9GG

Contact: Electrical Contact – Paul Durkin

Tel: Paul Durkin – 07919 915064

Email: pauldurkin@barnsley.gov.uk

STRUCTURAL ENGINEER

Address: Align Property Partners
Morgan House, Morgan View
Standard Way
Northallerton
North Yorkshire
DL6 2YD

Contact: T.B.C

Tel: 01609 797373

PRINCIPAL CONTRACTOR

Address: O & P Construction Services Limited
Common Lane
Wath upon Dearne
Rotherham
S63 7DX

Contracts Director: Andy Marshall

Tel: 07973 525889

E-mail: andy.marshall@opconstruction.co.uk

Site Manager: John Weldon

Tel: 07590 363671

Email: john.weldon@opconstruction.co.uk

HEALTH AND SAFETY EXECUTIVE

Address: H.S.E.
Foundry House
3 Millsands
Riverside Exchange
Sheffield S3 8NH

Tel: 0114 291 2300

Description of Work

Extension and alterations to Zone 1,2 and 3.

Site Address

Address: Birkwood Primary School
Darfield Road
Cudworth
Barnsley
S72 8HG

Programme of Works

Commencement date 10th April 2023
Completion date 29th October 2023
Duration 29 Weeks

Health and Safety Objectives

- a) To ensure the health, safety and welfare of all employees and all other persons on site and within the premises for which the company is responsible.
- b) All work carried out by employees of the company shall be undertaken to ensure that the health and safety of the occupants of the building and the general public is not put at risk.

Arrangement for Managing Health and Safety

Mr D. Sutcliffe takes overall responsibility for safety measures within the company and for compliance with the Health and Safety Policy. The Site Manager will be responsible for day-to-day Safety matters.

A copy of the Safety Plan will be kept on site and all personnel made aware of it. All site personnel will be encouraged to give their views of Health and Safety to the Site Manager.

Client to brief their staff on the works and others as appropriate regarding the Safety Plan and planned construction works to ensure they are aware of construction activities and that this area is out of bound's

Standard Setting

Work will be carried out in accordance with the Health and Safety at Work, etc. Act 1974, the Construction (Design and Management) Regulations 2015 and all other relevant Regulations relating to Health and Safety at Work. In addition, any specific standards dictated by the client will be satisfied.

Information for Contractors

All contractors working on the project are to be informed about any risks involved and all the Site Safety Rules. This will be achieved by providing all contractors with a copy of the Construction Phase Health and Safety Plan and by discussions with each sub-contractor.

Project Control

A programme will be prepared to ensure work is carried out in a logical manner. The programme will be updated weekly.

The project will be controlled by the Contracts Manager who will be communicating with the foremen of all sub-contractors. The Manager will monitor the Health and Safety Plan.

Contact:	Contracts Director:	Andy Marshall	Mobile 07973 525889
	Site Manager:	John Weldon	Mobile 07590 363671

OUT OF HOURS

John Weldon	07590 363671
Andy Marshall	07973 525889

Emergency Procedures

In the case of any emergency call 999 and request the appropriate emergency service.

The nearest hospital with an accident and emergency department is located within 4 miles as follows:

**Barnsley Hospital
Gawber Road
Barnsley
S75 2EP
Tel: 01226 73000**

When developing their emergency procedures, the Principal Contractor must ensure that suitable rescue procedures are in place for when working at height is being carried out. The emergency means of escape shall be identified in the fire plan as detailed above.

STATUTORY AUTHORITIES

GAS

Name: National Grid

Tel: 0800 111 999

ELECTRICITY

Name: Northern Power Grid

Tel: 0800 375675

WATER

Name: Yorkshire Water

Tel: 0800 573553

TELEPHONES

Name: British Telecom

Tel: 100

ENVIRONMENT AGENCY

Name: Environment Agency

Tel: 0800 807 060

Induction Certificates

All employees will be briefed as to the contents of the Construction Phase Health and Safety prior to their commencement on site and signed "Induction Certificates" obtained confirming that they have been briefed.

In respect of sub-contractors, a manager or supervisor representing sub-contractor will be briefed and they will be instructed to obtain Induction Certificate off their operatives.

All operatives have been trained in the general rules of safety.

Selection Procedures

Only contractors who have worked for the company previously and have performed satisfactorily will be used on the project. If not, they will be forced to submit their Safety Policy for approval.

