



Construction Phase Health and Safety Plan

The Construction (Design & Management) Regulations 2015

This site safety management plan relates to the following project:

Demolition and Re-build of a House

At

27 Sanders Lane, London, NW7 1BX

Date: 8/03/2021

Issue: Revision B – (Following Shire comments & collaboration)

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PROJECT: DEMOLITION AND RE-BUILD OF A HOUSE - 27 SANDERS LANE, LONDON, NW7 1BX

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SECTION 1 HAZARDS AND RISKS ASSOCIATED WITH THE WORKS

1.1 We have taken note of information provided relating to the management of Health and Safety at the site, in the preparation of this Construction Phase Health and Safety Plan.

We note the following hazards identified relating to the works: -

- Delivery and removal of materials to the site area
- Work in residential area and protection of neighbours/general public (High number of children living in & around the estate noted).
- Unauthorised access to site working areas
- Work with hazardous substances (COSHH/environmental hazards)
- Creation of noise and vibration
- Creation of dust (silica, wood dusts, etc.)
- Slips, trips and falls
- Manual Handling
- Potential presence of live services (disconnection/isolation/etc)
- Demolition / Stripping out works
- Excavations
- Groundworks, underpinning and structural stability of the property (works to be carried out and RAMS provided by specialist subcontractor.)
- Environmental hazards
- Use of plant
- Work at height (from access equipment (tower scaffold) and excavations.)
- Works during the Coronavirus: Covid-19 Pandemic

The site rules at section 3 include the information to be provided to site operatives and sub-contractors for safe working practices and procedures for this project.

Method statements will be prepared to address all high-risk activities, prior to commencement of that section of work to which the method statement relates.

Outline method statements for general site safety management procedures are listed at section 7 to this document.

Further method statements for specific work operations and trade contractors will be added to this Plan as the project proceeds.

Fire and emergency procedures are contained at Section 5.

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SECTION 1 HAZARDS AND RISKS ASSOCIATED WITH THE PROJECT (CONTINUED)

1.2 Description of the Project

Demolition of the existing property affected by heave/subsidence, and the construction of a house.

Key Dates:

Start: _____ April 2021 TBC _____ Duration: _____ 36 Weeks _____

1.3 Project Directory

Client: Mr Ashum ('The Insured') C/O Sedgwick Policy 6479671

Principal Designer: Shire Structures
Barnsley Hall Road
Bromsgrove
B61 0SZ
Tel: 01527 579933

Principal Contractor: Swainlands
Construction 219a North
Street Romford
Essex
RM1 4QA
Tel: 01708 330 640

Structural Engineers: Shire Structures
Barnsley Hall Road
Bromsgrove
B61 0SZ
Tel: 01527 579933

SECTION 2 MANAGEMENT OF THE SITE

- This contract will be carried out in compliance with current Health and Safety Legislation. Contract works will be conducted in accordance with the Safety Policy of Swainlands Construction, a signed copy of which will be available on site.

Responsibilities see below and throughout the document

- Site Organisation/Co-ordination and Communication:

Swainlands Construction - person with particular responsibility for health, safety and welfare:

Chris Swainland

Contracts Manager:

Garry Hunt

Site Manager:

Garry Hunt

- The Site Manager will be on site daily from the commencement of the works.
- Other experienced operatives may be left in charge of the works from time to time with all necessary procedures relating to this Health and Safety Plan having been explained.

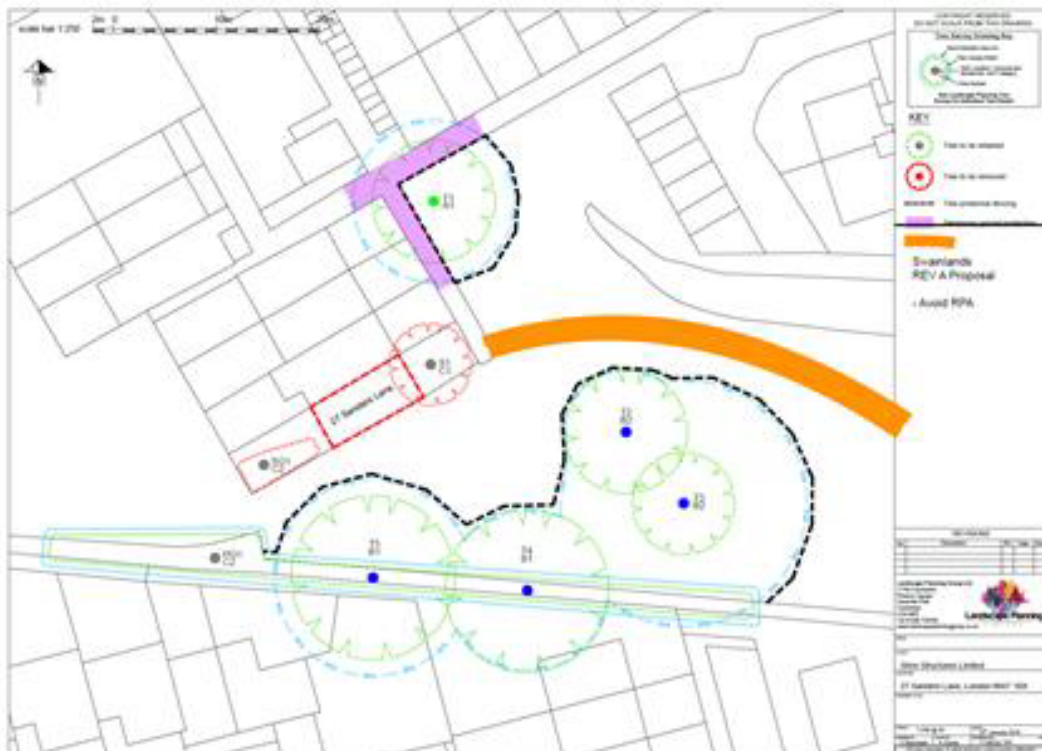
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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

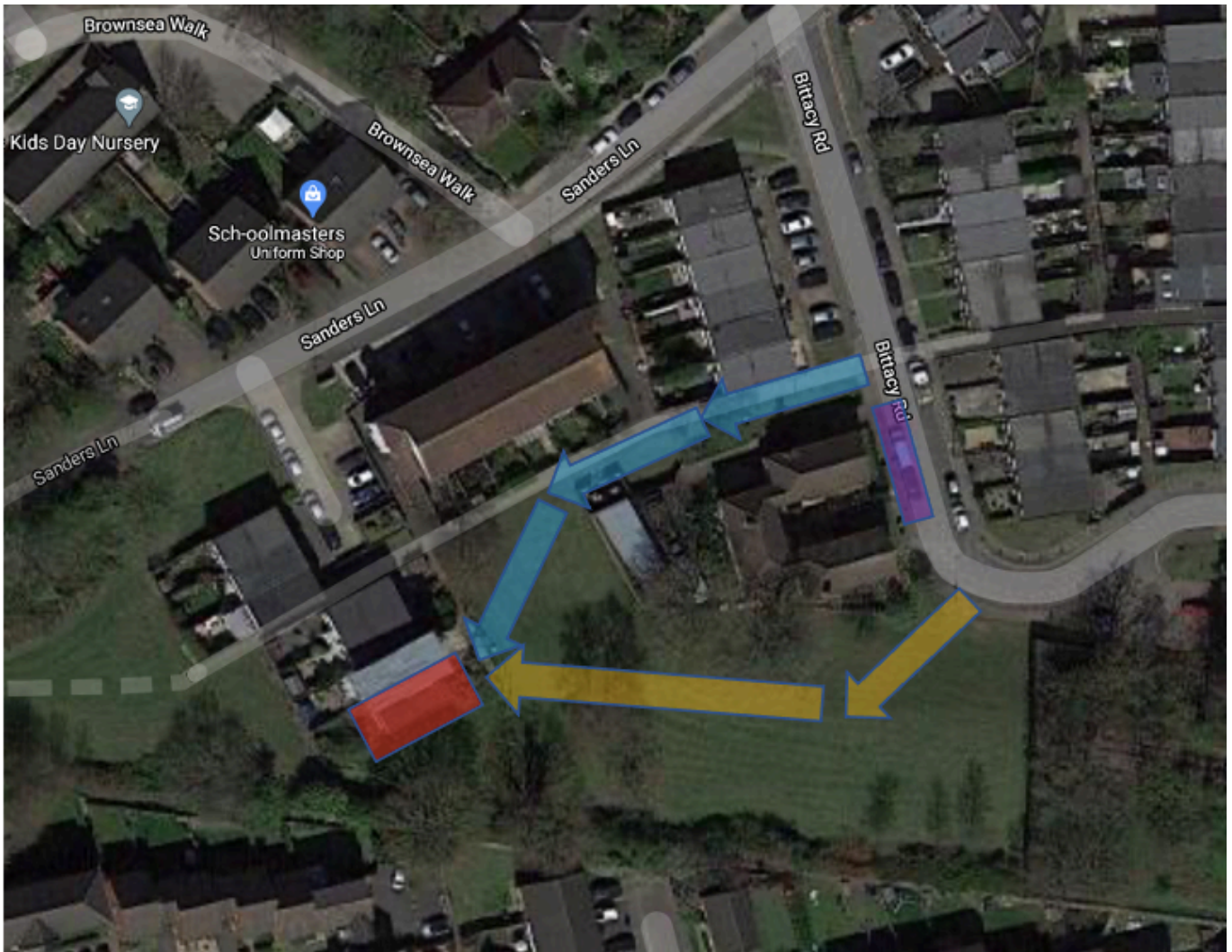
- Chris Swainland can be contacted on 07889173606
- The Contracts Manager (Garry Hunt) can be contacted on 07808 775 107
- The contracts manager or Swainlands Construction site management will: -
 - 1) Be available for consultation at the Client's or Principal Designer's request.
 - 2) Provide details of any activity on which Swainlands Construction are engaged as requested.
 - 3) Provide information on safety measures taken for any activity as requested.
- Chris Swainland and the site manager Garry Hunt, who form the management team for this project, have worked on scores of residential projects and are experienced at working in similar premises. Close co-operation and liaison will be practised with the client and neighbouring residents.
- Swainlands Construction and the site team are aware of the general procedures and site rules which apply to construction works at residential properties.
- Works are being carried out to 27 Sanders Lane, an existing residential property affected by heave/subsidence & fire damage. The property will be vacant for the duration of the works. However, the neighbouring houses will remain occupied.

Access to the property is from the pathway from **Bittacy Rd**. There is no road access directly to the property. A temporary access route proposed below (in orange) for the purposes of one delivery & one collection of a rubber tracked excavator machine not exceeding 5 tonnes, will be provided in full accordance with the arboriculture method statement including heavy / medium duty ground protection & vehicle access mats. All other deliveries & clearances will be made by hand and pedestrian plant (such as wheelbarrows & rubber tracked mechanical wheelbarrows) from the roadside of Bittacy Rd.



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KEY:



Expectational 'one-off' access for delivery & collection of JCT or similar 3–5-ton rubber tracked machine. Grass to be protected with specialist track mats in accordance with arboriculture risk assessment & method statements.

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Indicative proposed area for parking suspensions & roadside compound to be installed. Blue arrow indicates start of day to day pedestrian walkway.

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Indicative images of example roadside compound arrangements.

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Day to day access to the site, including ferrying of materials from roadside compound to site with the use of wheelbarrows and/or mechanical wheelbarrows as required. Grass to be protected in accordance with Arboricultural report RAMS.

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- Parking is not available on site. Parking will be sought in the surrounding area in accordance with any parking restrictions in operation.
- A compound area will be formed to the left-hand side of the property's front garden, which will contain a small site office and storage facilities. A roadside compound with toilet facilities & a skip will be located on the street at end of pathway from the property on Bittacy road (with skip & bay suspension permits in place). The property/compound area will be enclosed by Hoarding to prevent unauthorised access. NOTE: this plan will be updated with revised welfare arrangements once the house is built to a stage where it is appropriate for welfare arrangements to decant from outside in.
- Safety signage will be displayed in prominent locations to warn of the works, authorised access only, PPE requirements, Shared access route etc.

Following further collaboration with stakeholders further detail of arrangements can be set out below:

- We will provide a bus stop style sign at the road end of the footway and a similar sign at the building end of the footway. It may be fixed to the fencing this end. We don't want tripod signs as they will get tripped over in the dark or thrown around which I believe to be safer. The signs need to say something like "Pedestrians beware, This is a shared construction route".
- We are going to restrict construction traffic to outside school run times (peak) as previously stated.
- We will not segregate public and construction on this path. There will be no barriers or guarding. We will only be working during the hours of daylight and any parties will have full visibility. Parties will be able to pass easier if there is no segregation along the length of the route. Parties being two push chairs going in opposite directions or two motorized wheelbarrows going in opposite directions or a combination.
- Protection to the existing services is already in place in the form of paving slabs and the make up below. We would find it highly unlikely that such cables also have no form of mechanical protection already where they pass under the walkway or soft landscaping. The machinery will be motorized barrows. The risks of damage to either the paving or the cables are extremely low considering the weight of wheelbarrows / mechanical barrows. A pre-condition photographic survey will be taken and this very low risk monitored.

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

- Site welfare facilities will consist of: -

Welfare facilities (welfare unit) will be provided on site, initially located in the suspended parking bay of Bittacy Rd. The welfare facilities will be kept clean, tidy and hygienic at all times, and will comply with Schedule 2 of the Construction Design and Management Regulations 2015.

Social distancing and increase hygiene practices will be adhered to at all times (see the separate COVID-19 RAMS for further control measures).

- The site manager will record details of those on site on a daily basis. Contractor's foreman/charge hands will report their numbers to the site manager at the start of each day. All operatives will undergo a site induction on their first day to site.
- Materials will be stored within the property boundaries, compound and work areas. No materials are to be stored externally to the property where they may pose a risk to the neighbours, general public, etc.
- Materials will generally be delivered in small quantities for use same day – a 'just in time' delivery policy will be operated where possible. Where possible the movement of any materials will be scheduled for periods **OUTSIDE OF SCHOOL RUNS**, when the walkways & roadways are not in general use. Deliveries to be made via unloading into roadside compound & ferried / transported in smaller loads to the site with the aid of mechanical wheelbarrows where required.
- All works will be carried out in compliance with the Local Authorities planning conditions and Construction Management Plan.
- The works will be managed considerately to minimise any disturbance to neighbours due to dust, noise, vibration etc.
- Swainlands Construction will remove site debris and arisings regularly to the skip. All working areas will be left in a clean and orderly state at the end of each day. All site areas and access areas will remain unobstructed at all times.
- Plant, tools, and equipment:

All use of plant, tools and equipment will be in accordance with PUWER 1998 and LOLER 1998.
 - Be fit for purpose
 - Designed for the intended use
 - Well maintained
 - Safety checks & inspections
- Work at height/access:

Scaffold, tower scaffold and stepladders will be utilised for access at height. All erection, alteration and dismantling will be carried out by competent persons only (i.e. competent scaffolder and PASMA qualified persons).

All work at height will comply with the Work at Height Regulation 2005 and the CDM Regulation 2015, adequate edge protection will be provided at all times including handrails, mid rails, toe boards, brick guards, and fans, etc, as required.
- All of the existing services will be disconnected. The existing electrics will be disconnected, and temporary electrical supplies installed by a qualified electrician only. Existing plumbing and heating will be drained down and made safe by a Gas Safe plumbing and heating engineer only.

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

- Asbestos:

An Asbestos Refurbishment & Demolition Survey will be commissioned which will be reviewed in full; all ACMs will be removed in full prior to any works commencing.

If any suspect materials are uncovered during the works, all works will cease and the Client and Principal Designer will be informed. The area would be made safe to prevent any further possible release of fibres. The nature of the materials uncovered would then be tested and removed by specialist, licensed contractors.

- Temporary Works (e.g. Demolition, underpinning, excavations, etc.):

Swainlands Construction will ensure that all temporary works are carried out in accordance with Part 4: Regulation 19 Stability of Structures and Regulation 24 Report of Inspections (CDM 2015), and BS5975 2019 (or equivalent/higher standard).

All demolition/ stripping out and/or alterations works likely to affect the structural stability are to be carried out in accordance with instructions and designs of the Structural Engineer.

All excavations will be carried out following the relevant process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and the precautionary principle will apply where there is uncertainty about buried services.

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

The use of specialist equipment for excavations must be the subject of specific risk assessment and controls and consultation with the relevant Construction/Site Manager.

All excavations will be individually assessed for stability before each shift, with all excavations fully supported to all sides, or battered to a safe angle, with a suitable secured access ladder fitted and edge protection fitted at the top where persons could fall.

Deep excavations will be subject to a confined spaces assessment by a competent person before entry. No person should enter an excavation unless they are authorised to do so. All excavations must be fully supported before any person enters and be inspected before each shift.

