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Construction Phase Health & Safety Plan

Project: The Woodlands (New Build)



**Former Bolton Hall Nursing Home
Carrhead Lane, Bolton upon-Dearne
Rotherham, South Yorkshire
S63 8DA**

Prepared by: Kingstone Construction Ltd

Developed in accordance with the Construction (Design and Management) Regulations 2015 and with reference to the Pre-Construction Information prepared by: Prosser Safety Consultants

Construction Phase Health & Safety Plan

The overall responsibility for the safety of the contract works rests fully and unreservedly with the Principal Contractor.

The acceptance of this Construction Phase Plan by the Client and involvement in studies or audits does not in any way absolve the Principal Contractor from that responsibility, nor is it intended to confirm or suggest that the Principal Contractor fully meets their statutory obligations.

Prepared by: Aaron Watson, Operations Manager Date 7th November 2017

Checked by: Peter Maden, Managing Director Date 7th November 2017

Approved by: Peter Maden, Managing Director Date 7th November 2017

Revision History

Version Control	Date	Comments	Date of Next Review
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1 Introduction

Under the Construction (Design and Management) Regulations 2015, the Principal Contractor is required to develop a Construction Phase Health & Safety Plan for the construction phase of the project. This plan which collates information from various sources into a single document, should not be read in isolation and reference should also be made to the "Pre-construction Information" provided by the Principal Designer (PD), appropriate Design and the Consulting Engineer's Health and Safety Risk Assessments etc. specific to the individual project.

It is the intention of Kingstone Construction Ltd that the project be designed and constructed in such a way that the risks to Health and Safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current relevant Health and Safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

2 Project Brief

Location

Bolton Hall Care Home, Carrhead Lane, Bolton upon-Deerne, Rotherham, South Yorks, S63 8DA

Nature of the works

The project consists of; demolition of former care home, and new build of 28no houses, in a gated development.

Project Goals

- To ensure that the works are completed with minimal inconvenience to neighbours and without causing any accidents, incidents or near misses to operatives, members of the public or any other persons affected by the work.
- To ensure the completed work functions in an efficient and safe manner, can be maintained safely and eventually deconstructed or demolished without undue risk.

2.1 Timescale

Commencement: June 2017 Duration: 64 weeks

Statutory Appointments and Emergency Contacts

A complete project directory is provided in 2.6 Duty Holders.

2.2 Contractor Requirements

The perimeter of the works is protected by Heras fencing, the south of the site is protected by Timber Hoarding, this is also to protect any pollutants entering the Worsley Brook that is located at the south of the site.

All personnel will receive a site induction on first visit to site and will sign the site register when coming on site and sign out when leaving.

Appropriate safety signs will be displayed and all visitors will report to the site manager

Welfare facilities including hot running water and toilet facilities will be made available appropriate to the number of operatives likely to be on site.

Fire and emergency procedures will be adhered to and all personnel will be made aware during the site induction. Any visitors to the site will be under the control of the site manager.

The Site Manager will ensure that good housekeeping is maintained and that the site is kept tidy at all times

PPE shall be worn as indicated by risk assessments and wearing of such will be enforced by the site manager. Sufficient PPE will be made available for site personnel and visitors.

All injuries and dangerous occurrences shall be reported to the Site Manager who will record them in an accident book both on site and at Kingstone Construction's office.

2.3 Selection and Assessment of Contractors and Designers

Details of all duty holders and designers involved in the project are located in the Project Directory. Completed questionnaires, assessment notes and minutes of any qualification meetings for contractors are held at Piercy Works, Piercy Road, Waterfoot, Rossendale, Lancashire BB4 9JP.

2.4 Notifications to HSE

A copy of the F10 will be displayed on site in the main site office

2.5 Duty Holders

Duty Holder	Main Contact:	Contact Details:
Client: HC Development Co 3 Ltd 91-95 Hale Road, Hale, WA15 9HW	Contact: Andrew Hall	Tel: 07785 112222 / 01625 568 037 Email: andrew@hallcoproperty.co.uk
Principal designer: Prosser Safety Consultants, Hazlemere, 70-72 Chorley New Road, Bolton, BL1 4BY	Contact: Andrew Prosser	Tel: 0161 793 0436 Email: andrewprosser1@btconnect.com
Structural Engineer: Bell Munro Turing House, Archway, Manchester M15 5RL	Contact: Chris Munro	Tel: 0161 209 8032 Email: cmunro@bellmunro.co.uk
Principal Contractor: Kingstone Construction Ltd Time Technology Park Blackburn Road, Simonstone, Burnley, Lancs, BB12 7TW	Contact: Peter Maden	Tel: 07714 432865 / 01282 214 587 Email: peter@Kingstoneltd.co.uk
Site Address: Bolton Hall Care Home, Carrhead Lane, Bolton upon-Dearne, Rotherham, South Yorks, S63 8DA	Contact: Jason Clark	Tel: 07590 849885 Email: Jason@kingstoneltd.com
HSE: Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS		Tel: 0151 951 4000
Local Authority: Barnsley Council, PO Box 634, Barnsley S70 9GG		Tel: 01226 773555
Nearest Hospital with A&E: Rotherham Hospital Moorgate Rd, Rotherham S60 2UD		Tel: Non-emergency: 01709 820 000 Emergency: 999

Fire Service: South Yorkshire Fire & Rescue Service		Tel: 0114 272 7202 Emergency 999
Police: South Yorkshire Police		Tel: 101 Emergency 999

3 Information About the Premises/Area

3.1 History of Site Use

The site is currently a 2 storey care home building situated on a private road off Carrhead Lane. Previous historical information shows that the site was a clothing factory after the second world war, a training facility for the armed forces in the early 1900's, and also a monastery in the 1800's

3.2 Surrounding Land Uses/Adjoining Sites and Premises

The site is located in Bolton upon-dearner, set back off Carrhead lane. The site is surrounded by medium density housing, and opposite a community of shops.

3.3 Existing Services

Service drawings are to be issued by the architect.

Upon possession of the site the location of the services will be fully investigated and marked on a record drawing.

3.4 Existing Structures

See 3.1 above.

3.5 Site Neighbourhood

Access to the site will be via carrhead lane. There is ample parking on-site, which is marked and separate from construction.