Only items of plant, machinery and materials which are appropriate for the task will be used, all of which will be operated/used by skilled operatives.

When plant or equipment is hired, certificates of fitness will be obtained. Likewise, operatives will be checked for competence and C.I.T.B. certification.

2. THE EXISTING ENVIRONMENT

The proposed site is located off Darfield Road, Cudworth Barnsley S72 8HG.
Local amenities such as shops, takeaways and schools are all located relatively close to the site.
There are bus routes close by.

Access

Access will be off Darfield Road as shown on the site layout plan attached.

Maintenance of Access

Access must be always maintained to ensure safe passage of fire appliances, refuse vehicles, police and ambulance services.

Existing Drainage

Existing drainage will be protected.

Site Security

All operatives and sub-contractors will wear workwear with the Company logo. The site manager will monitor all operatives' activities on site.

Photograph ID badges will be always worn

The site will be left secure at the end of each working day by securing the heras fencing with padlocks and chains to entry areas. The remaining panels are double clipped from the inside. Ladders to scaffolding will be locked off.

3. EXISTING DRAWINGS

The existing drawings will be kept on site.

4. THE DESIGN

Traditional strip foundations

In situ concrete and beam and block floors

Steel frame and masonry walls

Pitched roofs.

The roofs are a combination of flat & pitched construction. Sections of the pitched roofs have vaulted lath and plaster ceiling.

5. CONSTRUCTION MATERIALS

All hazardous materials will be used in accordance with manufacturer's instructions and will be disposed off in the prescribed manner.

All hazardous materials will be kept in a locked secure location separate to the welfare facilities and separate to the newly constructed bungalows.

COSHH Regulations

COSHH Assessments will be provided for all appropriate materials and kept on site.

6. SITE WIDE ELEMENTS

DISCHARGE OF WASTE / EFFLUENT FROM SITE

Toilet and brown water waste will be discharged into the public sewer. This discharge is permissible via the existing drainage system.

REFUELLING PLANT

The correct funnels and containers are to be utilised to fill plant and equipment. Drip trays must be utilised to avoid potential ground contamination.

Spill kits are available on site.

WASTE MANAGEMENT

Reduce, Reuse, Recycle where possible!

Waste to be segregated where possible for ease of reuse / recycling.

All waste to be removed from site via registered waste carriers / processors. Generally, this will be TKL Ltd. Waste transfer notes to be checked and signed by competent personnel prior to sending back to head office for filing.

Skips and waste storage to be positioned as per the site layout

STORAGE OF HAZARDOUS MATERIALS

All chemicals to be stored in their original containers in suitable bunded drip trays. Materials to be kept in accordance with the manufacturer's instructions. COSH sheets to be available.

TREE PROTECTION

All site tree protection measures to be strictly adhered to. Root protection zones to be implemented as required, which typically extend the extent of the tree canopy.

FLORA AND FAUNA

Consideration is given to any special conditions

- Protected Hedgerows – There are no protected hedgerows on the site
- Nesting season – No measured needed
- Invasive species (Japanese Knotweed weed etc) – No requirement
- Endangered Species – Bats, Crested Newts and Badgers – No requirement during the building phase.

LIGHTING AND ENERGY

External lighting to be directional and none polluting type

All energy usage to be metered and records kept for KPI use.

Switch it off policy in place for Lighting, heating, and machinery

TRANSPORT

cycle storage will be provided on site to encourage cycling

car sharing will be encouraged

Copies of local bus timetables will be provided in the site welfare cabin

COVID-19 OUTBREAK (CORONAVIRUS) PRECAUTIONS

O&P Construction Services Ltd operate our sites in accordance with the Construction Leadership Council's 'Site Operating Procedures' reference document.

Risk Assessments and Method Statements

A Risk Assessment and Method Statement will be produced one week prior to commencing the relevant work for the following: -

- a) Foundations
- b) Demolition
- c) Steelwork
- d) Roofing

This list is not exhaustive and there will be additional RAMS as required.

Scaffolding

Scaffolding will be provided for all high-level work internally and externally and will comply with all relevant standards by a CISRS or similar trained scaffolder. Handover certificates are to be provided following completion/alteration of scaffold. Weekly scaffold checks will be overseen by an SSSTS trained, competent working foreman.