- The current COVID-19 pandemic is a constantly evolving crisis with regular updates from the government regarding its advice, restrictions, social distancing, etc. The site manager will regularly review the updates to ensure that works comply with the most recent government advice in preventing the spread of the virus. Arrangements to maintain hygienic conditions will be readily available on site, within the welfare area. Where it is not possible to maintain the advised social distancing restrictions altering the program of works will be considered.
- The Company retain the services of a Health and Safety consultant (Peardon Health & Safety Limited) who assists in preparing site documentation, advises on safety procedures and is available should any problems arise with regard to the implementation of the site Plan.
- Selection Procedures for Sub-contractors and Self-employed:
 - 1) It is ensured that before sub-contracts are placed each sub-contractor and self-employed person is fully aware of the tasks involved and perceived hazards are discussed and control measures to deal with them agreed.
 - 2) Sub-contractors must be able to demonstrate responsible attitudes and resources for health and safety procedures, training and documentation in accordance with the Health and Safety selection procedures of Swainlands Construction.

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

- 3) Regular sub-contractors employed by Swainlands Construction are selected based on the knowledge of their competence and reliability over many years of using their services.
- 4) An Example of the sub contractor's health and safety assessment form follows this page.
- 5) Information provided by sub-contractors will be assessed by the directors/contracts manager prior to that section of work commencing.

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

SUB CONTRACTOR HEALTH AND SAFETY ASSESSMENT

REQUEST FOR INFORMATION

1. Proposed Contractor	Company Name: Address: Contact Name: Telephone No: Fax No:
2. Approximate average total number of employees.	
3. Has the Company a Health and Safety policy?	YES/NO If yes, please forward a copy
4. Can the Company provide written evidence of training in Health and Safety for their supervisors, general workforce and plant operators?	YES/NO If yes, please forward relevant documentation
5. Does the Company employ their own professional safety adviser/advisers?	YES/NO If yes, please provide relevant details (i.e. name, qualifications, etc.)
6. Has the Company carried out this type of work before in relation to Health and Safety and can references be made available?	YES/NO If yes, please forward details
7. Have any proceedings been taken against your Company or notices been issued by the Health and Safety Executive with regard to any work you have been responsible for?	Please provide all relevant details
8. Give details of any reportable accidents for the past 3 years.	
9. Does the Company undertake risk analysis resulting in risk assessments and safety method statements for the work they undertake?	YES/NO Please provide relevant details/ generic assessments etc.
10. Will the Company provide all personal protection equipment (PPE) and other control measures as identified by the risk assessments.	YES/NO If yes, please attach a brief description of control measure to be undertaken within the project

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

Work Contractors on this project: -

SUB-CONTRACTORS TO BE APPOINTED	
Contract	Sub-contractor Name and Address

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SECTION 2 MANAGEMENT OF THE SITE (CONTINUED)

- Continuing Liaison:

The Health and Safety Plan will be kept up to date, modified and altered in the light of changing circumstances and standards achieved on site and as the construction work progresses.

Reviews of parts of the Health and Safety Plan may also need to be made if there are design changes or alterations, unforeseen circumstances or variations to planned circumstances arise.

All construction works, which involve design proposals/changes, will be relayed to the Client and Principal Designer as required by the *Construction Design and Management Regulations 2015*.

Design changes will be discussed and recorded at the regular meetings as detailed below and close liaison with the designers will be ongoing throughout the project.

Changes will then be notified to all parties including those contractors working on site who will be affected.

At progress meetings safety shall be reviewed as an item on the agenda and minuted (minutes etc included at Section 12 of this document).

Where appropriate, regular meetings will be held with sub-contractors to review safety matters. Comments are to be encouraged from any person on site relative to the health and safety matters.

- Health and Safety File Information:

Swainlands Construction confirm that they will promptly provide any relevant information for inclusion in the project Health & Safety File

This information will be collated throughout the project to be made available as requested and in the format advised by the Principal Designer.

- Project Health and Safety Goals

Swainlands Construction establish that this project will:

Provide the agreed solution which fully matches the clients needs. Where possible Swainlands Construction will be proactive in looking at alternatives that better match or enhance the client's needs.

Set health and safety standards which avoid and where this is not reasonably practicable minimise, through comprehensive risk assessment, risks for the client and their staff, members and others who may be affected by the works and end users.

Swainlands Construction aim to work with the client to undertake construction work whilst minimising the disturbance to neighbours and maintaining the works accident and incident free.

- Consultation Procedures

In line with many smaller contractors' consultation is by daily contact between the directors/contracts managers and staff who work together on these projects. Swainlands Construction encourages the views of all contractors and employees working on the project.

Throughout the project, regular progress meetings will be held at which time health and safety will be given the same priority on the agenda as quality or programme issues. In addition to these meetings, Swainlands Construction will liaise with the client, occupants, the CA and any other persons that could be affected or inconvenienced by the work.

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SECTION 3 SITE RULES AND PROCEDURES

SITE RULES REQUIRED

- All areas externally to the property and public roadways and pathways will be kept clear of debris or rubbish arising from construction works. Means of escape will be kept clear at all times.
- It will be ensured that all areas, where neighbours, general public, etc, pass through are kept clear at all times.
- Foul Language: Bad language, shouting or “cat calling” from the site is not tolerated on site.
- Lone Working: Lone working will not be permitted/required on site
- All site workers will be inducted and issued with the site rules for the project.
- Swainlands Construction will liaise with the client/principal designer and any available drawings/surveys to ensure that services that could adversely affect the project are not present before commencing work.
- Swainlands Construction will ensure that no surfaces/ materials are drilled or cut unless it is known that services are not present.
- The client will be notified immediately with regard to any damage or other interference with existing services at the premises.
- Swainlands Construction will take every reasonable precaution so as to reduce to the minimum all noise, dust or other nuisance.
- A register of all personnel present on site will be maintained along with an accident book.
- Unauthorised access to the works will be prevented with Heras fencing set up to the property boundaries. Doors, gates and any other access points kept closed/locked at any time unattended. Warning signage to be displayed.
- Tools, equipment and materials will generally be stored within the work areas (to carry out the job in hand) or stored within the compound area. Materials will generally be delivered according to a ‘just in time’ policy where possible. Where this is not possible tools, equipment and materials stored within company vehicles and/or to the compound area.
- The company operates a strict Smoke Free policy. Smoking is not permitted on site and including Swainlands Construction site vehicles.
- Any hot works required will be carried out under a permit system and the area of the works will be subjected to a fire watch/check 1 hour before leaving site
- Noisy and disruptive works will kept to a minimum. Swainlands Construction will take every reasonable precaution so as to reduce to the minimum all noise or other nuisance etc.

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SECTION 3 SITE RULES AND PROCEDURES (CONTINUED)

SWAINLANDS CONSTRUCTION GENERAL SITE RULES AND PROCEDURES

- **SITE CONTACT:**

- No person, including any operative, supervisor, manager or visitor, is to enter the site area unless he/she has previously reported to the site manager. Site operatives (and visitors) will sign in and out each day.

- **INDUCTION TRAINING:**

- Safety induction talks will be organised for all site operatives which, will be held on the first day of an individual's presence on site.
- No one must undertake any work on site or give instructions to others until they have been inducted.

- **ALCOHOL/DRUG POLICY:**

- No operatives or site management (either directly employed or sub-contractors) will be allowed on site when the individual has recently partaken of alcoholic beverage or intoxicating substance.

- **DELIVERIES:**

- Site procedures for deliveries/loading and unloading are detailed in a specific method statement.

- **HOUSEKEEPING:**

- The workplace will be kept clean and free from rubbish, debris, leaks or spillages with waste being removed from site at regular intervals to the skip located to the property driveway.
- All sub-contractors remain responsible for keeping their work area tidy and free from a build-up of waste/combustible materials.

- **ELECTRICAL EQUIPMENT:**

- Portable electrical appliances, leads and plugs will be free from visible damage and routine PAT tests will be arranged.
- Electrical leads will be placed so as to avoid being a tripping hazard or being run over and damaged.
- Electrical equipment will be operated from an 110v supply.

- **PERSONAL PROTECTIVE EQUIPMENT:**

- The minimum safety requirements on site will be advised by the Site Manager. Strictly no personnel will be permitted to work on site without wearing appropriate personal protective equipment as required by site conditions/work carried out.

- **FIRE AND EMERGENCY PROCEDURES:**

- All site personnel and contractors are to follow the site emergency procedures which will be explained on induction.
- Escape routes and exits will be kept unobstructed.
- Specific site fire prevention and emergency procedures are detailed at section 5 of the Health and Safety Plan

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SECTION 3 SITE RULES AND PROCEDURES (CONTINUED)

SWAINLANDS CONSTRUCTION GENERAL SITE RULES AND PROCEDURES (Continued)

- **FIRST AID:**

- A first aid box is available in the site van/welfare area under the control of the site manager.

- **WELFARE FACILITIES:**

- Welfare facilities must not be abused and must be kept in a clean hygienic condition.

- **ACCESS EQUIPMENT:**

- Ladders and other access systems will be kept in good condition and firmly secured.
- Tower scaffolding must only be erected, adjusted and dismantled by PASMA qualified persons.

- **WORKING PRACTICES:**

- All persons are to act in a responsible manner whilst on site and with due regard to the health and safety of all persons. Horseplay, fighting, malicious damage or unauthorised interference with plant, machinery, equipment, scaffolding or safety signs, etc. will result in immediate disciplinary action.
- All site workers must refrain from offensive comments or behaviour whilst on site being mindful that the works are being carried out within a residential estate.
- If any individual has any concerns regarding the health, safety or welfare of any person or situation he or she is duty bound to report such information immediately to site management.
- Failure to comply fully with any aspect of the site rules will result in disciplinary action including, if appropriate, immediate and permanent removal from the site.

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SECTION 4 HEALTH AND SAFETY TRAINING/TRAINING CERTIFICATES/PLANT OPERATORS

- The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal part of specific work operation training.
- No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate instructions to help him understand the hazards involved and the precautions to be taken.
- Supervisory staff must be able to give safety training for jobs under their control and it will be incumbent upon them to ensure that 'on the job' training is given to new employees or those new to the contract.
- It shall be the responsibility of the site manager to organise safety induction talks, which will be held on the operatives first day on site.
- The induction notice and procedures for the project follows this page.
- Certificates for plant operators and safety training certificates are retained at this section.

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1. INDUCTION

The following statements must be read, understood, and then signed upon your individual acceptance to comply with the rules and procedures set out. Should there be any part of it that is not clear, please ask before you sign.

2. PROJECT NAME/ADDRESS:

DEMOLITION AND RE-BUILD OF A HOUSE – 27 SANDERS LANE, LONDON, NW7 1BX
--

3. KEY SITE PERSONNEL

SITE CONTACT

Initial site contact and liaison thereafter must be made through the site manager. All workers will report to the site manager each day.

Site Manager:

Garry Hunt 07808 775 107

First Aider(s):

--

Contracts Manager:

Garry Hunt

Fire Marshall

--

4. YOUR RESPONSIBILITIES

What Swainlands Construction Ltd expects of you:

- Observe all safety precautions and rules and stop the job if you're worried about safety
- Understand the risks and precautions before starting each job. Follow method statements and comply with permits to work
- Not to use equipment which is unsafe or defective
- Report all accidents, near misses and unsafe conditions
- Keep your work area tidy and dispose of waste correctly
- Know what you need to do in an emergency
- Contribute to improving safety on site
- Uphold security arrangements
- Not to tamper with any equipment/arrangements provided for health and safety

5. FIRST AID

The nearest first aid box is situated at:

Welfare facilities

6. ACCIDENT REPORTING PROCEDURES

6.1 All accidents must be reported to the site manager

The incident must be then reported to the head office immediately by telephone.

6.2 Reportable Accidents

A reportable accident is **Legally Notifiable** to the **Health and Safety Executive** under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

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7. REPORTING UNSAFE SITUATIONS

Report all unsafe acts, conditions and defective equipment immediately to:

- **Site Manager**
- **Supervisor**

You may prevent a serious accident and your input will be appreciated, not penalised!

8. COMPETENCE

Swainlands Construction Ltd supports the drive for a fully qualified and competent workforce

To work on site you will need to be able to demonstrate your competency relevant to the work you are to carry out.

To operate plant and certain types of equipment you will need a current and appropriate CITB/CPCS/IPAF/PASMA card and/or a similar acceptable certificate of competency

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Strictly no personnel will be permitted to work on site without wearing appropriate personal protective equipment.

Safety helmets, safety footwear and high-viz jackets or vests are the minimum PPE requirements for this site

Other items of PPE such as

- **Hand Protection e.g. gloves**
- **Eye Protection e.g. goggles**
- **Hearing Protection e.g. ear defenders**
- **Respiratory Protection e.g. disposable respirators**
- **Fall Arrest e.g. safety harness**
- **Foot Protection e.g. Wellingtons etc.....**

PPE must be worn as directed by your risk assessment and method statements for the specific task.

- Do not commence works which require the use of personal protective equipment, without ensuring you are fully equipped and trained in its use.
- All equipment is to be checked for damage and stored adequately, ready for re-use on future contracts.
- There is a legal requirement on all users to report any defects and not to use defective equipment. Ensure any defects found are reported and replaced immediately. Defected items must be clearly marked as defective and disposed of correctly

10. WORK AREA AND SAFE ACCESS

Check your own work area with your supervisor

Stay out of any area where you are not required to be

Adhere to all safety signs

Do not start work until you have safe access to your work area

Select and use the right access equipment for the job!

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11. STEPLADDERS

- Domestic stepladders are not to be used on Swainland Construction Ltd sites
- All stepladders must meet the required British or European standard e.g. EN131 Professional
- Stepladders should only be used if a risk assessment has been completed which indicates that the use of the stepladder is the most appropriate method of carrying out the work
- Only use stepladders for light-duty, short duration work
- Inspect the stepladder for defects prior to using it to ensure that it is in good condition
- It must be tall enough to enable you to carry out your work from the 3rd step down from the top
- The stepladder must be erected on stable level ground

12. LADDERS

- All ladders must meet the required British or European standard e.g. EN131 Professional
- Only use ladders for light-duty, short duration work which has been approved by the Site Manager
- Inspect the ladder for defects and general condition before use
- Ensure that the ladder is correctly set-up
- Ensure that the ladder is secured, preferably tied to a ridged structure

13. TOWER SCAFFOLD

- Never work on incomplete scaffold e.g. missing guardrails, outriggers, toe boards etc
- Erect and use the scaffold in accordance with the manufacturers instructions and/or the instructions supplied by the hire company
- Do not erect and/or alter scaffold unless you are competent and authorised to so (PASMA)
- Never climb up the outside of the tower
- Consider overhead and ground obstructions

14. ELECTRICAL TOOLS

- Only ever use 110 volt electric tools with the correct plug and cable
- Check the tool for defects before use
- Suspend cables at high level where possible & kept clear of water
- Keep all cables neat and tidy to prevent trips

15. HAND TOOLS

Do not use hand tools unless you are competent and authorised by your employer and/or site manager
Inspect all tools before use, ensuring that they are in good condition

16. NOISE AND VIBRATION

Exposure to loud noise or high levels of vibration can seriously damage your health
Be aware of noise limits and vibration levels for the tools you are using and always refer to the assessment supplied by your employer

17. ELECTRICITY

Never tamper with and/or remove covers or guards from electrical equipment or fixed/temporary installations unless you are competent and authorised to do so

18. MANUAL HANDLING

- Manual handling assessments should be completed for all lifting operations
- Always consider the task, individual, load and the environment (TILE)
- Use mechanical lifting aids where possible
- Get help when necessary e.g. team lift
- Always lift within your own capabilities

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19. DRUG AND ALCOHOL ABUSE

No alcohol or drugs are allowed on site.

If you have been prescribed drugs for medical purposes then inform your site manager so that he is able to take appropriate action in the event you require assistance (e.g. asthma/epilepsy).

The minimum period allowed between consuming alcohol and reporting for work is 8 hours. If you are under the influence of drink do not report for work.

20. NO SMOKING

Smoke breaks must be taken outside the site in the open air.
No smoking is allowed within working areas or welfare facilities.

21. FIRE PREVENTION & PRECAUTIONS

A permit to work is required for all hot works. Issued by the premises facilities management/site manager.
Identify the location of fire extinguishers, alarm points and escape routes
Know the correct type of fire extinguisher to use
Keep emergency routes clear at all times
Don't discharge fire extinguishers unnecessarily (horseplay)
Use and Store highly flammable liquids and gases e.g. LPG, safely
Report defective equipment to the Site Manager

22. SITE EVACUATION

In the unlikely event of a fire you are to cease work and make your way out of the building and away from the site, to the assembly point:

Outside the front of the site

The appointed fire Marshall is:

--

23. CONFINED SPACES

Never enter any confined space, unless trained and authorised to do so – Permits Required.

24. ASBESTOS

Work involving asbestos is a high-risk activity which should only be carried out by trained and competent persons

Existing asbestos will be clearly identified and must not be disturbed

If asbestos is discovered on site, the work is to **STOP**, the area secured, measures put in place to ensure that the asbestos remains undisturbed and the site management team informed

25. HAZARDOUS SUBSTANCES

Always read the label on the container/packaging before using a hazardous substance.