All delivery vehicles can enter the site, and will be forced by Heras fencing to remain in the holding bay. Deliveries can either be unloaded in the holding bay, or brought on to the site at the discretion of the site manager. Unloading to be assisted by banksman at all times.

Any vehicles that have to reverse back on to Carrhead Lane must be controlled by a banksman.

3.6 Drawings

Kingstone Construction are in receipt of the drawings and are to complete the works as shown. Any alterations will be made by the client and notified in writing.

3.7 Existing Health and Safety File

None available

3.8 Overlap with the Clients Undertaking

No overlap with client undertakings

3.9 Surveys

Desk top surveys, ground investigations and asbestos surveys are to be carried out prior to works commencing on site. Copies of which will be stored in the on-site Health and Safety File.

3.10 Hazards Identified

The following hazards have been identified:

- Excavations
- Working at height
- Falls from height and falling materials
- Access to ceilings and over stair wells
- Roof works
- Hazardous substances
- Moving plant
- Slips and trips
- Lifting operations
- Death and property damage by fire
- Biological hazard
- Manual handling.

These and other site-specific hazards are identified in the attached appendices, please refer to index.

3.11 Hazardous Materials

A list of hazardous materials is provided in the attached appendices, please refer to index. Any use of hazardous materials not on this list is to be cleared first through the Site Manager.

4 Management of the Construction Phase

4.1 Site Management

A competent Supervisor (Site Manager) will be on site at all times while construction work is being carried out.

4.2 Arrangements for Passing Information to Contractors

Sub-Contractors are required to provide Kingstone Construction with specific written risk assessments and method statements. The method will have been discussed beforehand to ensure that both the Contractor and Sub-Contractor are agreed on the work method to be used throughout the operation and that each is fully aware of the dangers involved and the safe working practices which are to be followed.

During the construction period, information is passed to the contractor and his operatives via induction briefings, tool box talks and contractor co-ordination meetings.

4.3 Site Meetings

Meetings will take place regularly and will be attended by the Principal Contractor and Designers. Minutes will be taken and distributed, all actions must be signed off. Previous meeting minutes will be discussed at each meeting.

4.4 Control and Monitoring of Contractors Method Statements and Risk Assessments

Upon appointment, the contractors are required to provide risk assessments. Method Statements will be required for high risk activities listed in Appendix 9 and for any activity involving the use of highly flammable materials, or hot work inside the structure. If they are satisfactory, they are forwarded to the site and the Site Manager checks for site specific items before completing the Risk Assessment/Method Statement Log. The Contractor is then allowed to commence work as agreed.

If the information is not satisfactory, the details are returned to the Site Manager in order for him to act accordingly, i.e. request a review of the information from the Contractor, complete the Contractor Assessment Sheet and return all information to site prior to commencement of the works.

The Site Manager will keep all risk assessments and method statements in the office on site. The Site Manager will not allow any works to commence until all relevant information is in position. Contractors are to be briefed before starting work on their method statements/risk assessments. Risk assessments and method statements are to be updated to incorporate changes of design and any relevant information identified by any party during the Construction Stage.

All contractors are required to work within the site rules and client requirements set out in the attached appendices, please refer to index.

Material Safety Data Sheets and COSHH Assessments are required for the use of all hazardous substances.

The Contractor will assess all manual handling for risk of injury. Contractors are to ensure that where there are significant risks of injury from manual handling, the assessment is in writing. (These should be attached to the Method Statement).

4.5 Arrangements for Controlling Significant Site Risks

4.5.1 Work Beyond Site Boundary

No work planned beyond the site boundary. Scaffolding may be erected adjacent to the boundary.

4.5.2 Temporary Electrical Distribution/Management, And Portable Electrical Equipment

Any existing power supply that is to remain live during the construction phase to provide temporary power for the welfare and offices MUST be clearly marked and where necessary be protected to prevent damage.

All electrical equipment on site will be supplied, installed, maintained or used in accordance with the approved standards.

The Site Manager will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the statutory regulations.

The Site Manager will ensure that the temporary electrical supply is installed and tested as planned - records will be kept on site.

The Site Manager will ensure that all power cables are installed clear of passageways and preferably above head height.

The Contracts Manager and Site Manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made and discussed with management. Lower voltage tools, lighting etc. may be required in damp, potentially flammable or confined situations. All sub-contractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

The Site Manager will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

Temporary lighting equipment will be securely above head height. Where festoon lighting equipment is installed, it must not be of the screw-on-pin contact type. Only properly constructed sets with moulded-on fittings will be used.

On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard it must be remembered that the protruding filament wires would still be live.

The Site Manager will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Supervisor so those immediate steps can be taken to have defects remedied by site electrician or Hire Company.

All cable connections must be properly used. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

4.5.3 Working at Heights

All Working at Height will have a suitable risk assessment completed and specific work equipment will be identified. A suitable means of access to work at height will be described in the task specific method statement for implementation during the work.

All scaffolds will be erected by competent scaffolding contractors in accordance with SG4:15 and the scaffolds will be erected to TG20:13 for basic scaffolds with a compliance sheet or manufacturers' instructions for system scaffolds or be subject to specific scaffold design where scaffold is non-standard.

Any work requiring temporary access equipment will be assessed and suitable controls identified and implemented.

Alloy towers will only be erected by PASMA trained operatives and Mobile Elevating Working Platforms will only be operated by IPAF trained operatives with relevant experience and familiarisation training.

All stairs, stair wells and other openings will be suitably covered or edge protection provided to prevent falls from height.

The use of ladders and stepladders will be subject to a suitable and sufficient risk assessment which will identify why safer alternatives are not reasonably practicable

All working platforms and loading areas will be fitted with double guardrails, guards and toe boards. This includes MEWPs, scaffolds, podium steps and tower scaffolds.

Any operative using a MEWP will be expected to provide proof of training/competence. MEWPs will be inspected prior to first use and at regular intervals thereafter and evidence of 6 monthly thorough inspections will be available on site.

Scaffolds will be inspected on handover and every seven days thereafter. The inspection report is to be completed by the Site Manager or a competent person authorised by the site Manager.