Hypodermic Syringes, Needles, and Solvents

We have no reason to believe there will be any findings but be diligent and if needles are found, protective clothing and gloves **must be** worn whilst operatives are disposing of the above material. All such materials must be disposed of in a proper manner, sharps bin. All procedures will be followed as detailed in the O&P RA Nr 40.

Scaffolding and Access Equipment

The Work at Height Regulations 2005

All work locations from which a person could fall shall be risk assessed in accordance with the above regulations and suitable and sufficient working platform, guard rails, etc. shall be provided to ensure and maintain a safe working environment. All Access Equipment supplied and used for the construction works must comply with current Health & Safety Regulations, Guidance Notes (HSE INDG401) and relevant British Standards.

Scaffolding

Where scaffolding is required to provide access to carry out the work, a safe working platform shall be designed, constructed, and inspected in accordance with SG4:05 produced by the NASC (National Access & Scaffolding Confederation). Unqualified operatives must not be allowed to construct, dismantle, or alter scaffolding.

A safe means of access and egress (including emergency evacuation) must be provided to all working platforms.

The scaffolding shall be designed to enable the planned tasks to be carried out safely, they shall be protected to prevent so far as is reasonably practical, unauthorised access to either the scaffold and/or the buildings structure, during normal and outside normal working hours.

If scaffolding is to be used as a temporary materials store; design details and calculations shall be submitted for checking prior to erection.

Scaffold Towers

These must be constructed and operated in accordance with the manufacturer's recommendations.

Roof Working

All work shall be planned, risk assessed and carried out in accordance with HSG33

Roof Work: -

- Provide a safe means of access to and from the work area/s.
- Provide safety guard rails to the roof verges, openings, voids, and lantern roof lights, with toe boards and intermediate guard rails.
- Provide additional guarding above all pedestrian walkways and all access / escape doors using debris netting, solid guard balustrades, brick guards and/or scaffold fans.

Ladders

Note: To minimise the risk of unauthorised use of access ladders, all access ladders located at ground level outside of the secured building, must be removed from site or locked in a secure compound/lockup when the site is closed.

Ladders/Step Ladders shall not be used to carry out work unless a suitable risk assessment has been carried out and a suitable method statement devised.

Site operatives must be able to reach the work without overreaching.

Ladders must be in good condition: free of damage, of industrial specification, secured at the top and bottom to prevent slipping, working from a solid level surface.

Roof ladders and crawl boards must be of industrial quality, meet the requirements of HSG33, be correctly positioned to allow the works to be carried out safely.

Manual Handling and Mechanical Handling

The construction operations should be planned where possible to avoid the need for manual handling or repetitive movements, to reduce the risk of injury to personnel, heavy large or bulky items should where possible be planned for moving and locating mechanically.

All manual handling that cannot be avoided shall be carried out in accordance with the Manual Handling Operations Regulations 1992 (as amended 2002) and guidance issued by the HSE (L23). Components weighing 20kg plus, must not be lifted by a single person. Blockwork and other walling materials shall be ordered in sizes of less than 20kg.

Manual Handling

All works where it is intended to complete the works manually shall be risk assessed in accordance with the Manual Handling Operations Regulations 1992 (as amended 2002) and work specific method statements provided. The regulations require employers and the self-employed to:-

- Avoid hazardous manual handling operations, so far as reasonably practicable.
- Risk assesses any hazardous manual handling operations which cannot be avoided.
- Reduce risk of injury, so far as is reasonably practicable.
- Provide information on the load to be handled.

Mechanical Handling and Lifting

All lifting operations shall be planned and carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting operations shall be supervised and controlled by a competent person.

Mechanical plant shall comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and be operated by persons trained and certified in the safe use and operation of that plant or equipment, who understands its hazards and limitations in use. All plant operators shall hold a relevant Certificate of Training.

Mobile Handheld Telephones

Under no circumstances should a hand-held mobile phone be operated by anyone whilst driving or operating a vehicle or contractors' plant on the site.

The use of 2 way radio telephones (between banksman and machine operator) for the control of plant or equipment is allowed subject to suitable training and risk assessment of the works to be completed. They shall not be used whilst walking across or working on the site, accessing scaffold, driving or operating vehicles, site plant, tools or machinery.

ID Badges

All operatives are to wear photographic ID badges and logo'd workwear.

Signing In

The Working Foreman will fill in the Site Attendance Register.

Speed Restrictions

Site vehicles accessing and egressing the site should not exceed a 10mph speed limit.

Parking

Parking will be limited to adjacent roads.