Always obtain a copy of the COSHH assessment – if in doubt speak to your employer, supervisor or site management team

Wear all appropriate PPE as directed by the COSHH Assessment/Material Safety Data Sheet and adopt good hygiene practices – wash your hands regularly

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26. WELFARE

The rest cabin / break area is located:

Within the compound area to the left-hand side of the site

The WC is located:

Within the compound area to the left-hand side of the site

27. HOUSEKEEPING

An unclean or untidy workplace can cause accidents

Dispose of all waste materials, debris and rubbish in the appropriate skip /bin

Store all materials, plant and equipment correctly

Ensure that you keep all access routes and emergency exits clear at all times

Clean up as you go!!

28. ENVIRONMENT

Do not allow waste to escape into the environment

Keep sites tidy and collect waste regularly

Use waste containers suitable for the type of waste being disposed of

Control all dust & noise emissions / keep to a minimum

Don't allow petrol, diesel, oil or contaminated water to pollute the environment (ground, drains, water courses etc.)

Take care not to contaminate the environment when washing down plant & equipment

29. CORONAVIRUS / COVID-19 PROCEDURES

All operatives on site must comply with the site rules regarding working through the current Covid-19 pandemic.

- Do not attend site if you, or a person within your household is displaying symptoms. You must self-isolate in this scenario
- Wash hands at regular intervals and when entering/leaving site (minimum 20 seconds with soap & water)
- Maintain social distancing whenever possible
- Comply with the site rules, signage, etc.

All activities on site must comply with the latest government's guidance, the construction leadership councils' publications, and the respective Covid-19 RAMS.

30. CONSULTATION & COMMUNICATION

If you have a safety concern raise it: -

- With your own Supervisor/Manager
- With a Site Manager/Foreman
- With a nominated Safety Representative at the monthly/weekly safety meeting – toolbox talks – method statement briefing

Read the notice boards

Adhere to all information, mandatory, prohibition and warning signs

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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31. NON-COMPLIANCE WITH SITE RULES OR STATUTORY REGULATIONS

All persons are to act in a responsible manner whilst on site and must abide by site rules and avoid reckless or inappropriate behaviour. Failure to comply fully with any aspect of the site rules will result in disciplinary action including, if appropriate, immediate and permanent removal from the site.

32. CONCLUSION

Site workers must be “good neighbours” to neighbouring residential properties by restricting any disturbance due to noise, dust and the movement of site vehicles.

If any individual has any concerns regarding the health, safety or welfare of any person or situation he or she is duty bound to report such information immediately to the site manager.

Please complete the induction form confirming you have understood the site rules

Confirm also you understand your risk assessments and method statements

Remember on our site you are required to sign the site register every day!!!

I confirm that I have read and understood the contents of this induction procedure and acknowledge that I will fully comply with its contents.

Signed:

Print Name:

Dated:

Company Name:

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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SECTION 5 FIRE AND EMERGENCY PROCEDURES

Fire Safety and Evacuation:

The project specific site fire safety co-ordinator is:

Instructions in Case of Fire:

An employee discovering an outbreak of fire should **immediately** take the following action:

- 1) Remove themselves and raise the alarm by sounding an air horn / shout.
- 2) Telephone for the fire brigade and tell the foreman in charge if he is not already at the scene of the fire.
- 3) Ensure that others at the property and neighbours are aware of the situation by immediately informing them of the nature of the emergency.
- 4) If practicable take immediate steps to subdue the flames and remove inflammable material from the vicinity of the fire.
- 5) Keep available doors and windows closed as far as practicable to reduce the supply of air to the fire.

Emergency Evacuation Procedure:

- 1) In the event of an evacuation of the site being necessary all operatives are required to leave by the nearest escape route.
- 2) On exit all staff and operatives are to assemble at the following assembly point:

Assembly Point:

Outside of the front of the site

- 3) The fire safety co-ordinator will then carry out a roll call to account for all those on site.
- 4) No one must re-enter site until the fire safety co-ordinator has established that it is safe to do so.
- 5) The emergency evacuation procedures will be explained to operatives at their induction safety talk

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SECTION 5 FIRE AND EMERGENCY PROCEDURES (CONTINUED)

The following fire protection measures are to be implemented for the site works: -

- Water and CO2 extinguishers will be located within the site area.
- Trade contractors must provide extra specific fire protection to works deemed particularly hazardous in this respect (Any site cutting use of grinders etc.)
- The above works will be covered by hot working permits full details of which are included at section 11 of this document. Hot work permits are controlled by the property maintenance office.

General:

- A no smoking rule applies throughout the site.
- Flammable materials must be stored safely and away from heat sources and protected from deliberate acts of arson by trespassers/vandals.
- Hot works must not be carried out within one hour of the completion of a shift and the working areas checked for smouldering materials before operatives leave the site.

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SECTION 5 FIRE AND EMERGENCY PROCEDURES (CONTINUED)

- In an emergency phone 999.

Nearest Hospital (A&E): Barnet Hospital
 Wellhouse Lane
 Barnet
 Hertfordshire
 EN5 3DJ

Tel: 020 8216 4600

- An assessment of first aid requirements will be ongoing given the numbers of men on site at the various stages of the project.
- First aid kits and boxes are as required by the Code of Practice. They are checked and refilled as necessary.
- First aid boxes are under the supervision of the site appointed person.
- The site appointed person is: _____
- The site First Aid facilities are situated: Within the site compound area

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SECTION 6 ACCIDENT REPORTING

- General:
 - When an accident occurs, however minor its effects may at first appear, it shall be reported to the Site Manager or assistant.
 - All accidents at should be reported immediately to Chris Swainland
 - Details of the accident shall be entered into the site's accident record book.
 - This applies to injuries received by sub-contractors, public, visitors etc as well as this Company's employees.

- Site Manager's Duties in Relation to Accidents:
 - The Site Manager will ensure that in the event of a fatal or specified injury to any person, or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive (or other Enforcing Authority where appropriate) is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013, and is obligatory. Detailed definitions of these situations can be found in those Regulations.
 - Confirmation of the above notification must be carried out in writing within 15 days on an appropriate Form or by some other approved means.
 - If any injury results in any person being absent from work for more than 7 days, then notification must also be made on a form approved for the purposes of Regulation 3 or by some other approved means.
 - Ensure that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area as safe as possible.

- Details of notification to HSE:

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing online.

By telephone to The Incident Centre on 0345 300 9923 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

- Accident Record Book:

The information to be recorded shall be:

 - Date and time of the accident or dangerous occurrence.

The following particulars of that person:

 - Full name
 - Occupation
 - Nature of injury
 - Employer

The following additional information:

 - Place where the accident or dangerous occurrence happened.
 - A brief description of the circumstances in which the accident or dangerous occurrence happened.
 - The date on which the event was first reported to the relevant enforcing authority.
 - The method by which the event was reported.

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SECTION 7 METHOD STATEMENTS AND RISK ASSESSMENTS

Method statements and risk assessments for the following on site activities: -

- Method Statements:
 - Site delivery procedures
 - Prevention of unauthorised access to site
 - Work adjacent to occupied properties
 - Work During the Covid-19 Pandemic
 - Traffic Management Plan

- Risk Assessments:
 - Hand tools
 - Portable electrical tools
 - Dust
 - Noise
 - Vibration
 - Safe work from ladders and stepladders
 - Safe work from tower scaffolding
 - Work at height from scaffolding
 - Environmental hazards
 - Risks from Legionella – Pipework Alterations
 - Manual handling of debris / Plasterboard / Doors & Windows / Brickwork
 - Work with cement/mortar
 - Work with adhesive
 - Hot Works
 - Stripping out works
 - Establishing the presence of services
 - Isolation of services
 - Excavations – preventing falls/support of excavations
 - Work adjacent to occupied premises
 - Use of the GENIE LIFT – Manually Operated Lift
 - Work Adjacent to Possible Fragile Structures
 - Working in inclement weather conditions (wind, rain, snow, ice, etc)
 - Safe Use of Excavators
 - Use of Grinders
 - Safe Use of Dumper Trucks
 - Safe working around mobile plant (traffic management)
 - Welding/ Brazing or Cutting with Oxy/propane
 - Safe Use of Plate Compactor / Wacker Plate
 - COVID-19

Generic Risk Assessments and Method Statements are produced by our Safety Advisor (Peardon Health & Safety Limited). These Method Statements and Risk Assessments are made site specific for each individual project by the contracts manager and site manager often in conjunction with Peardon Health and Safety Ltd.

Further method statements to address all high-risk activities will be prepared or obtained from sub-contractors and will be added to this section of the plan.

This documentation will be provided to the contracts manager and site manager for review, approval and inclusion in the site plan.

A written Demolition Plan and RAMS will be prepared for the demolition works by the demolition sub-contractor.

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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SECTION 8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All Swainlands Construction sites are hard hat and safety footwear zones unless this requirement is altered due to site conditions

- To be issued for protection against hazards/risks assessed for this contract.
- Due to the nature of the work the following PPE must be worn as required: -
 - Safety goggles/full face visors:
When using angle grinders or when there is a danger of debris entering the eyes.
 - Gloves:
Whenever there is a likelihood of injury to the hands, in particular manual handling of glass or other sharp-edged materials.
 - Dust masks:
Whenever excess dust is being created by cutting tools or when carrying out stripping out work which creates such conditions.
 - Protective footwear:
Must be worn at all times to protect feet against impact, crushing, falling objects and sharp objects (nails etc) left on site.
 - *Others:*
Covid19 Masks to be worn in accordance with government guidance & company policy at the time.

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SECTION 9 HAZARD DATA SHEET AND COSHH ASSESSMENTS

- The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on every employer to:
 - a) Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
 - b) Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.

- Hazard data sheets specific to this project are retained in a separate file retained on site.

- COSHH assessment for all hazardous substances that will be used during the construction work are also detailed in a separate file on site

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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SECTION 10 HEALTH AND SAFETY INSPECTIONS AND REPORTS

- The Director with particular responsibility for Health and Safety and the contracts manager have specific responsibility to monitor the implementation of the Company's health and safety policy and to review performance.
- The site manager will monitor operatives and contractors working practices to establish if work is being carried out in accordance with site rules, method statements etc. and report any defects immediately to those concerned.
- Swainlands Construction may appoint a safety consultant on larger projects to carry out routine site inspections to monitor working practices and be available to advise the site manager and operatives on health and safety issues.
- Reports will be issued following these inspections.
- Site inspections and reports are retained in this section of the Health and Safety Plan.
- Site contractors must carry out monitoring and analysis of their own safety performance.

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SECTION 11 PERMIT TO WORK PROCEDURES

The permit to work (PTW) procedure is used to pre-evaluate the hazards involved with an activity to be carried out then to prescribe in writing the permit to work, prior to work beginning.

The PTW procedure shall only be used where it is considered necessary to provide a formal method for ensuring safe working conditions will exist, where work must be carried out within an area where known hazards exist.

A PTW scheme will operate for the following operations: -

- Any work that requires the application of heat i.e. welding, brazing, soldering, cutting with angle grinders etc.
- Excavations – Permit to Dig
- Electrical Works

On this project permits will be issued by the site manager.

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SECTION 12 RELEVANT HEALTH AND SAFETY NOTES FROM ALL SITE MEETINGS/CORRESPONDENCE ON HEALTH AND SAFETY MATTERS

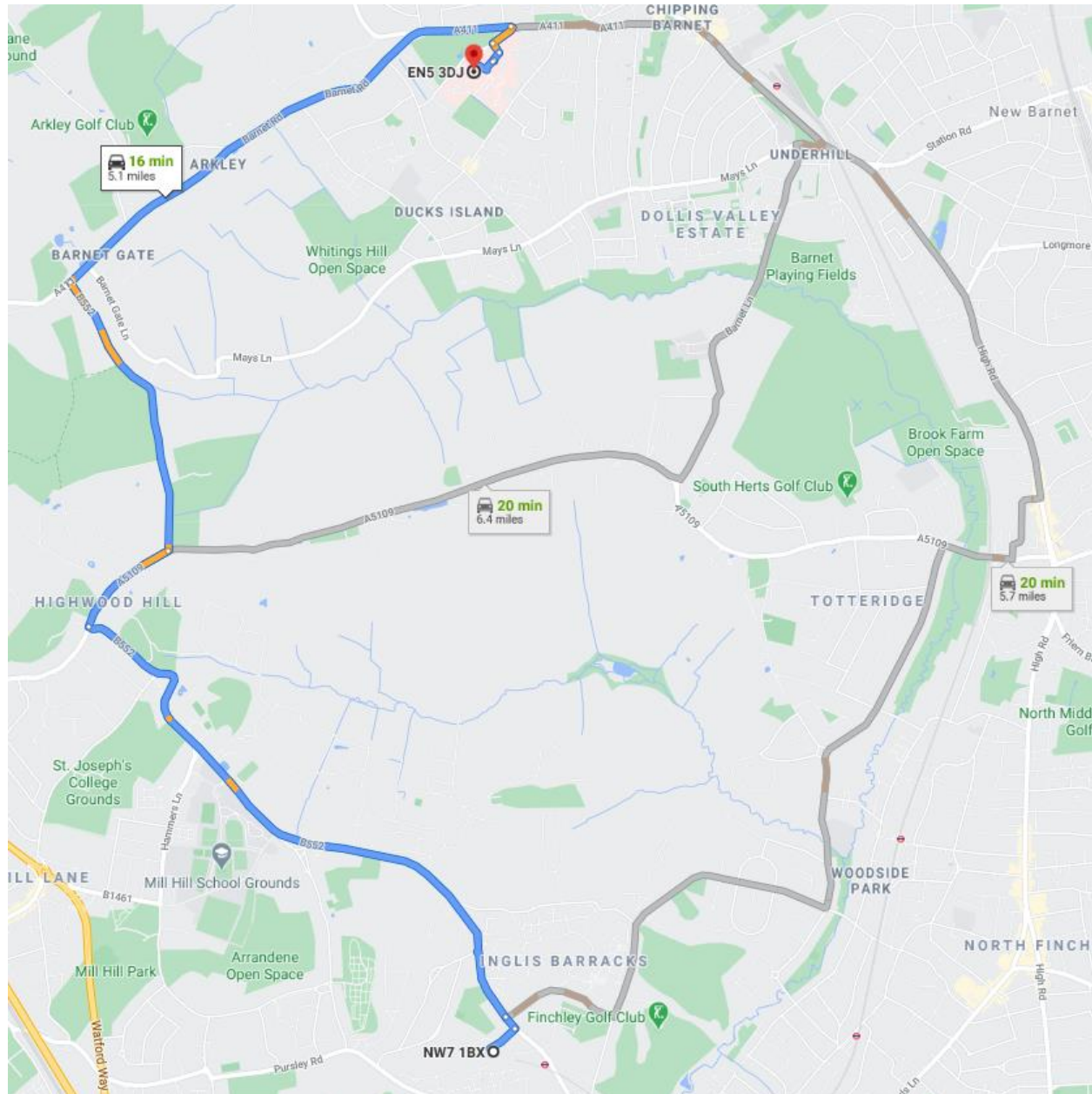
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Directions to the closest Accident and Emergency (A&E)

Barnet Hospital

Address: Wellhouse Lane, Barnet, Hertfordshire, EN5 3DJ

Tel: 020 8216 4600



Note: Directions from Google.

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- ▼ Take Sanders Ln to Bittacy Hill/B552
1 min (0.1 mi) _____
 - ↑ Head north-west towards Sanders Ln
69 ft _____
 - ↪ Turn right onto Sanders Ln
0.1 mi _____

- ▼ Continue on B552. Take A411 to Wellhouse Ln in Barnet
13 min (4.7 mi) _____
 - ↶ Turn left onto Bittacy Hill/B552
[Go through 1 roundabout](#)
256 ft _____
 - ↑ Continue onto Bittacy Hill/B552
1.9 mi _____
 - ↪ B552 turns right and becomes Highwood Hill/A5109
0.3 mi _____
 - ↶ Turn left onto Hendon Wood Ln/B552
0.9 mi _____
 - ↪ Turn right onto Barnet Rd/A411
[Continue to follow A411](#)
1.6 mi _____

- ▼ Continue on Wellhouse Ln to your destination
2 min (0.2 mi) _____
 - 📍 At the roundabout, take the 2nd exit onto Wellhouse Ln
440 ft _____
 - ↶ Turn left
177 ft _____
 - ↪ Turn right
161 ft _____
 - ↪ Turn right
36 ft _____
 - ↶ Turn left
394 ft _____

Electrical Permit to Work

Project: _____

PART 1

I certify that the *plant/equipment/system identified below has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and/or tests specified below can be performed in a safe manner

Plant/equipment/system:

Location:

Works to be carried out:

PART 2

Required Safety Precautions		
Safety precautions to be carried out before starting works:	Location	
	Isolation	
	Locks	
	Earthing (if applicable)	
	Other precautions	

Safety Precaution Details	
The apparatus is efficiently connected to EARTH at the following points:	
The points of isolation are:	
Caution notices have been posted at the following points:	
Safety locks have been fitted at the following points:	

PART 3

Receipt of Permit

I accept responsibility for carrying out the work on the apparatus detailed on this permit-to-work and no attempt will be made by me or by people under my charge to work on any other apparatus or in any other area.

Note: After signing the receipt, this permit-to-work should be retained by the person in charge at the place where the work is being carried out until work is complete and the clearance section is signed.