4.5.4 Electrical

No electrical tools, equipment or appliances will be used until proof of inspection during the first 3 months is obtained (visual or otherwise). This includes hired equipment and cabin appliances, etc. Documentation is to be provided to the Site Manager upon arrival on site.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made and discussed with management. Lower voltage tools, lighting etc. may be required in damp, potentially flammable or confined situations. All sub-contractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Access to areas where there are live installations will be strictly controlled. Access will be locked off and signs indicating the danger will be displayed.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site

4.5.5 Services

This information must be forwarded from the Principal Designer to the Principal Contractor, who will then determine the accurate line and state of the services. All known buried services will be marked on the site plan and will be physically marked on site.

4.5.6 Personal Protective Equipment (PPE)

All operatives are to wear the following:

- Head Protection
- Safety Footwear
- Hi-Vis Clothing

Other PPE is to be worn as indicated in risk assessments and method statements. PPE should be suitable for the task. Respiratory protection must be capable of protecting the operative against the substance the operative is exposed to and all operatives must be face fit tested.

4.5.7 Plant and Work Equipment

All plant and work equipment must be assessed for risks before use. Information should be on site (noise and vibration levels, data sheets, electrical information, operator's handbooks etc.). All relevant risk assessments for the use of plant are to be submitted by the contractor wishing to use the equipment.

Test and thorough examination reports and operators' certification for all plant and equipment are to be produced for the Site Manager's inspection on arrival on site and kept on site.

4.5.8 Lifting Operations

All lifting operations will be properly planned by a competent person and a suitable lifting plan will be developed.

Where cranes are required on site suitable surveys will be taken to ensure that ground has suitable ground bearing pressure. All temporary works designs must be approved by a suitably qualified temporary works engineer.

All cranes will be subject to a 12 monthly LOLER inspection (unless they are lifting people – 6 monthly) and all lifting attachments will be subject to 6 monthly inspections.

Where loads are to be slung this will only be carried out by a suitably trained Slinger/Signaller.

4.5.9 Fire Prevention

A fire prevention plan is to be completed, this should show the following; emergency access routes and doors, call points, muster point, stored flammable substances and gases.

4.5.10 Waste

The Site Manager will control the removal of waste, a Licensed contractor is to be appointed, and waste disposal notes are to be obtained and kept on-site for the duration of the project, and for a further 3 months after the project has been completed.

All waste will be dealt with in accordance with hierarchy of control set out in the Waste Management (England and Wales) Regs 2011.

Contractors are to inform the Site Manager of the nature of their waste. A registered waste carrier will remove waste. Waste transfer notes will be kept on site. Random checks on end use will be made by the Site Manager. All contractors removing waste from site will need to provide copies of their waste carriers license and this will be checked on the Environment Agency website.

4.5.11 Health and Environment

Contractors are to recover any spillages of hazardous substances in accordance with the COSHH assessment and the Safety Data Sheets. If there is any risk of contaminants getting into the watercourse or drains, the Site Manager is to be informed immediately.

Care will be taken to minimise dust, noise and fumes that may affect the surrounding properties. Contractors will be required to identify any dust hazards, which are created by the use of equipment and processes (e.g. chasing). Water fed equipment or dust extraction systems will be required under such circumstances. All such control measures must be identified in the risk assessment/method statement process.

A spill kit will be made available on site whilst there is plant and fuel stored on site.

4.5.12 Manual Handling

Movement of materials through the site should be addressed in the Risk Assessments.

The Site Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable a suitable and sufficient manual handling assessment will be completed which will address the 'Load' 'Individual' 'Task' and 'Environment'. Sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

4.5.13 Emergency Procedures

The following emergency procedures are to be considered:

- Explosion In the event of an explosion, the site fire alarm will be sounded and operatives will evacuate the work place in accordance with the fire evacuation plan
- Gas Release In the event of a release of gas, the site fire alarm will be sounded and operatives will evacuate the work place in accordance with the fire evacuation plan
- Collapse In the event of a collapse of an element of the building, works to the area will cease immediately and the area will be cordoned off. A role call will commence to determine if any personnel are missing and the necessary emergency services will be called out immediately. If applicable the incident will be notified in accordance with RIDDOR and Kingstone Construction will carry out a full investigation through Sylvan Safety Solutions
- Chemicals In the event of a release of chemicals, the site fire alarm will be sounded and all operatives will evacuate the work place in accordance with the fire evacuation plan.

4.5.14 Excavations

Kingstone Construction will ascertain the location of all on-site services prior to any excavation commencing and confirm their disconnection where necessary. Copies of existing service records are available for gas services, sewerage and electrical networks in relation to the site.

Any unstable ground conditions will be subject to a risk assessment and they would be supported using the most appropriate method. All excavations would be dewatered and checked daily before use and entered in the Record of Inspections register.

All excavation works will be carried out under a permit to work issued by the Site Manager.

Excavations over 1.2m deep must be supported or battered back a suitable temporary works design will be required for all trench supports. Excavations over 1.2m deep that are to remain open overnight should be protected with suitable signage and barriers

4.6 Site Elements

4.6.1 Welfare

EXPECTED NUMBERS OF PEOPLE ON SITE

Maximum	20
Minimum	2

All welfare facilities will be located within the compound as shown in the site sketch. These will be purpose built containers.

All facilities will be provided for the use of all contractors and visitors.

Canteen facilities will cater for a maximum of 8 people at each sitting. During peak periods, meal times and rest periods will be rostered. The Site Manager will allocate times on a day to day basis depending upon the presence of contractors on site. A notice of timings will be displayed on the welfare canteen container. The canteen will be adequately lit and have suitable heating and ventilation. Tools or materials will not be allowed into the canteen. The canteen will be cleaned at the end of each day. A bin will be provided for rubbish and food. Smoking will not be allowed and a 'No Smoking' sign will be displayed.

A drying room is provided for drying wet clothing (wet work) next to the managers office. Pegs for clothing will be provided. Heaters will be provided – there will be no naked flames.

A means of heating food and utensils for eating will be provided. An electric kettle/urn will be provided for making hot drinks.

2 water flushing toilets will be provided. The sinks are large enough to enable decontamination of arms, hands and face. Waste from this facility will flow directly into the main drainage system for the development.

The welfare facilities will remain in place until project handover.

4.6.2 Site Access, Pedestrians and Vehicles

Access to the site will be via the main entrance gates on Dounby Avenue. Access on the highway and public footpath will be required at all times. Building activities will be confined to defined areas and barriers erected to define contractors, public and vehicular routes. No access to the site by clients' employees or visitors unless previously agreed by the principle contractor or for emergencies.