Traffic management / pedestrian walkways

Separate Vehicle and pedestrian gates to site compound fencing. Pedestrian routes clearly marked out along ground in Red paint, pedestrian to keep within the walkways at all times while crossing site

Sign Posting

Clear signage will be provided.

Electrical Test Certificates

All Electrical Test Certificates will be handed over on completion day.

Restrictions on Working Times (as per planning approval application T.B.C)

Working times will be Monday to Friday to 18.00 & between 09.00 – 13.00 on Saturday. There should be no working on Sunday or Public Holidays.

Personnel on Site

Only experienced personnel will be used on site. All sub-contractors will be recognised companies qualified to carry out the work.

Security

The Site Manager will be responsible for ensuring that the building and the site are left secure at the end of every working day.

A daily register will be kept for all operatives and visitors to the site.

Asbestos

A copy of Lancall Yorkshire Ltd R&D report of 20/05/22 will be kept on site. Along with Asbestos Encapsulation Report LYL9360 and Asbestos Management Plan.

If any suspected asbestos is encountered, work must cease, and it must be checked by a competent person.

All O&P operatives are asbestos trained and attend a refresher course annually.

Safety Monitoring Arrangements

The following registers and checklists will be kept up to date on site to monitor safety; -

1. Weekly Site Safety Check List.
2. Health and Safety Induction Register.
3. Site Induction Sheets.
4. Breaches of Company Rules Register.
5. Scaffold Reports and Checklists.
6. Incident Investigation reports.
7. Accident Reports.
8. Method Statements Register.
9. Register of Sub-Contractor's Method Statements and Risk Assessments.
10. Plant Checklists (i.e., Forklifts and Dumpers etc.)
11. Abrasive Wheels Register.

Reports of Accidents

The aim of this Safety Plan is to achieve zero accidents.

Any accidents are to be reported to the Contracts Manager so that they can be recorded in the appropriate manner and reported as necessary to the appropriate body. RIDDOR regulations will be followed.

Reporting and investigating of accidents and incidents shall be copied in to Principal Designer and Client.

First Aid

A fully stocked First Aid box including eyewash will be kept in the site office.
There will be always a first aider on site.

Communication and Liaison with Neighbouring Parties

Users of adjacent buildings will be notified of the works.

Risk of Access by Unauthorised Personnel

Contractors and sub-contractors' staff will wear identity badges or clothing displaying company name.

Machinery, Tools and Fixed Plant

All mobile plant to be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and to be properly maintained with a copy of a valid thorough examination certificate of which are listed in the site health and safety file.

Electrical equipment is checked, maintained and PAT tested yearly.

Plant and equipment shall be immobilized when not in use or when site is closed.

Removal of Rubbish

Skips to be positioned within the site compound.

Skips to be enclosed unless exceeding 5m distance from the building.
All rubbish will be taken by a licensed carrier to a registered tip and all waste transfer notes will be recorded and maintained. Hazardous Waste Consignment Notes shall be sent with any hazardous material taken from site.

Barriers and Warning Signs

Barriers and warning signs will be provided as necessary to ensure Safety where pedestrian routes pass near to contractor's routes and point of entry.

Noise and Dust

Noise on site will be kept to a minimum by muffling machines and equipment wherever possible. Where this is not possible, all operatives will be provided with ear plugs or ear defenders.

DUST SUPPRESSION

Dust suppression equipment will be used for all dusty operations.

Dust Suppression Bottles will be used with Stihl cutting saw.

Extract Units for Small Plant will be provided for use with such items as circular saws etc.

Permits to Work

Permits to Work are not required by the client.

Permits to work must be obtained from the Site Manager for the following:

1. Hot Work
2. Work on live mains services

Deliveries and Unloading

Deliveries are to be avoided during the busy school drop off and pick up times

8.30am to 9.00am

3.00pm to 3.30pm

All deliveries will be made into the compound via the entrances shown on the site plan.

Deliveries should be arranged in smaller delivery lorries where possible.

All delivery lorries will be supervised by a banksman.

If delivery arrives at the wrong time, they will wait on the highway clear of the school entrance & turn off the engine.

Parking

All parking will be on site or adjacent road in compliance with highway code.

Hot Work

No “hot work” is to be carried out without a Hot Work permit. Permits to be obtained from the Site Manager.

Hot Work is the name for all work involving and using exposed heat source.