Name	Signature	Date	Time

PART 4

Clearance

The work for which this permit-to-work was issued is now suspended*/completed* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed on this permit-to-work. All work equipment, tools, test instruments etc have been removed. Any safety precautions have been removed.

The work is complete*/incomplete* as follows:

Name	Signature	Date	Time

PART 5

Cancellation of Permit

I certify that the above system measures have been removed and that the plant/equipment/system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.

Name	Signature	Date	Time

Hot Works Permit

Work done by: Permit No:

Section A: Proposal (to be completed by the person responsible for carrying out the hot work)

Building:
Exact Location of proposed work:
Nature of hot work to be undertaken:

The above location has been examined and the precautions listed on the reverse side of this form have been complied with as indicated.

Signed: Name:
Date: Position:

Permit issued by:

Section B: Agreement (to be completed by the site supervisor or other nominated person)

This hot work permit is issued subject to the following conditions:

Time of issue of permit: Time of expiry of permit:
(max time – one shift. Morning/Afternoon)

A final fire check of the works areas shall be made.
Additional requests required:

Signed: Name:
Date: Position:

Work Completed – permit signed off

Section C: Fire Watch (to be completed by the person responsible for the work before returning this permit to the issuer)

The work area and all adjacent to which sparks and heat might have spread (such as floors below and above, and areas on other sides of walls) have been inspected and found to be free of fire following completion of the work.

Time inspection completed (this must be at least 1 hour after works completed):
Signed: Name:
Date: Position:
Contractor (where applicable):

Permits will not be issued for more than one shift.

NB: Where work is being carried out by a contractor, the issuer of the permit should ensure that the contractor has complied with the requirements prior to work being carried out, and should be satisfied that the area is free of fire when work is COMPLETED.

Hot Works Permit

Prior to the commencement of work a hot permit should be obtained from the authorised person. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open. This procedure should also apply to construction sites once fitting out has commenced and to all buildings which are being refurbished.

A hot work permit should be issued for a specific task that is to be undertaken in a clearly identified area. A hot work permit should not be used for protracted periods. Separate hot works permits should be issued for work which extends from morning to afternoon periods.

Before completing the first part of the hot work permit the person responsible for carrying out the work should complete the checklist below, indicating that fire protection measures are adequate, suitable precautions have been taken and the equipment to be used is safe.

The completed form should be returned to the issuer and retained for future reference.

Hot Work Permit Checklist Fire Protection

1. A nominated person will provide a fire watch during the period of hot work and at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread. YES/NO
2. At least two suitable extinguishers or a hose reel are immediately available. Both the personnel undertaking the work and providing the fire watch are trained in their use. YES/NO
3. Personnel involved with the work and providing the fire watch are familiar with the means of escape and methods of raising the alarm / calling the fire brigade. YES/NO

Precautions within 10 metres of the work

4. Combustible materials have been cleared from the area. Where materials cannot be removed protection has been provided by non-combustible or purpose made blankets, drapes or screens. YES/NO
5. Flammable liquids have been removed from the area. YES/NO
6. Floors have been swept YES/NO
7. Combustible floors have been covered with overlapping sheets of non-combustible materials or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered YES/NO
8. Protection (non-combustible or purpose made blankets, drapes or screens) have been provided for:
- Walls, partitions, and ceilings of combustible construction of surface finish. YES/NO
- All holes and other openings in walls, partitions, or ceilings throughout which sparks could pass. YES/NO
9. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal. YES/NO
10. Enclosed equipment (tanks, containers, dust collectors, etc.) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust. YES/NO

Equipment

11. Equipment for hot work has been checked and found to be in good repair. YES/NO
12. Gas cylinders have been properly secured YES/NO

The person carrying out these checks should cross out the yes or no applicable to each action.

PERMIT TO DIG

Project

Permit no

Date

Duration of permit

Location of the work

Depth of excavation

Task or work operation

This permit is issued for the above work. No work other than that detailed on the permit must be carried out.

PRE WORK CHECKS

1. Have all available drawings and service records been consulted?
2. Have all known/charted services been traced and marked on site?
3. Where necessary has the area been scanned for services or underground obstructions?
4. Has a visual inspection of the area been carried out to confirm that work may commence?
5. Have overhead cables been identified where plant operations are to be carried out?
6. Do existing excavations in the area require inspection prior to these works commencing?
7. Are any additional hazards present that will require specific control measures relating to the works ? (e.g. proximity of the public, other contractor's work nearby, possibility of undermining structures etc.)

Excavations may proceed providing the following precautions are observed.

PERMIT TO DIG

Project

Permit no

Date

Duration of permit

AUTHORISATION

Name of person issuing permit

Signature

Time

Date

Designation

Company

RECEIPT

I hereby declare that no other work other than that detailed on the permit will be carried out and that all precautionary measures will be adhered to

Name of person in charge of the work

Signature

Designation

Company

CANCELLATION

Confirmation that the work detailed on this permit has/has not been completed

Confirmed by person issuing the permit or other authorised person

Name

Signature

Time

Date

Designation

Company

New permit to be issued for works Yes/No

Construction Site Fire Risk Assessment – Identification Check Sheet

PROJECT:

LOCATION:

1) MEANS OF ESCAPE <i>(The structural means whereby a safe route is provided for the persons to travel from any point in a building to a place of safety beyond the building without outside assistance)</i>	
1.1) Will the construction works make any changes to the existing escape routes either internally or externally?	Yes/No
1.2) Will major or minor works be carried out in the corridors, stair enclosures, lobbies and vestibules, that impact on the properties' occupants (contractors and visitors, etc.) evacuating from the premises using these routes?	Yes/No
1.3) Will new or temporary internal fire escape routes be required because of proposed works?	Yes/No
1.4) Will there be any changes to the external escape or circulation routes on leaving the building?	Yes/No
1.5) Will there be any changes to the final exits on leaving the building?	Yes/No

2) Fire Compartmentation <i>(To contain the fire to within the zone of origin and to provide some protection for the rest of the building and its occupants by delaying the spread of fire prior to the arrival of the fire brigade by physical barriers such as fire doors and openings in compartmentation walls, service ducts and shafts or construction openings etc)</i>	
2.1) Will there be any changes to the existing fire doors?	Yes/No

2) Fire Compartmentation (Continued) <i>(To contain the fire to within the zone of origin and to provide some protection for the rest of the building and its occupants by delaying the spread of fire prior to the arrival of the fire brigade by physical barriers such as fire doors and openings in compartmentation walls, service ducts and shafts or construction openings etc)</i>	
2.2) Will any existing fire doors be removed?	Yes/No
2.3) Will any existing fire rated walls or partitions be removed or interfered with (negating their fire barrier qualities)?	Yes/No
2.4.1) Will any proactive, passive or reactive fire protection/prevention measures be removed or replaced?	Yes/No
2.4.2) Will the proactive, passive or reactive fire protection/prevention measures (that are to be removed) be replaced with measures that are of equal or better fire rating, etc?	Yes/No
3) Fire Alarm Systems <i>(There is a legal duty to ensure that the occupants of the premises have adequate Warning in case of fire (using sounders or bells) and adequate means of Raising the fire alarm in case of fire normally by means of Manual Call Points, but not necessarily by Automatic Fire Detection)</i>	
3.1) Will the construction work interfere with the buildings fire alarm system?	Yes/No
3.2) Is it likely that the construction work will cause false alarms due to dust, dirt or other construction activities/by products (e.g. hot works, vapours, etc.) within the construction site?	Yes/No
3.3) Will any existing smoke, heat or carbon monoxide detectors require disconnecting or covering/capping temporarily, or isolated at the alarm panel?	Yes/No
3.4) If the existing smoke, heat or carbon monoxide detectors are disconnected, capped or isolated at the alarm panel, what procedure will be in place to check that this action is carried out and also that it is uncapped or reactivated at the end of the day or when the task is complete?	

3) Fire Alarm Systems (Continued) <i>(There is a legal duty to ensure that the occupants of the premises have adequate Warning in case of fire (using sounders or bells) and adequate means of Raising the fire alarm in case of fire normally by means of Manual Call Points, but not necessarily by Automatic Fire Detection)</i>	
3.5) Will it be necessary to maintain or install temporary Automatic Fire Detection?	Yes/No
3.6) Does the existing building fire alarm system need to be maintained during the project?	Yes/No
4) Safety and Emergency Lighting <i>(There is a legal duty to ensure that the occupants of the premises have adequate illumination of the Means of Escape in the event of a local lighting circuit failure)</i>	
4.1) Will changes interfere with the existing emergency lighting or normal lighting systems that may affect the general safety of the Means of Escape?	Yes/No
4.2) Will there be a need for safe pedestrian lighting?	Yes/No
5) Safety Signage <i>(Normal circulation and emergency signage changes)</i>	
5.1) Will there be changes to the Means of Escape or normal circulation routes requiring signage to be provided or produced?	Yes/No
5.2) Will safety signage be required to highlight specific dangers/hazards – e.g. flammable substances, source of ignition, etc.?	Yes/No
6) Fire Fighting Provision <i>(There is a legal duty to ensure that all occupiers premises have adequate means of fighting fires)</i>	
6.1) Does the project works interfere with the existing fixed firefighting systems, including the fire hose reels, pumps, dry risers or other (e.g. Inergen) systems within the building?	Yes/No

6) Fire Fighting Provision (Continued) <i>(There is a legal duty to ensure that all occupiers premises have adequate means of fighting fires)</i>	
6.2) Does the project works interfere with the portable fire extinguishers?	Yes/No
6.3) Does the project works affect the Fire Brigades Access?	Yes/No

7) Hot or Hazardous Works on Site	
7.1) Will there be Hot Works and/or Hazardous Processes within the site that increases the risks of fire and thereby affect the occupants (operatives and visitors, etc.)?	Yes/No
7.2) How will the Hot Works and/or Hazardous Processes be controlled to reduce the risks of fire?	Yes/No
8) Storage on Site	
8.1) Will there be Gas Cylinders used or stored on site (particularly Acetylene or LPG) or other flammable/hazardous materials/substances (e.g. solvents, aerosols, etc.)?	Yes/No
8.2) Where will the Gas Cylinders or other flammable/hazardous materials/substances be stored on site and how will they be protected from sources of ignition?	Yes/No
8.3) Will there be fuel sources stored on site (e.g. diesel, petrol, etc.), how will these be protected from spills, fire & explosion? (e.g. spill kits and bunds)	Yes/No
8.4) Will there be generators or other mechanical sources of ignition on site, if so where will these be located and how will they be separated from flammable substances/combustible materials?	Yes/No

8) Storage on Site (Continued)	
8.5) Will there be additional fire loading from stored materials (timber, paint, flooring etc) throughout the project	Yes/No
8.6) What arrangements will be in place to remove waste materials at the end of each day from within the building?	Yes/No
8.7) Will there be a skip located on site; where will this be located? (combustible materials and skips should be placed at least 6m away from buildings and site hoarding/fencing where physically possible.)	Yes/No



9) General	
9.1) Where will the designated smoking area be located? (All sites are 'No Smoking', however, is there a designated external area for smokers – where is located)	Yes/No

Any Other Considerations/Comments

Completed by:

Signature:

Date:








Address	27 Sanders Lane, London, NW7 1BX	Site / Building:	27 Sanders Lane
Project:	Demolition and Re-build of a House		
RA Ref. Number:		Date Completed:	December 2020
		Review Date:	December 2021
Completed by:		Director Responsible for Health, Safety & Welfare:	Chris Swainland
			

Activity:						
Demolition and re-build of a house						
Persons at risk of harm:	Labourers and Tradesmen	✓	Visitors	✓	Public	✓
	Premises Occupants		Contractors	✓	Other	

LIKELIHOOD	SEVERITY					
		Negligible	Low	Moderate	Significant	Catastrophic
		1	2	3	4	5
Expected	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unusual	2	2	4	6	8	10
Remote	1	1	2	3	4	5




Severity x Likelihood = Risk

Likelihood	Severity
5 Expected to encounter hazard	5 Catastrophic - Fatality
4 Likely to encounter hazard	4 Significant Disabling/severe injury or illness
3 Possible to encounter hazard	3 Moderate- recordable (medical treatment)
2 Unusual but may encounter hazard	2 Low - First aid
1 Remote chance of encountering hazard	1 Negligible- (no injury/no treatment likely to be needed)

Activity / Task	Hazard	Controlled by Legal Document	INITIAL Risk Rating			Control Measures	RESIDUAL Risk Rating		
			Severity	Likelihood	Significance		Severity	Likelihood	Significance
Use of Hand Tools	<p>Eye Injury</p> <p>Injury to hands</p> <p>Flying particles/pieces of tools</p> <p>Generation of excessive noise, heat etc</p>	Provision and Use of Work Equipment Regulations 1998	4	3	12	<p>Tools must be assessed to ensure they are fit for the purpose, the environment they are to be used and are in good working condition.</p> <p>Operatives carrying out the excavation of services will use non-conductive insulated handled tools. The use of picks, forks and electric breakers is strictly forbidden.</p> <p>PPE is to be worn whenever work is done using cold chisels, drills, grinders, and other tools where there is a risk of flying particles or pieces of the tools breaking off.</p> <p>The requirements for further PPE / RPE will be dictated by the individual tasks being carrying out, which may include:</p> <p>Gloves to EN388, Ear Defenders to EN352-1:2001: Dust mask to EN149:2001 RPE P3 as required</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Hard Hat BS EN397</p> </div> <div style="text-align: center;">  <p>High Vis Jacket EN471</p> </div> <div style="text-align: center;">  <p>Safety Footwear & Midsole Boots EN ISO 20345:2011</p> </div> <div style="text-align: center;">  <p>Safety Glasses EN166</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  <p>Builders Gloves EN388</p> </div> <div style="text-align: center;">  <p>Dust Mask EN149:200</p> </div> <div style="text-align: center;">  <p>RPE - Face Mask P3 Filter BS EN 140 mask and BS EN 143 filter; BS EN 1827</p> </div> </div> <p>All RPE requirements will be in accordance with HSG53 'Respiratory Protective Equipment at Work – A Practical Guide'</p> <p>Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user of others.</p>	4	1	4

<p>Safe Use of Portable Electrical Tools</p>	<p>Use of tool not designed for job/unsuitable for site environment.</p> <p>Use of 240-volt tools in site conditions.</p> <p>Use of damaged tools leading to earth leakage and electric shock.</p> <p>Use of defective equipment which has not been regularly maintained/tested.</p> <p>Hazards from trailing leads particularly when working from access equipment.</p> <p>Failure to unwind extension cables leading to inductive coil heating and fire.</p> <p>Creation of dust, chips when drilling/cutting.</p> <p>Creation of noise.</p> <p>Vibration of cutting tools.</p> <p>Possibility of contact with moving parts.</p>	<p>Provision and Use of Work Equipment Regulations 1998</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Use the correct tools for the job including appropriate drill bits for materials to be worked on.</p> <p>Use tools designed for the purpose (e.g. hazardous environments, all insulated casings/double insulation etc.). Consider the environment in which the tool is to be used wet, corrosive, flammable atmospheres etc.</p> <p>Use reduced voltages (110-volt, centre tap earthed transformers etc.)</p> <p>Consider substitution with battery operated tools where practical.</p> <p>Provide sensitive earth leakage protection (circuit breakers/residual current devices).</p> <p>Use tools as per manufacturer's recommendations and provide appropriate training (abrasive wheels etc.)</p> <p>Inspect tools, leads, connectors etc. for visible damage prior to use on each occasion.</p> <p>Regular routine maintenance of equipment. For construction work advised 3 monthly full electrical tests.</p> <p>Remove defective equipment from use, for repair (label not for use).</p> <p>Plan work in advance, giving consideration to where the work is to be carried out (where leads will run, proximity or supply, live services adjacent, movement of vehicles etc.)</p> <p>Keep leads as short as possible, plan routes to avoid being trip or entanglement hazards.</p> <p>Fully unwind any extension cables.</p> <p>Consider the use of battery-operated tools if leads will cause a problem.</p> <p>Have available and use PPE for the specific task to avoid hazards from dust, chips, noise etc. (eye protection, gloves, dust masks, ear defenders etc.)</p> <p>Plan work to avoid excessive exposure to vibration hazards.</p> <p>When using cutting tools etc. (reduce exposure of individual workers by work rotation etc.)</p>	<p>5</p>	<p>1</p>	<p>5</p>
<p>Excessive Noise Levels</p>	<p>Noise induced hearing problems (noise induced hearing loss, tinnitus (ringing in ears) and temporary threshold shift)).</p> <p>Nuisance to the site's occupants and site neighbours due to prolonged periods of high noise/vibration level exposure.</p>	<p>The Control of Noise at Work Regulations 2005</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Select appropriate equipment and other equipment in good repair to minimise noise exposure.</p> <p>Reduction of exposure by job rotation, or by carrying out other tasks, in between periods of noisy working.</p> <p>Re-evaluate any equipment producing higher levels of noise and use machines that keep the noise to the lowest possible level.</p> <p>Issue site operatives with ear plugs and ear defender protection compatible with hard hats and any other PPE – e.g. goggles/eye protection.</p> <p>Ear defenders preferable as reduce noise induced through bones and the outer ear.</p> <p>Noise Level General Guidance</p> <p><i>If you were 2m away from someone and finding it difficult to hear you are at or above 80dB(A)</i></p>	<p>3</p>	<p>1</p>	<p>3</p>