4.7 Training

4.7.1 Induction Training

The Site Manager is responsible for inducting all personnel operating on the Kingstone Construction site. Briefs are contained in the attached appendices, please refer to index. Induction's must be recorded and kept in the site folder. After induction, all personnel inducted will sign the register and provide copies of competence cards and training certificates.

4.7.2 Training Certificates

Copies of training certificates etc. for all plant operators, abrasive wheel operators, scaffold erectors, etc. must be attached to risk assessments/method statements.

4.7.3 Tool Box Talks

Tool box talks will be held as determined by changing site conditions with a minimum of 1 a month. Talks will be arranged by the Site Manager and details of attendance kept in the Tool Box Talk Register.

4.7.4 Information and Signs

A Health and Safety Information Board is to be displayed at the site entrance and another in the site managers' office. It contains information on the evacuation plan, site risks, details on first aid and resuscitation, the Health and Safety Law Poster etc.

All signs are to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. All signs relating to fire and means of escape will be suitably illuminated.

4.8 Site Rules

All operatives are to follow any site rules imposed by the principle contractor.

All operatives are to complete the attendance register on a daily basis.

All visitors are to complete the visitors book whenever they attend.

4.9 Deliveries and Storage

Construction materials and equipment will be delivered to the site using HIAB wagon / fork lift off load. Materials will then be manhandled on materials bogies or similar to the area of work. All materials will be stored within the perimeter of the site/ container storage facilities. Materials will be delivered on a 'just-in-time' basis. Where it is necessary for delivery vehicles to reverse on or off site these manoeuvres will be controlled by a banksman.

4.10 Permits to Work

Permits to work will be used where identified in the site-specific risk assessment/method statement. At this stage the following permits are expected on this site:

- Electrical
- Excavations
- Hot works
- Confined spaces

Unless noted otherwise, the permit to work system will be operated and maintained by the Site Manager.

4.11 Emergencies

4.11.1 General Evacuation Plans

Refer to section 8.5.12 and attached appendices for an evacuation plan.

4.11.2 Emergency Services

The Site Manager will liaise with the emergency services and, if deemed necessary by the visiting Safety Advisor, will invite a fire services representative to visit the site to comment on the fire precautions in place if and when required.

4.11.3 Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the reporting of specified accidents, ill health and dangerous occurrences to the enforcing authorities. The events all arise out of or in connection with work activities covered by the HSW Act. They include death, Major injury, more than seven-day lost-time accidents. Schedules to the Regulations specify the details of cases of ill health and dangerous occurrences.

For most businesses, reportable events will be quite rare and so there is little for them to do under these Regulation apart from keeping the guidance and forms available and being aware of the general requirements.

The Site Manager is responsible to ensure that all reportable incidents are correctly reported to the Authorities. See the Advice Centre section on RIDDOR for details of what has to be reported.

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

By Internet
By Telephone
By Fax
By email

www.riddor.gov.uk
0345 300 9923
0345 300 9924
riddor@natbrit.com

4.11.4 First Aid

A list of trained first aiders will be displayed on the Site Office door. Contractors are to notify names of first aiders to the Site Manager. First Aid kits stocked according to site risks will be maintained at the Site Office.

4.12 Security/Public Danger

4.12.1 Security and Trespass

The works will be kept secure at all times. Heras type fencing will be installed and kept secure for the main duration of the site works.

Entrance to the site will be controlled and all visitors will be directed to the Site Office where they must sign the visitors book.

4.12.2 Access Hours

Work on site outside 8am-5pm Monday to Friday and 9am-2pm Saturday only is prohibited unless arrangements have been made with the Site Manager for competent supervision to be on site. Lone working will not be permitted.

4.13 Liaison

The Site Manager will carry out liaison with the following:

- Emergency Services (Including Fire Services Advisory Officer where necessary)
- Adjacent companies
- Contractors

4.14 Monitoring

The Site Manager inspects the works on a daily basis and completes a daily diary that is kept in the site office. Inspection reports for scaffolding, including mobile towers, are completed before use, upon modification and at least every 7 days. The diary and inspection reports form the basis for tool box talks.

Formal inspections are carried out by the client's safety officer. The report they leave is to be actioned immediately. The reports identify individual risks. The Site Manager notes the action he has taken against each risk on the report, and faxes the report to the Project Manager on the same day. A copy is sent to the attention of the Site Manager. He records the report and uses the information for statistical purposes and forwards the reports to the Managing Director.

The Managing Director will ensure that the action taken by the Site Manager is in line with the safety officers recommendations and discuss any long-term implications with the Health and Safety Manager.

A Health and Safety Review will be carried out by the Project Manager, Quantity Surveyor and Site Manager on a monthly basis that includes a Health and Safety Checklist. This review is documented and copied to the Managing Director who will ensure that outstanding actions are carried out. Long term or companywide implications are discussed with the Health and Safety Advisor.

4.15 Workforce/Management Communication

The entire workforce should be encouraged to communicate daily to any supervisory staff details of any hazard they have seen, or to make any suggestion that will make conditions safer. Any such contribution must be recorded in the site diary and raised on the next safety meeting, or earlier if appropriate. The Site Manager operates an 'Open Door' policy.

5 Health and Safety File

All contractors are reminded of their statutory duty to contribute, where appropriate, to the Health and Safety File. Information for the file will be held on behalf of the Planning Supervisor at the Principal Contractor's office at for the duration of the Project. Information should be given to the Site Manager for forwarding on. Guidance on material for inclusion is given in the following appendices.

5.1 Health & Safety File Contents

Health & Safety File contents are defined as follows:

The Project

- Project Scope / Description of Work
- Location Plan
- Project Directory

Building Works

- Description of Works
- Suppliers
- Manufacturers Information
- As Built Drawings

Heating, Plumbing and Drainage

- Description of Works
- Suppliers
- Manufacturers Information
- As Built Drawings
- Test and Commissioning Certificates
- Hot and Cold water system
- Drainage
- Warranties
- Miscellaneous

Electrical Installations

- Description of Works
- Manufacturers information
- Record / As Built Drawings
- Test and Commissioning Certificates /Distribution Board Schedules
- Electrical Installation
- Emergency Lighting
- Fire Alarms
- Emergency Lighting test record cards
- Recommended spares list

Appendix A – F10 Site Notification

Notification of construction project

Notification No 04BC699DBC Date Submitted 04/09/2017 19:44:21

About the location of the site

Address of the construction site 1 Dounby Avenue Eccles MANCHESTER M30 8QQ

In which local authority is the site address (Country, Geographical Area and Local Authority)?