To comply with the Council’s Insurers current rules, when the above types of construction works are carried out on/within council premises, they shall be covered by a current work specific, Hot Work Permit. See Appendix 2.

The permit shall be completed and issued by the Client or his representative. (This duty may be delegated by the Client to The Principal Contractor on certain sites). The permit shall be issued before the Hot Work commences and on each occasion that Hot Work takes place.

The responsible operative shall inspect the works 30 minutes and 60 minutes after the Hot Work has been completed, to check that the area is fire safe, then sign, date and return the declaration on the permit.

The operative will always have with them the appropriate fire extinguishers whilst completing hot works. (E.g., dry powder, CO2 etc)

The fully completed permits shall be returned to the Project Manager or his Representative before the contractor leaves site on that day.

No hot work is to be carried out in the last two hours of a shift the Site Manager must check all areas before leaving the site.

Existing Services

The locations of the existing statutory services serving the site are shown, where known, on the contract drawings. We will make full investigations, prior to setting up site compounds and before starting any site works, to determine and confirm the exact location of any services which may affect or be affected by the proposed construction works.

Site Fire Safety Plan

Emergency Services Access Route

The emergency services access route will be always kept clear.

Fire Assembly Point

The fire assembly point will be in the site compound, adjacent the site entrance.

The Site Manager will do a head count for the construction site.

Fire Extinguishers

A fire extinguisher will be in the site cabin and another fire station will be set up once the shell is complete, further up the site.

Office

A dedicated area will be provided in the position shown on the site layout plan within the steel cabin.

Signposts will be posted to enable visitors to find the office.

The F10, Health and Safety Poster, insurances etc. will be posted on a notice board in the site office area.

All PPE and the First Aid box will be kept in this room.

Welfare Facilities

Welfare facilities will be provided as shown on the site layout drawing. Hot & cold running water and washing facilities will be provided.

The facilities provided shall as a minimum comply with the requirements detailed in the HSE Information Sheet 'Provisional of Welfare Facilities at Fixed Construction Site – Construction Information Sheet No. 59 (2011)

Sanitary Conveniences

Facilities will be provided as per the site layout.

These facilities will be maintained in a clean and hygienic manner.

Hot water is available in here.

Bottled drinking water will be provided when necessary.

Selection of Subcontractors

We have an approved list of subcontractors who are vetted as part of our Quality Assurance System to ISO9001.

All new subcontractors must complete pre-qualification questionnaires.

Exchange of Health & Safety Information

All subcontractors will be provided with a copy of the Pre-Construction Safety Plan and Construction Phase Safety Plan with their order for the works.

The order will request copies of all appropriate RAMS two weeks prior to the relevant work commencing.

All subcontractors will be Health and Safety inducted on arrival and fill in an Induction Certificate. Health and Safety co-ordination meetings will be held regularly throughout the contract period and Health and Safety notices will be posted on the Site Notice Board.

Exposure to UV Radiation from the Sun

Employees will be encouraged to keep covered up and will be instructed to apply sun block creams. They will also be provided with information in the form of toolbox talks should the sun make an appearance

Young Persons and Expectant Mothers

There will be no persons under the age of 16 allowed on the site unless by special arrangement.
There will be no expectant mothers employed on the site.

Material Storage and Vehicle Parking

All materials used in construction will be stored in a steel lock up container within the compound and must be stacked and stored in a safe manner.

Consultation with Workforce on Health and Safety Issues

Following their briefing on the Health and Safety Plan the workforce will be encouraged to give their views on health and safety arrangements and any suggestions given will be considered by the Site Manager.

Operatives will be made aware that they should contact the Site Manager at any time if they are unsure of or unsatisfied with health and safety arrangements.

The above will be reminded to operatives and subcontractors during any subsequent toolbox talks.

On Site Training

On site training will be provided in the form of toolbox talks.

These talks will be given by the site manager on specific tasks or hazards.

Tasks requiring method statements will automatically be subject to a toolbox talk as operatives are briefed on the method statement.

Talks on this project will include: -

- a) Site cleanliness
- b) Working at height
- c) Site boundaries and segregation from school

7. OVERLAP WITH CLIENTS UNDERTAKING

The working Zones will vacant from school use throughout the contract period, with contractor's access only & associated linked works, i.e. connection break throughs/service connections will be completed during school holiday periods.