	Wearing of ear protection preventing alertness to other dangers.				<p><i>If the noise level is above the Lower Exposure Action Value of 80dB(A) but below the Upper Exposure Action Value of 85dB(A)</i></p> <ul style="list-style-type: none"> • Inform the operative of the risk of hearing damage • Ensure adequate means of reducing the effect of the noise is available, i.e. ear defender, ear plugs, etc. <p><i>If you were 1m away from someone and finding it difficult to hear you are at or above 85dB(A)</i></p> <p><i>If the noise level is above the Upper Exposure Action Value of 85dB(A)</i></p> <ul style="list-style-type: none"> • Ensure operatives have been issued with means of reducing the effect of the noise i.e. ear defenders, ear plugs, etc. <p>If the Exposure Limit Value of 87dB(A) been exceeded</p> <ul style="list-style-type: none"> • Measures are to be identified and implemented to reduce exposure and to address the reasons for the Exposure Limit Value being exceeded. <p>If in doubt wear hearing protection.</p> <p>In emergency situations/sounding of fire alarm etc. Foreman/charge hands aware of the need to signal evacuation to those wearing ear protection.</p> <p>Warning notices placed/or communication to other operatives not involved with the process, of noisy works and need to keep away from works area. If necessary, to enter working area to wear ear protection provided.</p>				
Creation of Vibration	<p>Short term – Sore fingers/hands, pain when gripping tools etc.</p> <p>Medium/Long term – Hand arm vibration (HAV) and vibration white finger (VWF) causing blanching of skin, pins, and needles (tingling), loss of sensitivity in short/medium term.</p> <p>Longer term effects are loss of dexterity, reduction in ability to grip things and permanent loss of touch/feeling, from which there is no cure or recovery.</p>	Control of Vibration at Work Regulations 2005	4	4	4	<p>Individual tools to be assessed for vibration magnitude and permitted duration by site manager.</p> <p>HAV & VWF -</p> <p>Job rotation, providing operators with regular breaks away from the process</p> <p>Provision of equipment that minimises amount of vibration and is fitted with anti-vibration mounts/handles etc.</p> <p>Wearing of warm clothing and gloves (particularly in cold weather) to increase blood flow around the body.</p> <p>Wearing of anti-vibration gloves.</p> <p>Proper maintenance of equipment (maintain safe to use and in good working order) to reduce vibration from worn or loose parts, etc.</p> <p>Smoking prohibited immediately before, after and during works as has effect of reducing flow of blood around the body.</p> <p>Welfare facilities provided to allow operatives somewhere to escape cold weather and to make hot drinks.</p> <p>Report to site supervisor any symptoms of Vibration White Finger (VWF) or any problems with the vibration level or efficiency of cutting equipment.</p>	4	1	4

Control of Dust during cutting of materials.	Inhalation of dust. Dust contact with eyes.	Control of Substances Hazardous to Health (COSH) 2002	4	3	12	<p>Make the occupants of the neighbouring premises aware of any need to create dust at the premises and advise of any disturbance likely (where required).</p> <p>Utilise on tool dust extraction/collection equipment or water fed dust suppression.</p> <p>Apply a mist spray to the working area to dampen down and prevent fine dust particles (where necessary).</p> <p>Re-evaluate any cutting methods which produces excessive dust and use alternative methods.</p> <p>Issue PPE – Eye protection and dust masks, compatible with hard hats as required by site conditions.</p> <p>The requirements for further PPE / RPE will be dictated by the individual tasks being carried out, which may include:</p> <p>Dust mask to EN149:2001 RPE P3 as required</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Safety Glasses EN166</p> </div> <div style="text-align: center;">  <p>Dust Mask EN149:20</p> </div> <div style="text-align: center;">  <p>RPE - Face Mask P3 Filter BS EN 140 mask and BS EN 143 filter; BS EN 1827</p> </div> </div> <p>All RPE requirements will be in accordance with HSG53 'Respiratory Protective Equipment at Work – A Practical Guide'. Face fit testing carried out in accordance with the RPE required.</p> <p>Clear any dust or debris straying to adjacent areas immediately.</p> <p>Cover any items susceptible to damage.</p> <p>Spray dust prior to sweeping to prevent dust clouds forming during sweeping. Preferably vacuum where practical (e.g. internal areas).</p> <p>Clear any dust or debris straying outside of the working areas immediately. Re-clean when airborne dust has settled.</p> <p>When using substances/materials in powder form operatives must open bags/package to the material carefully and use or mix the materials in controlled manner to prevent the dispersion of dust. The control measures detailed in the separate COSHH Assessments must be followed at all times.</p>	4	1	4
Handling, Use and Storage of Plasterboard	Inhalation of plasterboard dust. Dust contact with eyes. Plasterboard dust causing irritation on skin contact. Handling damaged boards leading to impact due to board splitting or falling.	Manual Handling Operations Regulations 1992 Control of Substances Hazardous to Health 2002	3	3	9	<p>Avoid breathing in dust/fibres.</p> <p>Protect/avoid dust contact with eyes.</p> <p>Use suitable respiratory protection to prevent inhalation of dust as necessary.</p> <p>Avoid direct skin contact with dust.</p> <p>Wear appropriate PPE to prevent contact with skin (gloves, overalls, full length trousers etc.)</p> <p>Practice good hygiene wash all dust from skin at end of day/ before eating or drinking etc.</p> <p>Use barrier cream before use.</p>	3	1	3

	<p>Manual handling injuries.</p> <p>Poor storage of boards causing sheets to fall or cause structures to collapse that the sheets are leant up against due to the load - causing injury/damage.</p>				<p>Cut boards in a well-ventilated area where possible and wear face mask to EN149 FFP2 RPE when used in a confined area.</p> <p>Inspect boards when handling to look for damage and likelihood that it will fail and break when lifted.</p> <p>Avoid or minimise manual handling of panels from van to site wherever possible by use of lifting equipment, trolleys etc.</p> <p>Team lifting required for movement of large sheets by experienced workers fit for the task. Two man lifting of 2440 by 1220 boards.</p> <p>Ensure that route to be carried and set down area is clear of obstruction.</p> <p>Correct lifting technique; lift with the legs keeping back straight with firm grip and load kept close to the body.</p> <p>Those with a history of back injury should not be used to lift boards.</p> <p>When storing plasterboard sheets, the sheets are to be stacked on top of each other from the floor.</p> <p>Plasterboard sheets are to be stacked in piles no bigger than 15 sheets per pile.</p> <p>Avoid the stacking of any plasterboard sheets against walls where practical. Where this is required, i.e. for fitting, etc. no more than 6 plasterboard sheets are to be leant against the wall at any given time – for the work in hand only.</p> <p>DO NOT stack large quantities of plasterboard sheets side by side in an upwards direction where there is a potential for them to fall, or to cause structures (e.g. partitions, etc.) they are stacked up against to collapse (due to the load); causing injury and damage.</p>				
Manual Handling of Bagged Debris and Materials	<p>Manual handling injuries due to poor lifting/handling technique.</p> <p>Slips, trips, falls</p> <p>Cuts/abrasions from sharp/broken objects</p> <p>Musculoskeletal/ upper limb disorders from manual handling.</p>	Manual Handling Operations Regulations 1992	3	3	9	<p>Waste materials will be removed from the working area on a regular basis to the site skip, located on the street at end of pathway from property</p> <p>Muck away lorries will be used where available, for larger quantities of spoil.</p> <p>Mechanise handling or eliminate the need for manual handling, use trolleys whenever possible.</p> <p>Minimise the manual handling of bagged debris and materials by bringing vans close to site working area as possible.</p> <p>Clear all smaller debris to strong 550-gauge polythene bags.</p> <p>Clear all obstructions on the lifting route if bags are to be carried any distance.</p> <p>Ensure there is plenty of room for manoeuvre and look for obstacles.</p> <p>Check the floor for obstacles or slippery patches.</p> <p>Check condition of material look particularly for sharp edges.</p> <p>Do not put sharp objects in debris sacks that have to be manually handled.</p> <p>Do not overload the bags, keep bags to a sensible weight that can easily be lifted.</p> <p>When lifting from the floor avoid reaching down or out to pick up the load, crouch down to the level of the load, keep the load close to the body and lift with the legs.</p>	3	1	3

						<p>Persons with a history of back injury should not engage in manual lifting.</p> <p>Personal protective equipment (gloves, safety footwear etc.) for the job in hand must be provided and worn.</p> <p>Provide information to all employees on correct handling procedures.</p>			
Possibility of Risks from Environmental Hazards	<p>Diseases/health problems from contact with human waste etc</p> <p>Diseases/health problems from contact with products of animal waste - rodents and birds, etc (Ornithosis/ Leptospirosis/ Weils disease)</p> <p>Pest Control chemicals</p> <p>Failure to wash effectively prior to meal breaks or smoking</p>	Control of Substances Hazardous to Health 2002	3	3	9	<p>Avoid contact with contaminated materials.</p> <p>Wear appropriate PPE (gloves and protective clothing to avoid skin contact and cover any cuts.)</p> <p>Wear RPE with protection factor 20 (example: FFP3 disposable mask or half mask with P3.)</p> <p>Wash/disinfect PPE as necessary between shifts.</p> <p>Take contaminated materials and remove from site as soon as possible to licensed refuse facility.</p> <p>Ensure that washing facilities are maintained throughout the project and that hand cleaners/soaps and drying hand towels are provided.</p> <p>Practice basic good hygiene and wash before eating or smoking.</p> <p>No drinking or eating within the site area.</p> <p>Spray disinfectant on any particularly badly soiled areas (if necessary) as the works proceed.</p>	3	1	3

<p>Safe Use of Stepladders</p>	<p>Falls/overturning of steps due to uneven ground conditions.</p> <p>Use of steps as ladders leant against wall overbalancing through work from top step.</p> <p>Risks from use of defective steps.</p> <p>Failure to fully extend steps.</p> <p>Overreaching leading to overbalance, collapse of steps.</p> <p>Risks from steps used as trestles.</p> <p>Use of steps on other access equipment at height.</p>	<p>Work at Height Regulations 2005</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Steps should only be used for suitable work in the appropriate situation i.e. work of short duration involving no heavy materials or equipment.</p> <p>The existing environment must be assessed, and step ladder only positioned where there is not a further increased risk from working at height e.g. over staircase/lightwell, etc.</p> <p>All ladders must meet the required British or European standard e.g. EN131 Professional.</p> <p>The correct height of steps should be available for the work to be carried out i.e. work should not be carried out from the top step unless the steps have been designed for that purpose.</p> <p>Steps will not be leant against a wall and will be fully extended during use.</p> <p>Equipment must be maintained free from defects and be regularly inspected.</p> <p>Defective equipment must be removed from use immediately.</p> <p>Chains, ropes or other methods to prevent overspreading must be in place and parts should be fully extended when in use.</p> <p>Overreaching should be avoided by moving the stepladder. If this is not possible another method of access should be considered.</p> <p>Operatives must maintain 3 points of contact with the stepladder at all times.</p> <p>Steps should not be used as trestles.</p> <p>No more than one person should use a stepladder at one time.</p>	<p>4</p>	<p>1</p>	<p>4</p>
<p>Work at Heights from Scaffolds</p>	<p>Falls from height</p> <p>Falling objects or materials</p> <p>Environmental conditions</p>	<p>Work at Height Regulations 2005</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Operatives should not enter/access any section of scaffolding or roof area of a site or building where a fall from height is possible without appropriate temporary or permanent edge protection being in place.</p> <p>A safe working platform must be maintained, and safe working practices observed to prevent falls of workers from the workplace.</p> <p>Control measures must be in place to prevent the fall of materials, tools etc. from height which impose hazards for other workers or persons nearby or underneath the workplace.</p> <p>Double guard rail protection (or other systems of scaffold protection) to the correct heights with toe boards (or other method of falling object prevention) must be in place, to all working platforms for fixed scaffolding or scaffold towers.</p> <p>The scaffold will be inspected on handover by the scaffolding contractor. Copies of handover certificates are to be retained on site for reference.</p> <p>The scaffolding must be inspected at least every 7 days by a competent scaffold inspector with records retained on site.</p> <p>All access equipment, ladders, towers staging etc. must be regularly inspected and maintained. The site manager will carry out a visual inspection each day before use to ensure that nothing has been removed or damaged.</p> <p>Any faults in access equipment, safety equipment etc. will be reported immediately to the site manager.</p>	<p>5</p>	<p>1</p>	<p>5</p>

					12	<p>Alterations to scaffolding must be carried out by trained and experienced scaffolders. Where alterations are required the site manager should be informed. No unauthorised alterations are permitted.</p> <p>All scaffolds used are erected, altered and dismantled by qualified scaffolding contractors.</p> <p>Ladders should generally only be used for access and not as a workplace. Works are generally to be carried out from fixed scaffold. (See risk assessment for safe use of ladders.)</p> <p>Under no circumstances, will access to areas at height be undertaken where gusting winds, wet, slippery or icy conditions provide a risk.</p> <p>Double board and sheet the scaffolding over access points and public footpaths to prevent the dispersion of dust and debris to those below.</p>			1
Work with Adhesives	<p>Inhalation of vapours</p> <p>Skin contact, absorption, or cause of dermatitis</p> <p>Possibility of contact with eyes through splashing or rubbing eyes whilst product on hands</p> <p>Ingestion through poor hygiene (failure to wash hands before eating/smoking)</p> <p>Fire risks through flammable products /vapours</p>	Control of Substances Hazardous to Health (COSHH) 2002	4	3	12	<p>Obtain information on the adhesive to be used and the necessary controls regarding safe use, first aid measures, storage disposal etc.</p> <p>Consider substitution with a product which provides less health risks.</p> <p>Provide suitable and adequate ventilation when using solvent based products. Open windows and doors to increase natural ventilation.</p> <p>Avoid use in confined spaces, rooms with inadequate ventilation, basements etc. (mechanical ventilation may be needed in some cases.)</p> <p>Reduce vapours by using minimum possible, avoid spillage and clear up immediately. Keep tops on containers in the workplace when not spreading the adhesive.</p> <p>Avoid skin contact and wash any adhesives from the skin immediately using an appropriate cleaner.</p> <p>Practice good hygiene by washing hands, face before eating, drinking, or smoking. Eating, drinking, or smoking should take place away from the work area.</p> <p>Contaminated clothing should be laundered before being re-worn.</p> <p>Personal protective equipment (PPE) must be worn to protect against hazards, including protective overalls and gloves, eye protection if splashes are possible during application and suitable respiratory protection when natural ventilation is not adequate.</p> <p>The PPE must be properly stored and maintained and kept clean and fit to wear.</p> <p>The adhesive must be stored in secure, well ventilated areas with care taken to follow requirements for use of a flammables store if appropriate.</p> <p>All flammable adhesives in use must be kept away from sources of ignition and in particular a no smoking policy adopted.</p>	4	1	4
Safety precautions during hot works	<p>Hot works providing source of ignition and fire.</p> <p>Combustible materials near hot works.</p>	The Management of Health and Safety at Work Regulations 1999	4	4	16	<p>Hot works on sites at the premises will be carried out under a permit to work system issued by Swainlands Construction.</p> <p>Where permit to work procedures are being implemented always follow the specific guidance and control measures detailed on the permit.</p> <p>Hot work will only be carried out by trained authorised operatives.</p>	4	1	4

	Smouldering materials remaining source of ignition after works have ceased.					<p>Before commencement, the immediate work areas will be cleaned and cleared of potential combustible materials (e.g. insulation, sawdust, general waste, etc.)</p> <p>Elements of combustible construction must be covered as must holes in floors/walls through which sparks could travel.</p> <p>An area of 10 metres around the work operation must be checked for any potential fire hazards (e.g. tanks containing flammable liquids/gases, others working in the vicinity or on levels below or above who may need to be alerted to the works being carried out.)</p> <p>Hot work will not be carried out in any atmosphere containing flammable vapours or close to flammable liquids.</p> <p>A fire extinguisher will be provided in the immediate work area for those carrying out the hot works.</p> <p>Those carrying out the hot works will be familiar with the emergency procedures for the site/premises being worked at.</p> <p>On completion of hot works, the area will be cleared and those who have carried out the works will undertake a "fire watch" check that no smouldering materials remain that may lead to a fire.</p> <p>All hot works will cease at least one hour before the end of a shift in order that this "fire watch" may be carried out to ensure that a fire will not start in the area when the site has been vacated.</p>			
Safe Isolation of Electrical Services	Electrocution Electrical burns Fire	The Electricity at Work Regulations 1989 Personal Protective Equipment at Work Regulations 1992 The Provision and Use of Work Equipment Regulations 1998	5	5	25	<p>Ensure that you have been adequately trained and are competent to carry out works on electrical equipment/services.</p> <p>Before attempting any maintenance or other work on any electrically operated equipment / services it is essential that measures be taken to prevent the equipment operating / services being live. This can only be done by isolating the equipment / circuit at its power source.</p> <p>Electrical isolation can only be achieved by breaking the electrical contacts feeding the equipment / circuit – these may be housed in an electrical panel feeding only that piece of equipment, or the panel may feed more than one item.</p> <p>It is important to ensure that the correct point of isolation is identified, an appropriate means of isolation is used, and the supply cannot be inadvertently reinstated while the work is in progress.</p> <p>Before work begins the electrical supply must be ISOLATED and where required, LOCKED OFF.</p> <p>Lock out procedure incorporates locks and personal tags at isolation point(s).</p> <p>A test must be conducted by a competent person(s) to ensure the isolation is effective (Confirmed Dead) prior to commencing electrical works e.g. Using voltage detection instrument (GS 38)</p> <p>Always isolate at source, never rely on emergency stops or similar as they can be reset without your knowledge.</p> <p>Never isolate equipment that is running, use the stop/power off button first.</p> <p>Where there is a possibility that more than one person may work on equipment use a multi-padlock calliper/multi hasp with your own personal lock added to this.</p> <p>Always keep the key on your person until you have completed the work.</p>	5	1	5