England, Greater Manchester, Salford (City of)

About the project

Description of project New Build - Residential Houses 6 - 10

Time Allowed by Client (in weeks) 36

Start date 02/10/2017 Duration (in weeks) 32

No of people on site 15 No of contractors on site 4

Description of the construction work Construction of 8 new build residential houses and relevant infrastructure

About those involved in the project

Role Client Name Dwell Developments

Email craig.cooper@aspirations.co.uk

Phone no

Address 9 Bridgewater Place MANCHESTER

M4 1QF

England

Role Principal Contractor Name Kingstone Construction Ltd

Email peter@kingstoneltd.com

Phone no

Address Piercy Works Piercy Road Waterfoot ROSSENDALE

Lancashire BB4 9JW

England

Role Principal Designer Name 12/23 Architecture

Email craig.cooper@aspirations.co.uk

Phone no

Address 9 Bridgewater Place MANCHESTER

M4 1QF

England

Declaration details

Declaration

As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.

Name Peter Maidment

Date 04/09/2017 Role H&S Advisor

Confirmation Email sylvansafety@ntlworld.com

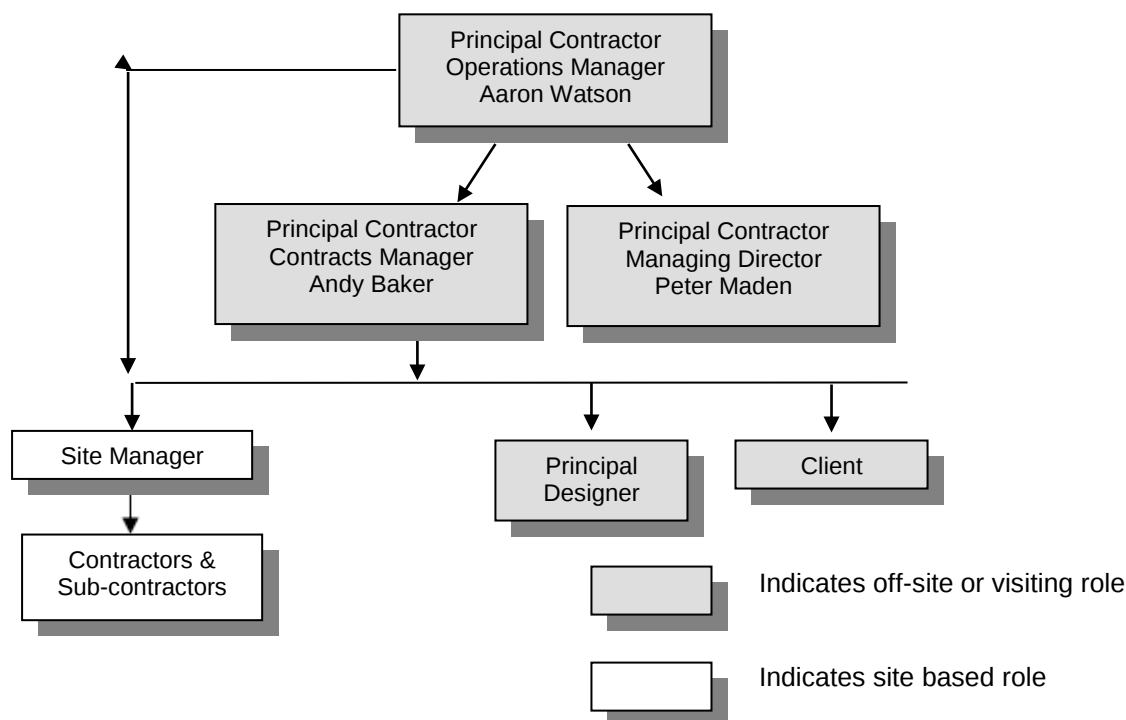
Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above) Name:

Declaration Signature:

Date:

Organisational Chart



Principal Contractor – Operations Manager (Aaron Watson)

Kingstone Construction has a dedicated operations manager, who is responsible for Health and Safety across the development sites. The operations manager is suitably qualified to carry out site audits, and to provide advice and guidance to colleagues and stakeholders. Kingstone Construction may also from time to time utilise the services of external Health and Safety Consultants.

Principal Contractor – Contracts Manager (Andy Baker)

The Contracts Manager is responsible for ensuring progress across the development sites. As such, the contracts manager may request additional Health and Safety equipment, updates from site audits, and any additional relevant information.

Principal Contractor – Managing Director (Peter Maden)

As the Director of the company, Peter Maden has overall responsibility for Health and Safety within the company.

The Managing Director is financially responsible for a number of contracts and must allow sufficient management resources to enable the projects under his control to be carried out safely.

Site Manager

Responsible for all day-to-day Health and Safety matters as detailed in the Company health and Safety Policy and in the Construction Stage Health and Safety Plan. Assists in the developments of the Construction Stage Health and Safety Plan with the Operations Manager, and also liaises directly with the Operations Manager to request additional Health and Safety Equipment, and any additional relevant information.

Contractors/Sub-Contractors

Expected to follow orders from the Site Manager to ensure Health and Safety remains a priority on site. All contractors/Sub-contractors will attend a site induction, and ensure that they adhere to the site rules which is provided in the induction.

Principal Designer

The Principal Designer may be consulted during the construction phase of the project, if a design requires amending.

Client

The client may be consulted during the construction phase of the project if there is to be a change to the initial specification

Identification of Site Hazards

Identify the hazards (answer yes or no to the boxes that apply) See also site Hazard Register

Demolition work	Yes
Asbestos	No
Hazardous atmosphere	No
Work at heights	Yes
Lifting Operations	Yes
Hazardous materials	Yes
Mobile plant	Yes
Fire risk/hot work	Yes
Confined spaces	Possibly
Electricity in use	Yes
Extreme noise	No
Power tools	Yes
Buried cables/services	Yes
Overhead	Yes
Chemical	No
Dust	Yes
Fumes	Yes
Excavations	Yes
Security	Yes

Notes:

Are there high-risk control measures in place?	No
Are other control measures required?	Any materials highlighted as contaminated are to be removed by licenced contractors.