8. SITE RULES

- a) All power tools will be 110v or battery powered. Direct connection to mains will not be allowed.
- b) The site to be always kept tidy.
- c) No smoking or E cigarettes will be allowed at any time within the curtilage of the premises.
- d) Relax of hard hats from 09/08/23, Hard hats will be worn when any overhead work or machine works is carried out. Safety boots to be always worn.
- e) The site to be left secure at the end of each day.
- f) Highways, footpaths, and all access areas to be kept clear of mud and debris at all times.
- g) Dust masks must be worn when undertaking any dusty operation.
- h) No burning of materials or rubbish will be allowed on site. All rubbish must be placed in skips or removed directly by lorry.
- i) Dust must not be allowed to escape from the working area.
- j) No radios will be permitted at any times.
- k) Existing roadway to be always kept clean.
- l) All employees must adhere to the company Drug and Alcohol policy a copy of which is posted on the Site Notice Board.

9. CONTINUING LIAISON

Arrangements for Monitoring

The Contracts Manager will monitor and ensure adherence to the Health and Safety Plan.

Monthly site meetings will be arranged on site with all parties present.

Any changes in design which affect Health and Safety will be covered by an addendum to the Safety Plan and will be sent to the Principal Designer and all sub-contractors.

Design Alterations

All alterations to the design should be notified to the Principal Designer. Designers should reassess risks and hazards when amending design and inform the Principal Designer and Contractor accordingly of any information that may subsequently affect maintenance, cleaning and ultimate demolition.

Health and Safety File

The Principal Contractor, Contractors, or Designers in possession of information shall forward the same to the Principal Designer for inclusion within the Health and Safety file.

Review of Procedures

A review will be undertaken on all site procedures for use on this and future projects.

FIRE PROCEDURE

INTERNAL REFURBISHMENTS & EXTENSION WORKS AT BIRKWOOD PRIMARY SCHOOL, DARFIELD ROAD, CUDWORTH, BARNSLEY, S72 8HG

PROCEDURES IN CASE OF FIRE

FIRE ON CONSTRUCTION SITE

All O & P Construction Services Ltd staff will have been instructed on fire evacuation procedures, which will involve verbally informing all members of the construction staff of the fire and instructing them to evacuate to the Fire Assembly Point.

The Site Manager will be responsible for carrying out a head count to ensure everyone has been evacuated.

FIRE ASSEMBLY POINT

THE FIRE ASSEMBLY POINT WILL BE IN THE COMPOUND ADJACENT THE SITE ENTRANCE

OUR SITE MANAGER WILL DO A HEAD COUNT FOR THE CONSTRUCTION SITE.

**INTERNAL REFURBISHMENTS & EXTENSION WORKS AT BIRKWOOD PRIMARY SCHOOL, DARFIELD
ROAD, CUDWORTH, BARNSLEY, S72 8HG**

INDUCTION SHEETS

It is essential that you READ and UNDERSTAND the attached Health and Safety information

SAFETY INDUCTION

INTERNAL REFURBISHMENTS & EXTENSION WORKS AT BIRKWOOD PRIMARY SCHOOL, DARFIELD ROAD, CUDWORTH, BARNSELEY, S72 8HG

The contractor must ensure that all new contractors and visitors to site undertake safety induction. The induction must include information regarding the following safety considerations and include any other Client specific requirements.

Item for safety consideration	Item covered	Item for safety consideration	Item covered		
Introduction to the Work Supervisor		Site rules			
Overview of the project		Emergency/escape procedures			
Site boundaries and no-go areas		Fire safety procedures			
Site access and egress		Fire alarm system & Fire muster point			
Site access for deliveries		CSCS/ CPCS/ Licences			
Use of site vehicles (plant access roads)		Alcohol and drug exclusion policy			
Materials storage areas		Good housekeeping and tidy site policy			
Storage of flammable substances		Procedures for any work at height			
First aid station		Use of scaffold, working towers etc.			
Welfare facilities on site		Use of small tools on site			
Site electrical supply		Specific high-risk work on site			
Smoking area & No E-Cigarettes Policy		Environmental requirements for site			
Request information of any medical conditions		Reduce, reuse, recycle			
Considerate Constructor Scheme (Where applicable)		RESPECT!! Treat people, equipment, and the environment how you expect to be treated.			
Health and Safety Notice Board		Face Fit Testing – FFPS Masks			
Name	CSCS/CPCS	Contractor	Signature	Date	Trainer