						<p>Where necessary isolate all relevant equipment with separate padlocks.</p> <p>Where there is a risk that the supply could be reinstated an appropriate warning/caution notice should be placed at the point of isolation.</p> <p>Remove your lock as soon as you have completed the work. Before removing the lock, always check:</p> <ul style="list-style-type: none"> • Moving parts are free and clear to run • Guards have been properly fixed • Stop buttons and trip wires are reset • All persons are clear of the danger area <p>Remember that you are the responsible person for ensuring that the equipment / services are safe to run / be live if your padlock is the last to be removed from the isolator.</p> <p>Never give your padlock to someone else to lock off for you.</p> <p>Make your supervisor aware if someone has forgotten to remove their padlock at the end of the works.</p> <p>DO NOT attempt to remove or tamper with an isolator padlock</p> <p>Monitoring Procedures/Checks:</p> <p>Work to be covered by a permit to work system</p> <p>An authorised and competent person is to ensure that all precautions and conditions of the permit have been met</p>			
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Establishing the Presence of Services	Striking buried and/or hidden services leading to risks of digging, cutting, drilling, etc. through electrical cables, hitting gas or water pipes, drainage runs etc.	<p>The Management of Health and Safety at Work Regulations 1999</p> <p>The Electricity at Work Regulations 1989</p> <p>Personal Protective Equipment at Work Regulations 1992</p>	5	4	20	<p>Prior to commencement of any intrusive works (excavations, chasing, cutting, drilling, etc.) the presence of any buried or hidden services within the site will be established.</p> <p>The following information/techniques would be used to identify the presence of buried/ hidden services.</p> <ul style="list-style-type: none"> - Statutory Authority services plans (most recent) - Existing plans/drawings which may be available from the design team, client - Liaise with client regarding the known route of services within the premises - Position of switches, control boxes, surface mounted pipes and valves etc. - Surface evidence, such as manholes, inspection chambers, areas of reinstated ground etc. - Physical investigation (e.g. lifting boards, look in suspended ceilings etc.) - Detection surveys (e.g. CAT and Genny) <p>Any buried services identified within the site area will be marked up on site and safe digging techniques (hand digging, avoidance of use of mechanical plant) used to carefully expose services.</p> <p>Buried services may require to be isolated and made safe prior to commencement of any excavations where work is required in close proximity to known or suspected service positions.</p> <p>Where services are identified within the dig area these will be carefully excavated next to the services as to allow the operatives to excavate from the side rather than from above. This will be detailed in the permit to dig for this area.</p> <p>Operatives carrying out the excavation of services will use non-conductive insulated handled tools. The use of picks, forks and electric breakers is strictly forbidden.</p> <p>Throughout the excavation operatives will check on a regular basis for change in ground type or signs of services i.e. marker tape or ducting.</p> <p>Any hidden services identified would be marked and intrusive works (e.g. cutting, etc.) only carried out at a safe distance from service positions.</p> <p>Services may require to be isolated and made safe prior to commencement of intrusive works where work is required in close proximity to known or suspected service positions.</p> <p>Electrical circuits will be tested to confirm their status and verified to prove they are not live.</p>	5	1	5
Work adjacent to Occupied Premises	<p>Presence of premises occupants and neighbouring occupants/users close to site working locations.</p> <p>Use of tools, materials, and equipment at and adjacent to occupied premises.</p> <p>Poor housekeeping at the installation (spillages, waste materials etc.)</p>	<p>HASAWA, etc. 1974</p> <p>CDM Regulations 2015</p>	4	4	16	<p>Swainlands Construction have worked on similar projects at similar premises and are experienced at liaising with neighbouring occupants as required. Close co-operation will be practised, as required.</p> <p>The site perimeter will be fully secured with Heras fencing and CCTV to prevent unauthorised access to the site. Access points to the site will be kept shut/locked at all times.</p> <p>The skip will be located at the end of the pathway from property secured with heras fencing.</p> <p>Warning signage will be displayed where required to warn of the works and no-entry zones.</p> <p>Adhere to all rules and guidelines included in the site Health and Safety plan with regard to work adjacent to occupied premises.</p> <p>If operatives encounter unauthorised persons dangerously near the site working area, works will cease, and the persons escorted from the works area.</p> <p>Be vigilant to exclude those from the neighbouring premises and general public not associated with the</p>	4	1	4

	Blocking accessways or fire routes.					<p>works from site working areas.</p> <p>Keeping the work areas clean and tidy must be a priority. All accesses, fire escape routes, common parts, etc. must be kept clear of waste, tools, and equipment.</p> <p>Materials must not be left, even temporarily, where they may be at risk to those at within the common areas/ neighbouring premises.</p> <p>Particular care must be taken to prevent trailing leads presenting trip hazards and in the positioning of electrical equipment.</p> <p>Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.</p> <p>Tools, materials, equipment, etc. must not be left unattended unless access to the work area by the occupants and neighbouring occupants has been prevented by some other acceptable means.</p> <p>Materials being moved to the site through common areas will be scheduled to avoid busy times on The St and the surrounding roadways. It will be ensured that at no time materials are left outside the site boundaries.</p> <p>At the end of each working day all working areas will be left clean, tidy and safe.</p>			
Handling brickwork/blocks	<p>Poor stacking of bricks leading to falling material.</p> <p>Manual handling injuries due to poor lifting/handling technique.</p> <p>Trips, slips, falls.</p>	<p>The Management of Health and Safety at Work Regulations 1999</p> <p>Manual Handling Operations Regulations 1992</p>	3	4	12	<p>Mechanise handling or eliminate the need for manual handling, use the company vehicle and trolleys whenever possible.</p> <p>Minimise the manual handling of debris and materials by bringing vans as close to site working area as possible.</p> <p>Manual handling should be planned, and correct lifting/carrying techniques practised whenever manual handling is unavoidable.</p> <p>Labourers should attempt only sensible weights when moving blocks or other materials.</p> <p>Ensure there is plenty of room for manoeuvre and look for obstacles. Clear all obstructions on the lifting route if bricks/blocks to be carried any distance.</p> <p>Check the floor for obstacles or slippery patches.</p> <p>Check condition of material look particularly for sharp edges.</p> <p>Stacks of bricks/blocks must be secure and on firm ground.</p> <p>Bricks should be stacked safely and securely to prevent the collapse of stacks.</p> <p>When lifting from the floor avoid reaching down or out to pick up the load, crouch down to the level of the load, keep the load close to the body and lift with the legs.</p> <p>Persons with a history of back injury should not engage in manual lifting.</p> <p>Personal protective equipment (gloves, safety footwear etc.) for the job in hand must be provided and worn.</p> <p>Provide information to all employees on correct handling procedures.</p>	3	1	3

<p>Handling and Installation of Doors & Windows</p>	<p>Musculoskeletal/ upper limb disorders from manual handling.</p> <p>Dropping doors/ windows, impact with feet or legs, potential for breakage of door/ glass causing injury.</p> <p>Slips, trips, falls from obstructions or underfoot conditions.</p>	<p>Manual Handling Operations Regulations 1992</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Mechanise handling or eliminate the need for manual handling using trolleys whenever possible.</p> <p>Provide information to all employees on correct handling procedures.</p> <p>Plan each lifting operation in advance, clear all obstructions at the site and on the lifting route, (where doors/windows are to be carried any distance).</p> <p>Ensure there is plenty of room for manoeuvre and look for obstacles.</p> <p>Check the floor for obstacles or slippery patches.</p> <p>Check that the door/window opening is prepared for placement of the door/window.</p> <p>Team lifting where necessary, having assessed weight/nature of door to be moved.</p> <p>Persons with a history of back injury should not engage in manual lifting.</p> <p>Special care will be needed if handling doors in the open during windy conditions.</p> <p>Personal protective equipment (gloves, safety footwear etc.) for the job in hand must be provided and worn.</p>	<p>3</p>	<p>1</p>	<p>3</p>
<p>Work with cement/ mortar</p>	<p>Inhalation of cement dust.</p> <p>Cement dust contact with eyes.</p> <p>Contact with wet cement mixes which can cause dermatitis, abrasiveness, allergic reactions.</p> <p>Cement burns, leading to a form of skin ulceration from prolonged contact with freshly mixed mortar.</p>	<p>Control of Substances Hazardous to Health (COSH) 2002</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Mix/use dry cement in well ventilated area to disperse dusts.</p> <p>Protect/avoid contact with eyes.</p> <p>Wash out any dust, cement splash in eyes immediately. Irrigate well with running water for at least 10 minutes.</p> <p>Use suitable respiratory protection to prevent inhalation of dust as necessary.</p> <p>Avoid direct skin contact with wet cement, including sitting or kneeling on wet material to prevent contact through contaminated clothing.</p> <p>Remove any cement getting inside boots or wellingtons immediately.</p> <p>Wear appropriate PPE to prevent contact with skin (gloves, overalls, full length trousers, waterproof boots etc.)</p> <p>Practice good hygiene wash all cement from skin at end of day/before eating or drinking etc.</p>	<p>3</p>	<p>1</p>	<p>3</p>

Work Adjacent to Possible Fragile Structures	Falls through fragile materials. Objects falling through fragile materials posing risks to those below.	Work at Height Regulations 2005	5	4	20	<p>Before access is gained to any roof the possibility of fragile materials or construction must be identified.</p> <p>If any doubt exists as to the “reliability” of a roof or other structure to withstand a person’s weight it should be treated as a fragile material.</p> <p>Cement asbestos roofs for example must always be considered to be fragile, i.e. unable to support a person’s body weight.</p> <p>Never pass across or work near any fragile roof or section of a roof (e.g. rooflights) unless suitable and sufficient platforms, coverings or other similar means of support are provided and used.</p> <p>Any coverings to fragile roof structures or areas must be able to support a person’s body weight and any load to be carried at roof level. Coverings must be secured to prevent accidental dislodgement.</p> <p>Extreme care must be taken to ensure anything taken for the purpose of your work (tools, portable ladders etc.) remains within scaffolds or other edge protection and constitutes no risk of falling onto and through fragile materials.</p>	5	1	5
Erection and Work From Tower Scaffolds	Work at height falls during erection. Towers over-turning. Tower collapse. Falls from tower due to unsafe working procedures. Falling objects from the tower scaffold	Work at Height Regulations 2005	5	4	20	<p>Evaluate if a tower scaffold is appropriate for the work to be carried out i.e. will provide adequate height, sufficient stability, appropriate work platform for materials etc.</p> <p>Works from tower scaffolding should be of short duration in any one location and should not involve heavy materials or equipment.</p> <p>Follow the supplier’s instructions with regard to the erection sequence and bracing requirements. Only trained and authorised staff will be involved in erecting and adapting scaffold towers.</p> <p>PASMA certificates of competence held by all staff erecting, altering & dismantling access towers.</p> <p>Make sure that wheels are locked and are on a firm solid base.</p> <p>Use internal access ladder during erection, Do not climb the outside frame which can lead to over-turning.</p> <p>Check that scaffold tower is vertical and is correctly braced before use.</p> <p>Additional stability measures to be assessed when working platform is erected/secured to structure as necessary.</p> <p>Erect double guardrails to edge of completed working platform to prevent falls and form permanent access point from floor.</p> <p>Provide a toe board to prevent falling objects and form an exclusion zone around the tower if falling objects or materials are a possibility.</p> <p>The scaffold tower must never be moved whilst people or materials are on the working platform.</p> <p>Steps or hop ups must not be used on a scaffold tower to gain extra height.</p>	5	1	5
Risks from Legionella – Pipework Alterations	Water cooler / pipes and systems possibly containing Legionella bacteria.	The Management of Health and Safety at Work Regulations 1999	5	3	15	<p>Prior to commencement of removal work, existing services must be located isolated and made safe.</p> <p>Where services remain operational, these are to be marked/signed by a competent person to make all carrying out the works aware of the nature of these services.</p>	5	1	5

	<p>Stagnant water in the pipes (leaks from the water system may release water droplets containing the bacteria into the air and this could be inhaled).</p> <p>Potential exposure to biological/ environmental hazards etc. Good hygiene measures required</p>				<p>The removal of redundant pipes will be carried out only by competent persons qualified and experienced in this work.</p> <p>Removal of pipes should be kept complete to reduce the risk of potentially contaminated water escaping.</p> <p>Avoid contact with any environmental hazards that may be present.</p> <p>All operatives will be issued with PPE (gloves, masks (e.g. FFP3), protective clothing, etc.) to guard against hazards that cannot be controlled by other measures.</p> <p>When cutting/removing old pipework is unavoidable site operatives have been made aware of health risks associated with stagnant water (legionella).</p> <p>All pipes will be removed using a pipe cutter and hacksaw.</p> <p>Adequate washing facilities will be provided, and PPE issued to reduce contact with stagnant water including gloves/waterproofs, etc.</p> <p>Monitoring Procedures/Checks:</p> <p>Symptoms of Legionnaires disease are similar to the symptoms of the flu and include high temperature, feverishness and chills, cough, muscle pains, headache; and leading on to pneumonia, very occasionally, diarrhoea and signs of mental confusion.</p> <p>Anyone exhibiting these symptoms after undertaking dismantling operations must report this immediately to the site/contracts manager and seek urgent medical advice.</p>			
<p>Use of the GENIE LIFT – Manually Operated Lift</p>	<p>Musculoskeletal injuries from poor manual handling procedures</p> <p>Movement of the Genie Lift</p> <p>Overhead works</p> <p>Slips or trips during movement of loads</p>	<p>Manual Handling Operations Regulations 1992</p> <p>Provision and Use of Work Equipment Regulations 1998</p>	3	3	<p>9</p> <p>Ensure that slip and trip hazards are removed and any debris or liquid spillages on floors are cleared up immediately.</p> <p>Appropriate personal protective equipment (hard hat, gloves, overalls, safety footwear etc.) must be worn/used during handling operations.</p> <p>Ensure adequate general and task lighting is provided.</p> <p>Avoid manual handling by using a pallet truck and Genie Lift to transport/raise lintels.</p> <p>Ensure the Genie Lift is on firm, level ground and clear of site waste/debris etc</p> <p>Ensure the load is evenly distributed and stable on the forks. The load MUST be secured to the forks. DO NOT presume the load will 'keep itself in place'. Use ratchet strapping, DO NOT use ropes or elastic 'bungie' straps.</p> <p>Ensure the weight of the load does not exceed the units Safe Working Load (SWL) as stated on the lift and documentation.</p> <p>To raise the load turn the winch clockwise and lower turn anticlockwise. Always position yourself so you can control the lift whilst staying clear of the suspended load. Ensure steels are securely fixed in final destination prior to moving lift away.</p> <p>Ensure locking bars/hold down bars are in place as per the manufacturer's instructions.</p> <p>Ensure the equipment is kept clean and maintained according to the manufacturers' instructions.</p> <p>The area under the load is to be an exclusion zone for site workers during the lifting and positioning of the</p>	3	1	3