Appendix D – Site Inductions

Site Manager Induction

- 1.This brief should be read in conjunction with the main Operatives Induction Training Brief
- 2.Ensure that your responsibilities are carried out in accordance with the Safety Policy, the Construction Phase Plan, relevant safety legislation and any rules imposed by the Contractor
- 3.Ensure that the relevant registers and records are kept up to date and kept in a safe place, and that the appropriate regulations displayed
- 4.Ensure that no work is undertaken without a risk assessment and, where appropriate, method statement being completed and approved. Operatives must be briefed directly from the risk assessment or method statement when provided
- 5.Pay particular attention to those matters affecting the general public and those not directly involved in the project especially loading operations
- 6.Ensure that all personnel with a supervisory capacity understand their responsibilities, have been adequately trained for their role, are competent to carry out that role, and carry out their duties properly
- 7.Ensure that any electrical supply is installed in a safe manner
- 8.Ensure that adequate supplies of personal protective clothing and safety equipment are available
- 9.Pay particular attention to preventing the risk of falling persons and materials and take steps to eliminate or reduce the risk
- 10.Ensure that all contractors understand what the first aid and welfare arrangements are, and that such arrangements are adequate. Ensure that any notifiable accident or occurrence is reported in accordance with RIDDOR and a copy of the F2508 is provided
- 11.Know the contents of the Construction Phase Plan and ensure that it is complied with. Set a personal example in your conduct around the site and by wearing appropriate safety equipment
- 12.Ensure that you forward any information, drawings etc. for completed work to the Principal Designer for inclusion in the Health and Safety Files
- 13.You are responsible for ensuring that the working areas and access for your operatives are safe
- 14.Ensure that you and all your employees are aware of the Fire Prevention Measures, and the Evacuation Plan. In the event of a Fire Alarm, you must check the whereabouts of all your operatives and visitors, and report them present or otherwise to the at the Assembly Point
- 15.You must ensure that any electrical equipment brought on to site has been inspected during the previous 3 months, and that a test certificate is kept on site. This includes cabin appliances and personal mains appliances
- 16.Ensure that the site is kept secure at all times and that all visitors report to the Site Office and sign in.

Site Manager:

Signed:

Date:

Site Operative Induction

These rules are for your protection and those around you. Please comply with them at all times.
Procedures for you to follow:

- All operatives and visitors must report to the Site Office on arrival, sign in and contact the Site Manager who will escort you to the work site. All visitors must wear the correct PPE and be accompanied at ALL times.
- All site personnel must comply with the arrangements set out in Risk Assessments and Method Statements at all times.
- All accidents and incidents (including near misses) must be report to the Site Manager.
- Any issues identified on site or concerns regarding personal safety must be reported to the Site Manager.
- All site staff and visitors must use appropriate PPE as stated within the Risk Assessments and Method Statements.

Deliveries, Materials and Equipment

- Parking and loading/unloading of vehicles on the public highway must comply with normal highway regulations and any conditions applied by the Local Authority.
- Do not block driveways, footpaths or impeded the vision of other drivers at road junctions.
- Manual handling operations must be suitably assessed and carried out in accordance with the associated Risk Assessments and Method Statements.
- Materials and equipment must be stored in designated areas only and kept to a minimum as needed for the immediate work in hand. Do not store materials/equipment in public areas.
- All waste and recovered materials, rubbish and litter must be contained and properly disposed of at all times.
- At the end of each day, site personnel must ensure that materials and equipment are stored securely. This must be done to minimised the risk of theft, misuse and tripping hazards to others.

Your Behaviour

- Always be courteous and professional when dealing with the public or other site personnel, never display aggressive behaviour.
- High visibility jackets/vests, safety footwear, and hard hats must be worn at all times on site. Along with any additional task specific PPE
- You must only carry out tasks and operate equipment for which you have had training for. The use of 240v equipment is not permitted on-site and any 240v equipment must be fitted with a Residual Current Device (RCD).
- Mobile phones should not be used whilst engaging or in the vicinity of any form of physical work or whilst operating machinery.
- No whistling or shouting on site, unless in the case of an emergency. Absolutely NO swearing, rude or discriminatory language at any time.
- Smoking is only permitted in designate areas which will be shown to you by the Site Manager.
- The use of E-cigs is treated the same as cigarettes, and must be used outside in the designated area.
- Shorts and trainers must not be worn on site.
- No 'horseplay' is allowed on site, those involved will be removed from the site.
- Anyone suspected of being under the influence or alcohol or drugs will be removed from site, and may be subject to disciplinary procedures.
- Observe personal hygiene riles strictly, wash your hands in the basins provided with warm soapy water before eating and drinking, and after smoking.
- Ensure you sign-in and out each day or each time you enter/leave the site.
- Ensure that you look after your work tools, this includes your responsibility for PAT testing which should be completed every 3 months.

Before commencing work, familiarise yourself with the site emergency procedures, escape routes and fire assembly point(s)

Site Operative:

Signed:

Date:

Operative Induction

PLEASE COMPLETE THIS FORM ON-SITE.

COMPANY:		Site		Date	
Surname					
Forenames					
Trade					
Company					
Home address					
Phone					

CONSTRUCTION & GENERAL SITE RULES EXPLAINED TO OPERATIVE:

Site Rules	
Safety organisation explained	
Signing in procedures in place	
First aid accident/ill health reporting	
Site emergency procedures: fire etc.	
Hazardous locations/no go areas	
Alcohol policy/drug abuse	
Welfare arrangements	
Smoking policy	
Safety helmets	
Safety footwear or safety wellingtons	
Eye protection. Hearing protection. Respiratory protection	
Control of Substances Hazardous to Health	
Manual handling risks explained	
No altering or moving any parts of any scaffolds or working platforms	
Excavation safety	

YOUR HEALTH: should the Company and your work colleagues know about your health? Are you taking specially prescribed medication? Are you epileptic or diabetic, or do you have a heart condition? If we all know - WE CAN HELP YOU IF YOU BECOME ILL AT WORK. I confirm that I understand my own personal responsibility for health, safety & hygiene understand that I may face Prosecution by Health & Safety Inspectors if I do not co-operate with health & safety rules and policies. I also understand that I may be removed from site if I do not follow safety rules and procedures.

DO NOT PUT YOURSELF OR OTHERS AT RISK

Signed Inductor _____ Inductee Signed _____ DATE _____

Induction Register

Company Name: _____ Given By: _____
Site Name: _____ Date: _____

Name	Company	Signature

Fire Prevention Plan

1. The Site Manager is the appointed Site Fire Safety Co-ordinator. He is to be responsible for the initial Site Fire Risk Assessment and for updating it as the construction progresses. He is to inspect on a daily basis the fire prevention measures as detailed in this plan, and to record his findings, negative or positive, in the Fire Inspection Log. Items checked should include, where applicable:
 - Condition of Fire Escape routes and exits
 - Emergency lighting of escape routes and fire signs
 - Storage of flammable waste
 - Fire Signs
 - Fire Points and extinguishers
 - Fire Alarms and testing
2. The Site Evacuation Plan is attached within this document. This is to be periodically revised in tandem with the Site Fire Risk Assessment. The review should be carried out at the monthly Health and Safety Review meeting. The Site Manager is to seek the Health and Safety Consultants advice when updating the Evacuation Plan whenever deemed necessary.
3. The following Fire Prevention measures must be enforced:
 - Smoking within the site is **STRICTLY PROHIBITED**
 - Dry powder fire extinguishers are to be kept on site. Fire points will be established and will include instructions on the event of a fire. Extinguishers located at the fire points are for emergency use and are not to be removed for hot work
 - Hot work is not to take place until a hot work certificate has been issued by the Site Manager
 - Contractors are responsible for providing fire protection measures for their own work. These must be detailed in their method statements and risk assessments and will be subject to approval by the Principal Contractor
 - Fire escape routes are to be signed and kept clear. Where work necessitates that the route will be blocked, the Fire Safety Co-ordinator will be responsible for opening an alternative route, marking it, and bringing it to the attention of site personnel. The Evacuation Plan drawing must be updated. Drawings will be displayed on information boards outside the Site Office
 - Only the Fire Safety Co-ordinator may remove or reposition any fire signs, fire notices or firefighting equipment and alarms
 - The use or presence of LPG will not be permitted on site without express permission of the site manager. All work involving LPG is to be detailed in method statements and risk assessments and must be approved before work commences. The work will be subject to a hot work permit. LPG is to be removed from the site when not in use.
 - Rubbish is to be periodically cleared by contractors, and must be cleared at the end of each day
 - On completion of work each day, a fire check must be made.
 - In addition, any contractor carrying out hot work must check the working area 30 minutes after the work has ceased, to ensure that there is no fire hazard.
 - External openings etc. must be secured against external arson attempts
4. A sketch showing exits, routes and firefighting facilities will be maintained by the Site Manager
5. All new starters are to be briefed on the Evacuation Plan as part of the induction briefing.

This document 'Fire Prevention on Construction Sites' (Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings undergoing Renovation) will be used as the standard for Fire Prevention measures on site.

Fire Evacuation Plan

This plan forms part of the Site Induction Procedure. This document will be under constant review throughout the Project. It will be developed in tandem with the Site Fire Risk Assessment. The Site Manager will draw the attention of the Health and Safety Consultant to any changes in the Fire Risk Assessment, and the Safety Consultant will advise on any changes required in the Evacuation Plan. As work progresses, emergency procedures for work in confined spaces will be incorporated into the Site Emergency Procedures.

Alarm

The alarm for a fire will be raised by shouting 'Fire, Fire, Fire' and by operating the klaxon fire alarms, which will be installed at each Fire Point.

Control

Control over any incident will be exercised by the Site Manager who will remain at the main reporting point.

Communications

A representative from the Principal Contractor will man the site telephone throughout and will be responsible for alerting the emergency services as directed.

Action on Fire

Person discovering the fire

- Alert other personnel by shouting 'Fire, Fire, Fire' and operate the klaxon fire alarm
- If the fire is small one attempt to put it out using a suitable fire extinguisher
- Alert supervisory staff and go to the Reporting Point.

All Contractors/Sub-Contractors

- Isolate any appliances in use
- Go directly to the Reporting Point, the first person there will alert the Principal Contractor
- The senior person from each contractor will check who is missing and report to the Principal Contractor at the Reporting Point.

Principal Contractor

- On being alerted of an incident, detail an operative to call the fire services. Note if any personnel are reported missing and call the ambulance service.
- Inform the Site Manager of the shell contractor
- Go to the Reporting Point and assess the situation
- Check with contractors to see if any operatives are missing
- Do not attempt to fight the fire unless you have witnessed the seat of the fire and know it is small and the risk is low. Once personnel have left the building, NO ONE IS PERMITTED TO RE-ENTER.
- Receive and brief the Emergency Services, giving the location of the water hydrants, and details of any missing personnel.

First Aid

First aid kits must be taken to the reporting point. Trained first aiders must report to the Reporting Point.

Emergency Services

- The Ambulance Service must be summoned if it is thought that there has been any injury
- The Principal Contractor management will receive and brief the Emergency Services giving details of any missing personnel
- The Fire Service should be briefed on the location of the fire hydrant if known
- If the fire involves any hazardous substance, the Emergency Services MUST be briefed on arrival.

Revisions

The Fire Safety Co-ordinator should note any items, which require action and discuss them with the Health and Safety Consultant.

All revisions will be dated and logged.