						steels/intels.			
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Working in inclement weather conditions (wind, rain, snow, ice etc)	Slips, trips and falls Frostbite, hypothermia Muscle, tendon and bone injuries (dropping items etc) Cuts & Abrasions (breakage of materials, falls etc)	The Management of Health and Safety at Work Regulations 1999	3	3	9	<p>Suitable clothing must be worn with regard to the type of weather conditions waterproof/ windproof, coats, jumpers, gloves, trousers etc. Choose hoods that do not obscure vision and do not compromise hearing protection.</p> <p>High visibility clothing must be worn by those working externally at all times.</p> <p>Use the local area weather forecast for general guidance on expected conditions. Extreme care must be exercised when handling waste/materials in winds over 15 knots/17mph.</p> <p>Lightweight materials can be affected by even lower wind speeds.</p> <p>Beware of sudden gusts, even on relatively calm days.</p> <p>Wind direction can be influenced by surrounding buildings and trees.</p> <p>Secure all items being stored outdoors, windblown materials can be lethal.</p> <p>Rain/Snow and Ice can cause slippery surfaces. Ensure suitable footwear it worn at all times.</p> <p>Ensure pathways are clear prior to manually handling materials.</p> <p>The site manager is to monitor weather conditions and anticipate when snow / ice clearance may be required.</p> <p>Treat cleared paths with salt and grit if freezing temperatures continue.</p> <p>Staff must take regular breaks in a designated warm area with warm drinks and high-calorie foods.</p> <p>Where weather conditions are severe work must cease (at the discretion of the site manager) until conditions for carrying out specific work tasks improve.</p>	3	1	3
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Safe Use of Ladders	<p>Ladder in poor condition/damaged.</p> <p>Ladder unsuitable for work to be carried out.</p> <p>Foot of ladder slipping back.</p> <p>Top of ladder slipping sideways, failure to secure ladders.</p> <p>Ladder being used at unsafe angle i.e. too straight or at close to 45°.</p> <p>Carrying heavy materials or equipment whilst climbing ladder.</p> <p>Overreaching, overbalancing whilst working rather than moving the ladder to a new position.</p> <p>Ladder coming into contact with overhead conductors of electricity.</p>	Work at Height Regulations 2005	4	5	20	<p>Ladders should only be used for access to workplaces or short-term work (i.e. tower scaffold or fixed scaffold more appropriate for long term operations).</p> <p>Evaluate if a ladder is appropriate for the work to be carried out i.e. will provide adequate height, sufficient stability, appropriate work platform etc.</p> <p>The existing environment must be assessed, and ladder only positioned where there is not a further increased risk from working at height e.g. over staircase/lightwell etc</p> <p>All ladders must meet the required British or European standard e.g. EN131 Professional.</p> <p>All ladders should be inspected for damage before use.</p> <p>Wooden ladders must never be painted as this may cover a defect or damaged part of the ladder.</p> <p>Any ladders in poor condition or damaged should be removed from site.</p> <p>Damaged ladders should not be set aside and left where others may use them being unaware of the risk.</p> <p>Where ladders cannot be secured at the top the base should be secured by blocks, stakes etc.</p> <p>The foot of the ladder should be on a firm level surface, should never rest on other equipment to gain extra height.</p> <p>Where a ladder cannot be secured consideration must be given to a second person footing the ladder.</p> <p>Whenever possible a ladder must be secured at the top to prevent slipping.</p> <p>Ladders must be positioned at a safe angle (1 metre out for every 4 metres in height/around 75° to horizontal).</p> <p>A ladder should extend 1.05 metres (4 rungs) above a landing place and should rest on a solid surface (not plastic guttering or roofing material).</p> <p>Both hands should be free to climb the ladder tools/materials should be carried in a shoulder bag or on a belt whenever practicable.</p> <p>Overreaching must be avoided as it leads to overbalancing or ladder slip if not properly secured. The ladder must be repositioned to continue work once overreaching becomes a temptation.</p> <p>Operatives must maintain 3 points of contact with the ladder at all times.</p> <p>Metal ladders (and wooden ladders once wet) should not be placed near or carried beneath low power lines.</p>	4	1	4
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<p>Excavations – Preventing falls of persons/ plant / equipment/ materials into excavations</p>	<p>Falls of persons. Plant running into or collapsing the edges to excavations Collapsing of the edges of excavations. Materials/equipment falling into excavations.</p>	<p>The Work at Height Regulations 2005 The Management of Health and Safety at Work Regulations 1999 CDM Regulations 2015</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Programming of works will ensure that excavations will be backfilled or concreted as soon as possible. Suitable barriers will be placed so as to ensure persons and materials cannot fall into any excavations. Barriers/ partitions / heras fencing (where possible) and notices will be posted as necessary to warn site operatives and other trades to keep back from exposed excavations. Materials/spoil will be placed at suitable distances from the edge of excavations, where spoil is loose/free flowing, distances may need to be greater or the spoil compacted/bunded or battered back to prevent spoil materials slipping into the excavation. Plant movements will be organised so as to be well away from the sides of the excavation, to avoid plant running into the excavation and also to avoid surcharging excavation walls and causing collapse. Operatives working in excavations must wear suitable head protection (hard hats) at all times to guard against any objects inadvertently being kicked or falling into excavations. No workers will be allowed in excavations where the sides require support or where there is any possibility of wall collapse and injury.</p>	<p>5</p>	<p>1</p>	<p>5</p>
<p>Supporting Excavations/ Access to and Egress from Excavations</p>	<p>Collapse of excavations sides. Insecure access/egress arrangements from excavations.</p>	<p>The Management of Health and Safety at Work Regulations 1999 CDM Regulations 2015</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Where required, trench supports will be designed and installed by suitably trained and competent persons where necessary. Suitable excavation support and protection will be installed as soon as possible following excavations. The excavations will be shored up / piled with sheet and timber piling supports as required. Installation of support work will be carried out from already supported sections of excavations or from outside the excavation. No works are to be carried out in unsupported excavations where their depth/condition warrant support. Where appropriate consideration will be given to the possibility of battering back or stepping back the sides of the excavations. Where work within supported excavations is required safe access will be provided by means of a well-maintained ladder which will be firmly secured to enable safe access/egress. A record of inspections of excavations will be recorded and signed by a competent person. Inspections should be carried out daily/prior to each shift, after accidental fall of rock or earth and after any other event likely to have affected strength or stability of the excavation walls (e.g. heavy rainfall). Encourage all concerned with the excavations to keep back from the edges to prevent damaging the excavations and to report any deterioration in the condition of the walls to the excavation/trench.</p>	<p>5</p>	<p>1</p>	<p>5</p>

Safe Use of Excavators	<p>Mechanical failure.</p> <p>Damage to the cooling tower and/or other nearby structures.</p> <p>Striking workers.</p> <p>Quick hitch failure.</p> <p>Contact with underground services.</p> <p>Displacement.</p>	<p>Provision and Use of Work Equipment Regulations 1998</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	5	4	20	<p>Only fully trained, competent plant operators, who are familiar with the "Quick Hitch" system, are to operate the excavator.</p> <p>All operatives and plant operators involved in this demolition works and/or groundworks are to be briefed on the task specific Method Statement and Risk Assessment.</p> <p>Excavators are to be thoroughly examined in accordance with PUWER 1998 & LOLER 1998 records are to be retained on site for review.</p> <p>Operators are to carry out daily pre-use checks daily.</p> <p>Works are to be planned in advance to allow buried and hidden services to be identified and demarcate and isolated as required.</p> <p>Excavator operators to ensure that at no time can the arm/bucket of the excavator get positioned above any operative working inside the excavation, etc.</p> <p>The demolition and excavation areas are to be exclusion zones with no operatives allowed within the demolition area / excavation/trench when the plant operations are conducted (e.g. digging, etc.).</p> <p>Extra care to be taken when operating plant close to structures that is not part of the programme.</p> <p>Banksman to be present at all times when necessary including manoeuvring around site.</p> <p>Dampening down of excavated / demolition materials to be carried out from a suitable distance from the work area and plant.</p> <p>Hard hat, eye protection and gloves may be removed by the plant operator when inside the excavator cab with the door closed. However, the PPE must be worn prior to exiting the cab.</p> <p>Training required:</p> <p>All works to be carried out by fully qualified and experienced plant operatives.</p> <p>All staff involved in demolition works to be briefed on safe working practices.</p> <p>Issue of risk assessment control measures to site workers.</p> <p>Monitoring procedures/checks:</p> <p>Daily inspections to be completed by the plant operator.</p> <p>Constant at site locations by supervisor of works and by contracts manager on regular site visits.</p>	5	1	5
Use of Grinders	<p>Grinding producing sparks and hot surfaces providing a source of ignition and fire</p> <p>Combustible materials near hot works</p> <p>Smouldering materials leading to</p>	<p>The Management of Health and Safety at Work Regulations 1999</p>	5	4	20	<p>Swainlands Construction employees will co-operate with all procedures detailed on the hot work permit.</p> <p>Hot work will only be carried out by trained and experienced operatives.</p> <p>Before work commences the immediate work area will be cleaned and cleared of potential combustible materials (e.g. insulation materials, sawdust, general waste etc.)</p> <p>Elements of combustible construction must be covered as must holes in floors/walls through which sparks could travel.</p> <p>An area of 10 metres around the works must be checked for fire hazards</p>	5	1	5

	<p>fire after works have ceased</p> <p>Use of defective equipment which has not been regularly maintained/tested.</p> <p>Hazards from trailing leads particularly when working from access equipment.</p> <p>Creation of dust, chips when grinding/cutting.</p> <p>Creation of noise.</p> <p>Vibration of cutting tools.</p> <p>Possibility of contact with moving parts.</p>				<p>Hot works will not be carried out in any atmosphere containing flammable vapours or close to flammable liquids</p> <p>A fire extinguisher will be to hand close to the works</p> <p>Those carrying out the works will make themselves familiar with emergency procedures at the premises</p> <p>On completion of the hot works the area will be cleared and those who have carried out the work will undertake a "fire watch" to check that no smouldering materials may lead to a fire.</p> <p>All hot works will cease at least 1 hour before the end of a shift.</p> <p>Inspect tools, leads, connectors etc. for visible damage prior to use on each occasion.</p> <p>Before each cutting or grinding operation the disc/wheel must be checked to ensure that it is securely fastened and in good condition.</p> <p>Plan work in advance, giving consideration to where the work is to be carried out (where leads will run, proximity or supply, live services adjacent, movement of vehicles etc.)</p> <p>Keep leads as short as possible, plan routes to avoid being trip or entanglement hazards.</p> <p>Fully unwind any extension cables.</p> <p>Consider the use of battery-operated tools if leads will cause a problem.</p> <p>Have available and use PPE for the specific task to avoid hazards from dust, chips, noise etc. (eye protection, gloves, dust masks, ear defenders etc.)</p> <p>Plan work to avoid excessive exposure to vibration hazards by carrying out operations that create vibration in short spells whilst carrying out other tasks associated with the installation. Practice job rotation between those undertaking the work.</p> <p>It will be ensured that guards remain in place at all times and that contact with the spinning blade/wheel is avoided.</p>			
Safe Use of Dumper Trucks	<p>Overturning on slopes</p> <p>Inadequately maintained braking system</p> <p>Driver error due to lack of experience and training</p>	<p>Provision and Use of Work Equipment Regulations 1998</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	5	4	<p>20</p> <p>All operators of dumper trucks will be competent to safely operate the specific vehicle and carry out daily maintenance checks.</p> <p>All operators will hold a current driving licence and training certificates.</p> <p>Operators must be fit to drive and not under the influence of alcohol or drugs.</p> <p>Where there is a risk of overturning roll over protection structures (ROPS) and seat restraints will be fitted complying with international standard ISO 3471:1994.</p> <p>Where drivers are at risk of being hit by falling materials compact dumpers will be fitted with falling object protective structures (FOPS) to international standard ISO: 6683:1981.</p> <p>Drivers will follow the manufacturers guidance with regard to capabilities of each specific vehicle.</p> <p>Drivers will:</p> <ul style="list-style-type: none"> ▪ Read the manufacturers instruction book before operating an unfamiliar vehicle ▪ Understand the differences in braking performance between loaded and unloaded, particularly relating to braking and stability on slopes 	5	1	5

					<ul style="list-style-type: none"> ▪ Know the handling characteristics of the vehicle in wet or icy conditions ▪ Check tyres, brakes etc to ensure compact dumpers are safe to use at the start of the working day ▪ Wear appropriate protective equipment e.g. ear defenders, high visibility jackets etc ▪ Use seat belts where ROPS are fitted ▪ Check nobody at risk of injury before moving off ▪ Keep to designated routes and follow site rules and safe system of work ▪ Drive at appropriate speeds for site conditions ▪ Follow directions given by signs/signallers ▪ Load only on level ground with the parking brake on ▪ Get off the dumper when it being loaded to ensure that the skip is not overloaded ▪ Check loads are distributed evenly so not to obscure visibility from driving position ▪ Stop, select neutral gear and apply parking brake when the machine is tipping ▪ Use proper towing pins and jump out restraints and not reinforcement bar ▪ Apply parking brake, switch off the engine and remove the key when leaving the drivers seat <p>Drivers will not</p> <ul style="list-style-type: none"> ▪ Drive on gradients steeper than those specified as safe for the specific dumper ▪ Operate the dumpers controls unless seated in the driving position ▪ Carry passengers unless purpose-built seats are provided ▪ Drive around site with the skip in the vertical discharge position ▪ Alter tyre pressures outside the manufacturers specifications <p>When a starting handle is used drivers will</p> <ul style="list-style-type: none"> ▪ Select neutral gear and apply the parking brake. ▪ Clear any obstructions ▪ Select the correct type of starting-handle, which should be in a good condition with handle grip that rotates freely ▪ Keep the thumb on the grip of the handle to prevent injury in case of kickback. <p>Monitoring Procedures/Checks:</p> <ul style="list-style-type: none"> • Constant at site locations by supervisor of works and by contracts manager on regular site visits. • Site managers will ensure that vehicles are: • Capable of safety performing the tasks they are expected to perform. • Operated and maintained according to the manufacturer's instructions. • Driven by competent drivers. 				
Safe working around mobile plant (traffic management)	<p>Pedestrians (site workers) being present close to mobile plant</p> <p>Occupants of the neighbouring premises and members of the public being present in common areas / along public pedestrian walkways and/or unauthorised access.</p>	<p>The Management of Health and Safety at Work Regulations 1999</p> <p>CDM Regulations 2015</p>	5	4	20	<p>Ensure the traffic management plan is covered as part of the site induction.</p> <p>Erect signage to warn of construction traffic.</p> <p>Be clear and sign who has priority where plant and private vehicles share areas.</p> <p>Where practicable, erect barriers to prevent public access to areas used by site vehicles (around site entrances etc). Heras fencing will be installed to the premises perimeter and will remain secure at all times. Any gates/entrances will remain closed/locked at all times when not in direct use.</p> <p>On site, separate pedestrian and mobile plant routes and working areas.</p> <p>Where work or access is required close to the mobile plant ensure that drivers and pedestrians communicate to minimise risks (make eye contact and to signal drivers).</p> <p>Stop mobile plant operations where any risks exist to workers in the vicinity until the pedestrians' work is</p>	5	1	5

	Reversing operations					<p>complete and the area clear for vehicles.</p> <p>A trained signaller/banksman should assist the driver in reversing or manoeuvring when vision may be obscured.</p> <p>Ensure driver has mirrors and audible reversing alarms etc to appropriate plant.</p> <p>All delivery drivers to follow the guidelines issued with the specific method statement for these operations.</p> <p>All site workers to wear high visibility clothing.</p> <p>Ensure that entry gates are secured at times when vehicles are not accessing the site.</p>			
Welding/ Brazeing or Cutting With Oxy/propane	<p>Asphyxiation due to a build-up of poisonous gases (shielding gases such as argon, helium and nitrogen, or argon-based mixtures containing carbon dioxide, oxygen or both) in confined or restricted paces</p> <p>Explosion or fire due to leaks from cylinders, hoses etc.</p> <p>Fire from nearby combustible materials</p> <p>Burns through contact with hot surfaces</p> <p>Damage to eyes through contact with welding rays</p> <p>Poisoning through exposure to welding fumes and dust from allied processes, e.g. flame and arc cutting, blasting and post-weld dressing, can cause lung disease.</p> <p>Risks to others in the vicinity of the</p>	<p>The Management of Health and Safety at Work Regulations 1999</p> <p>The Provision and Use of Work Equipment Regulations 1998</p> <p>The Control of Substances Hazardous to Health Regulations 2002 (COSHH)</p>	5	5	25	<p>The HSE describes Regular welders as:</p> <p>Welders that weld for most of their shift and carry out different types of welding and other associated activities in the same day, depending on the requirements of their job. Their exposure to welding fume will be regular and of a significant duration or high intensity. They will require adequate controls to protect them from the risk of developing occupational lung diseases.</p> <p>The HSE describes Sporadic welders as:</p> <p>Welders that carry out welding infrequently when it is incidental to their main manufacturing operation. Engineered fume controls will not normally be expected for occasional welding carried out less than once each week and lasting less than 1 hour. In these situations, ensure that respiratory protective equipment (RPE) and good general ventilation is provided to control exposure to welding fume. But, you must also consider the protection of others nearby and ensure the general ventilation is effective at removing and dispersing the welding fume.</p> <p>For example, a car mechanic wearing RPE with good general ventilation in the workplace, carrying out an occasional short welding job on a car with a broken exhaust support bracket, would meet the minimum requirement for compliance.</p> <p>To adequately control exposure to welding fumes you should use suitable LEV where possible. These may vary depending on the welding activity.</p> <p>If you cannot achieve adequate control from LEV alone, or it is not reasonably practicable to provide LEV, you must provide your workers with suitable respiratory protective equipment (RPE). Also consider any other workers exposed to the welding fumes, taking account of the level of general ventilation provided and excluding unprotected people from welding areas.</p> <p>Only authorised persons are permitted to use welding equipment.</p> <p>Users of welding equipment must be adequately trained and competent and operators must be capable of inspection and know the maintenance requirements of the equipment in use</p> <p>Others at the site not concerned with the works should be kept clear of the area and notices should be displayed to warn of welding operations.</p> <p>Operators must wear suitable personal protective equipment to protect their face and body from ultraviolet rays, heat, burns etc.</p> <p>Respiratory Protection Equipment (RPE)</p>	5	1	5