Fire Inspection Log

Project Name:

Date of Inspection:

Inspected by:

Item	Checked	Remarks
Condition of Fire Escape routes an exits		
Emergency lighting of escape routes and fire signs		
Storage of inflammable waste		
Fire Signs		
Fire points and extinguishers		
Fire alarms and testing		
Notes:		

Site Rules

BEFORE WORKING ON SITE YOU MUST

- Report to the Site Manager on arrival - remember to sign in and out
- Attend a site induction
- Familiarise yourself with the Project Board /H&S Notice board

WHILE ON SITE YOU MUST NOT

- Use foul or abusive language, wolf whistle or employ any other form of unsociable behaviour
- Take risks or shortcuts
- Ignore any dangerous activity being carried out
- Wear appropriate PPE e.g. hard hat, safety footwear, gloves, dust masks, eye/ear protection as detailed in your Risk Assessment, Method Statement and COSHH
- Obtain a permit to work (hot works, permit to dig etc.) if required
- Only operate plant that you are trained in, are authorised to use and hold appropriate competence card for
- Ensure that plant and equipment being used is tested and inspected before use, and well maintained
- Know the emergency evacuation procedure Know the accident/incident reporting procedure Know the site fire plan
- Be aware of your surroundings and potential hazards
- Report anything you have concerns over whether it affects you, another operative
- On site, a resident or a member of the public
- Keep the site and your work area secure and in a clean and tidy order
- Dispose of all waste as instructed
- Arrange deliveries with the Site Manager to ensure that timing does not conflict with any restrictions
- Play radios or other audio equipment
- Leave plant or tools unattended, unless isolated and secure
- Smoke unless in a designated area
- Discriminate anyone on the grounds of their age, disability, gender re-assignment, pregnancy, race, religion or belief, sex, sexual orientation, marriage or civil partnership
- Remove safety barriers and devices
- Ignore safety signage
- Store materials or tools on access and egress routes or block exits
- Block any roads or driveways or reduce pedestrian's visibility or roads and crossings
- Leave welfare facilities unclean or untidy Bully or harass anyone

DRUGS AND ALCOHOL POLICY

You may be subject to disciplinary action and possible dismissal, if you:

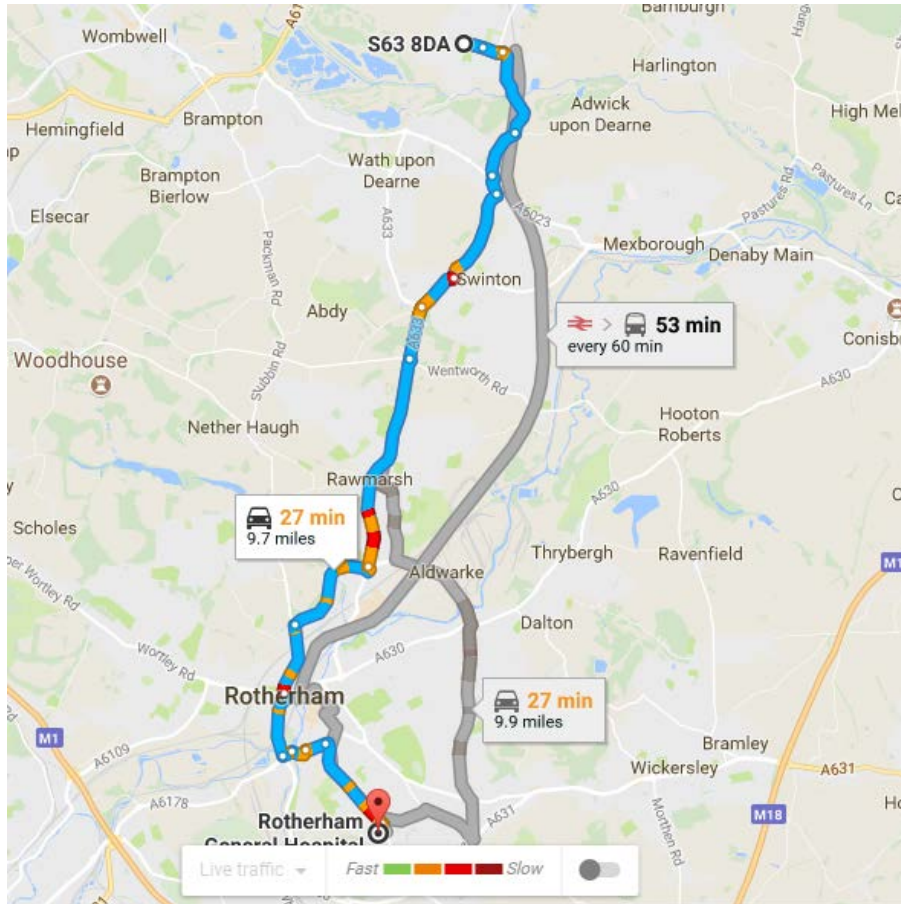
- Drive a company vehicle whilst having just consumed alcohol or taken drugs or used substance of abuse
- Report for duty in an unfit state due to the use of alcohol, drugs or substances of abuse
- Be in possession of alcohol, drugs or substances of abuse, whilst on duty
- Consume alcohol, use drugs or substances of abuse whilst on duty

Appendix H – Emergency Plan & Hospital Route

NEAREST ACCIDENT & EMERGENCY HOSPITAL

Rotherham General Hospital, Moorgate Rd, Rotherham S60 2UD
TEL: 01709 820000

IN AN EMERGENCY, ALWAYS DIAL 999 – SITE ADDRESS, FORMER BOLTON HALL NURSING HOME, CARRHEAD LANE, ROTHERHAM, S63 8DA



Continue to Station Rd/B6098

1 min (0.4 mi)

Follow B6098 to Golden Smithies Ln in Wath upon Dearne

3 min (1.3 mi)

Follow Golden Smithies Ln to Church St/A6022 in Swinton

3 min (1.1 mi)

Drive from A633, A6123 and Moorgate Rd/A618 to Rotherham

18 min (6.8 mi)

Turn right

Kingstone Construction Health & Safety Policy Statement

It is the policy of the company, to provide working conditions that are safe and healthy for all employees and at all times carry out its operations so that, as far as is reasonably practicable, the health and safety of any persons concerned will not be adversely affected.

The requirements of the Health and Safety at Work etc. Act 1974 and all duties and obligations imposed by the Act, and all other Acts and regulations affecting the activities of the contracting division are to be complied with.

Managers of offices and other workplaces will ensure that the safety procedures are observed and promote an awareness of safety in all employees as an integral part of good management.

The Operations Manager is to give guidance and advice to all Managers and colleagues on all aspects of Health, Safety and Welfare and to arrange with management for the training of employees as necessary.

Monitoring of the Health & Safety file is the responsibility of the Operations Manager and Site Managers who will report to Contracts Manager and Managing Director at regular intervals and recommend changes where necessary.

The Kingstone Health & Safety Policy is the direct concern of all employees within the company and senior management is accountable for its implementation.

The operations manager will liaise throughout the company to ensure that adequate training programmes are available to ensure all employees are familiar with current legislation and procedures.

Signed: _____

Print name: Mr P. Maden
Title: Managing Director

Date: January 2017