	welding work				<p>Operators must wear suitable RPE with an assigned protection factor (APF) of at least 20. The type of welding to be undertaken will determine the APF required.</p> <p>Fit testing is required for RPE with a tight-fitting face seal.</p> <p>Workers wearing tight-fitting RPE must be clean shaven, trained how to fit it properly and how to look after it.</p> <p>Workers must discard disposable RPE at the end of the shift, or sooner if their RPE becomes blocked with dust.</p> <p>Change the filters on respirators in accordance with manufacturers' recommendations and if:</p> <ul style="list-style-type: none"> - the shelf-life expiry date has passed; - they are damaged or visibly contaminated; - they become harder to breathe through. <p>Non-disposable RPE will be thoroughly examined and tested at least once every month and records will be retained.</p> <p>All workers will ensure the RPE is working properly before every use and retain written records of checks.</p> <p>If a wearer cannot achieve the necessary fit in a test, then another type of RPE should be used.</p> <p>A powered respirator or supplied air breathing apparatus (BA) with a welding visor or helmet head-top is more comfortable to wear for longer periods of time.</p> <p>Keep RPE clean and store it in a clean place.</p> <p>The management team will ensure suitable arrangements for maintenance, storage and replacement of RPE is available.</p> <p>Caution: Respirators must not be used in oxygen-deficient atmospheres. Supplied air breathing apparatus will be required.</p> <p>Personal Protective Equipment (PPE)</p> <p>Ensure compatibility with RPE and other PPE required. BS EN 169: 2002 Shade 5-6.</p> <p>Provide and ensure that workers use a welding visor, flame-resistant overalls and protective gloves.</p> <p>Use a contract laundry or a suitable equivalent to wash work clothing. Don't allow workers to do this at home.</p> <p>The management team will ensure suitable arrangements for maintenance, storage and replacement of PPE.</p> <p>Where natural ventilation is not present in sufficient supply to disperse welding fume, extraction equipment or air fed helmets must be used.</p> <p>Welding operations are generally of short duration. Where necessary, P3 High Efficiency disposable RPE is to be worn. See COSHH Essentials WL3 and WL14.</p> <p>Good control practice for welding fume (HSE's WL3 guidance):</p> <table border="1" data-bbox="1016 1378 1852 1428"> <thead> <tr> <th data-bbox="1016 1378 1294 1428">Frequency and duration of welding</th> <th data-bbox="1294 1378 1574 1428">Type of welding</th> <th data-bbox="1574 1378 1852 1428">Good control practice</th> </tr> </thead> <tbody> <tr> <td data-bbox="1016 1428 1294 1428"></td> <td data-bbox="1294 1428 1574 1428"></td> <td data-bbox="1574 1428 1852 1428"></td> </tr> </tbody> </table>	Frequency and duration of welding	Type of welding	Good control practice					
Frequency and duration of welding	Type of welding	Good control practice											

Sporadic or occasional low-intensity welding	Gas, MMA, FCA and MIG, MAG	LEV where reasonably practicable Otherwise good general ventilation + RPE
Regular high-intensity welding	Gas, MMA, FCA, MIG, MAG	LEV + Consider supplementary RPE
Regular high-intensity welding outdoors in the open air	Gas, MMA, FCA, MIG, MAG, TIG	RPE where LEV is not reasonably practicable
Sporadic or occasional low-intensity welding	TIG and resistance spot welding	General ventilation
Regular high-intensity welding	TIG and resistance spot welding	LEV

All combustible materials must be removed from the work area. No cutting or welding must be carried out where petrol fumes or other fire risks may be present.

It must be ensured that where there is a risk of sparks, slag or spatter falling on to combustible materials (that cannot be removed from the area) suitable fire blankets or other coverings are employed.

Welding or cutting must not be carried out in confined or restricted spaces.

All equipment, hoses, valves, regulators, gauges, cylinders etc. must be inspected and certified damage free before use.

All cylinders must be secured upright prior to use, preferably on a purpose made trolley.

All hoses and gauges must be fitted with flash back arrestors.

Remove grease and all surface coatings first.

Purge the gas hoses to ensure no other gas is present before lighting the flame.

Ensure to use a flashback arrestor on both cylinders for oxy-acetylene cutting.

Check that gas cylinder regulators are connected correctly and are not leaking gas, where applicable.

Where possible, site the work area away from doors, windows and walkways, to stop the spread of the airborne contaminant.

Eye protection must be worn at all times whilst using cutting equipment (EN 166).

Suitable fire precautions and firefighting equipment should be available for all burning operations. 2x Dry powder must be available at the work area.








An assessment needs to be carried out with regard to the fume likely to be produced from the specific metal to be cut or flux in use.

All hot works will cease at least 1 hour before the end of a shift.

The area of the work would need to be checked an hour after work for any possible smouldering materials, delayed combustion etc.

Training Required:

					<p>Only trained and authorised persons allowed to use welding equipment.</p> <p>Specific training for Welding Equipment, PPE and RPE being operated/used.</p> <p>Use of control measures identified in this risk assessment.</p> <p>Following HSE COSHH Essentials WL3 and WL14.</p> <p>Exposure monitoring:</p> <p>Consider exposure monitoring as a check on the effectiveness of control measures in place when welding or cutting:</p> <ul style="list-style-type: none"> - stainless steels; - non-ferrous alloys; - painted or coated metals. - See sheet WLO for further information. <p>Health surveillance:</p> <p>Provide health surveillance for asthma where there is a reasonable likelihood that asthma may occur in your workplace. See sheet G402.</p> <p>Essential information:</p> <p>WLO – Advice for managers G402 – Health Surveillance for occupational asthma G409 – Exposure measurement: Air sampling</p>				
Stripping Out Works	<p>Risks from existing Services (electrocution/fire, release of gas).</p> <p>Fire caused by short circuits.</p> <p>Exposure to Hazardous Substances (asbestos, lead etc).</p> <p>Increased exposure to dust particles.</p> <p>Contact with biological/ environmental hazards (rodent control chemicals or rodent remains / legionella's etc</p>	The Management of Health and Safety at Work Regulations 1999	5	4	20	<p>Prior to commencement of stripping out and demolition works, existing services must be located and made safe.</p> <p>Where services remain operational, these are to be marked/signed by a competent person to make all carrying out the works aware of the nature of these services.</p> <p>Any hot work required is to be carried out under a permit to work system (see section in health and safety plan)</p> <p>All hot works are carried out as detailed on the hot work permit (fire extinguisher availability, clearing area of fire hazards, fire watch etc)</p> <p>An Asbestos Refurbishment & Demolition Survey has been commissioned which will be reviewed in full. All ACMs will be removed in full prior to any works commencing.</p> <p>Should any further suspect materials be uncovered during the works the Client will be informed, whilst works in this section of the premises cease. The area would be made safe to prevent any further possible release of fibres. The nature of the materials uncovered would then be tested and removed by specialist, licensed contractors.</p> <p>All operatives are issued with PPE (gloves, dust masks, protective clothing etc) to guard against hazards that cannot be controlled by other measures.</p> <p>The requirements for further PPE / RPE will be dictated by the individual tasks being carrying out, which may include:</p> <p>Gloves to EN388, Ear Defenders to EN352-1:2001: Dust mask to EN149:2001 RPE P3 as required</p>	5	1	5

						 <p>Hard Hat BS EN397</p>  <p>High Vis Jacket EN471</p>  <p>Safety Footwear & Midsole Boots EN ISO 20345:2011</p>  <p>Safety Glasses EN166</p>  <p>Builders Gloves EN388</p>  <p>Dust Mask EN149:2001</p>  <p>RPE - Face Mask P3 Filter BS EN 140 mask and BS EN 143 filter; BS EN 1827</p> <p>All RPE requirements will be in accordance with HSG53 'Respiratory Protective Equipment at Work – A Practical Guide'</p> <p>Cutting operations releasing dusts will be minimised as far as reasonably practicable.</p> <p>All operatives are issued with face visors/ dust masks where dust levels are high and unavoidable (see separate risk assessment for dust control measures)</p> <p>When cutting/removing old pipework site operatives have been made aware of health risks associated with stagnant water (legionellas)</p> <p>Adequate washing facilities are provided, and PPE issued to reduce contact with stagnant water including gloves/waterproofs etc.</p> <p>Site operative must report any other environmental hazards encountered (vermin carcasses or pest control chemicals and avoid contact. PPE shall be worn at all times.</p>			
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Safe Use of Plate Compactor / Wacker Plate	<p>Sudden movement off line and possible impact with nearby structures</p> <p>Possible impact with operator's feet and legs</p> <p>Others in the vicinity of the works</p> <p>Fire risks</p>	Provision and Use of Work Equipment Regulations 1998	5	3	15	<p>The compactor must be inspected before each use, maintained and serviced in accordance with manufacturer's recommendations.</p> <p>The employees operating the compactor/wacker plate are familiar with the operating principles.</p> <p>Read through the operating leaflet and be aware of the method of turning off the machine before turning it on.</p> <p>Issue site operatives with ear defender protection compatible with hard hats and any other PPE – e.g. goggles/eye protection. Ear defenders to BS EN352</p> <p>Safety footwear will be worn when operating the compactor and at all times at the site</p> <p>Heavy duty gloves will be worn when operating the compactor</p>	5	1	5
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	Hot surfaces Vibration (see specific risk assessment)					<p>Exclude the presence of other workers on foot near the operation.</p> <p>Start the engine and let the engine warm up for a few minutes before releasing the choke and setting the throttle to the idle position</p> <p>Set the unit to the middle of the work area.</p> <p>Open the throttle to see that the unit is operational and begins to vibrate and wander.</p> <p>Make sure that all the manufacturer's safety features are operational by releasing the handle to ensure that the unit stops vibrating.</p> <p>Keep a firm hand on the handle after that to operate the machine from left to right and back to front to compact the surface</p> <p>Keep feet and legs back away from the operation of the compactor.</p> <p>Cease work if anyone approaches the work area and advise them to keep clear.</p> <p>Conduct daily or pre-shift visual and operational checks on all equipment systems and operating controls before working the machine on each occasion of use.</p> <p>Exclude all sources of ignition (in particular enforce no smoking at work regulations) when operating and re fuelling the petrol driven equipment.</p> <p>Never refuel if the engine is hot or running.</p> <p>When work cycle is complete or when switching operator turn the machine off.</p> <p>Never leave the unit running and unattended.</p> <p>Engine and exhaust surfaces will get hot so do not touch these hot areas after use until cool.</p> <p>Do not carry out any adjustments until cool.</p> <p>Use only in well ventilated areas and avoid breathing in exhaust fumes.</p> <p>For minimising hand arm and whole-body vibration risks see specific risk assessment.</p>			
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Exposure to Suspected / Diagnosed Coronavirus (Updated as per latest HM Government Guidance and CLC guidance V6)	Contact with non-sanitized surfaces Contact with coughing/sneezing individuals Visiting Clients/Premises – potential exposure from persons displaying symptoms Handling waste/	Control of Substances Hazardous to Health Regulations (COSHH) 2002	5	4	20	<p>The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of supervision and/or suitably qualified personnel being available or social distancing being implemented, it must not take place.</p> <p>If a site is not consistently implementing the measures set out below, it may be required to shut down.</p> <p>The advice issued by the HM Government, and the Construction Leadership Council (CLC), should be followed to ensure the health, safety and wellbeing of all of the workforce and public on construction sites.</p> <p>The HSE is the relevant enforcing authority for Government's / Public Health England (PHE) guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.</p> <p>Site Management will provide regular information updates on Coronavirus using official medical and</p>	5	2	10
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	<p>clothing of suspected/ diagnosed individuals</p> <p>Poor levels of hygiene / housekeeping</p>				<p>government guidance to all employees. This will be via simple, clear messaging, images, and clear language, with consideration of groups for which English may not be their first language.</p> <p>Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease.</p> <p>The symptoms of this new coronavirus (now known as COVID-19) include fever and respiratory symptoms including coughing, sneezing, shortness of breath and, a loss of, or change in, their normal sense of taste or smell (anosmia) etc).</p> <p>Reducing the risk of catching Coronavirus: -</p> <ul style="list-style-type: none"> • Always carry tissues with you and use them to catch your cough or sneeze. Or cough/sneeze into the crook of your elbow if you do not have a tissue. • Then bin the tissue, and wash your hands, or use a sanitiser gel. • Wash your hands often with soap and water, especially after using public transport. Recommended washing of at least 20 seconds. Use a sanitiser gel if soap and water are not available. • Avoid touching your eyes, nose and mouth with unwashed hands. • Avoid close contact with people who are unwell. • Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products. • Avoid unnecessary journeys via public transport. Avoid peak times (05:45 - 08:15 and 16:00 - 17:30) where practical to limit exposure to large crowds. Travel to site in personal/company vehicle where practical. • Social distancing must be practiced in accordance with government recommendations e.g. avoiding attendance to unnecessary meetings / conferences / events / Public Places. <p>Hygiene Site Management will ensure soap and washing facilities are available. Report to site management where these are insufficient. Use only approved sanitizers (60% + Alcohol content).</p> <p>The best way to protect yourself from infections like coronavirus is to regularly wash your hands with soap and water. If soap or water aren't available and your hands are visibly clean, then sanitiser gel can be used. But proper hand washing is the most effective method, and this should be your first choice.</p> <p>Arriving and Leaving Work</p> <p>Those who can work from home should do so. Management will provide equipment for people to work from home safely and effectively where relevant/possible. Management will regularly keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security.</p> <p>Start and finish times may be staggered to reduce congestion and contact at all times, where practical.</p> <p>Site access and 'areas of safety' will be planned to maintain social distancing.</p> <p>The use of security devices will be maintained, such as keypads or passes, and the process adjusted at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.</p> <p>Operatives must allow plenty of space (e.g. two metres) between people waiting to enter site and management will provide markings and introduce one-way flow at entry and exit points where possible.</p>			
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					<p>Handwashing facilities or hand sanitiser will be provided at entry and exit points.</p> <p>Clear signage will be displayed in prominent locations such as site entrances, welfare etc including:</p> <ul style="list-style-type: none"> - floor markings, to ensure social distancing is maintained between people when queuing - one-way routes - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines - good handwashing technique, the need to increase handwashing frequency, avoid touching your face etc <p>Management will stop all non-essential visitors attending the site. A record of all visitors is to be maintained and provided to NHS Test and Trace as required. Guidance on social distancing and hygiene must be explained to visitors on or before arrival.</p> <p>Records of staff shift patterns will be retained for 21-day periods (at least) to assist NHS Test and Trace with requests for that data where required.</p> <p>Visitors will be encouraged to wash their hands or use hand sanitiser.</p> <p>Social Distancing at Work Maintain a social distance away from other people (2m, or 1m with risk mitigation where 2m is not viable), liaise with your site supervisor /management to coordinate activities to minimise contact with others in the work area as much as possible. Activities where social distancing cannot be practiced should be avoided.</p> <p>Preferably use stairs in place of lifts/hoists. Where lifts or hoists must be used:</p> <ul style="list-style-type: none"> - Site Management must lower their capacity to reduce congestion and contact at all times - Regularly clean touchpoints, doors, buttons etc. <p>Avoid sharing tools and equipment where practical. Where sharing is required these should not be passed directly between operatives (utilise drop off area) and be wiped clean where possible to disinfect before and after use.</p> <p>Operatives are encouraged to increase handwashing or use of hand sanitiser when handling goods and merchandise .</p> <p>Operatives must avoid stopping and chatting to people in walkways. A one-way systems will be implemented where possible on walkways around the workplace with additional signage displayed to control flows of people moving throughout the site.</p> <p>The site may be divided into working zones to keep different groups of workers physically separated as much as practical.</p> <p>Where work within close proximity from others is unavoidable: -</p> <ul style="list-style-type: none"> ➤ Tasks will be planned to avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this must be kept to as short a duration as possible ➤ Where possible work side by side or face away from others rather than work face to face ➤ Further increasing the frequency of hand washing and surface cleaning. ➤ Screens or barriers may be used to separate people from each other ➤ Management will reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>Meetings Where possible meetings will be via remote working tools/conference calls to avoid in-person meetings.</p> <p>The number of attendees for each site induction session must be limited and/or consider holding them outdoors wherever possible to ensure social distancing is practiced.</p>		
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					<p>Onsite meetings/briefings for operatives must be limited to essential meetings only and social distancing practiced. Where practical meetings should take place outdoors with persons maintaining social distance. If social distancing cannot be achieved by all those required to be present, then the attendees should be broken down into smaller meetings and/or group / conference calls held.</p> <p>Where meetings/briefings indoors are unavoidable attendees should maintain social distance and the room should be kept well ventilated - open windows, etc. For areas where regular meetings/inductions take place, floor signage may be installed to help people maintain social distancing</p> <p>Common Areas / Welfare</p> <p>Breaks must not be taken in places where large groups of people gather i.e. large canteens. Site management will make arrangements to allow for rests/breaks to be taken following social distancing requirements by reconfiguring seats/tables and will stagger breaks to reduce pressure.</p> <p>Site Management will make arrangements for regular / increased cleaning of all welfare facilities with enhanced cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, using standard cleaning products. See the separate 'Guidance COVID19 - cleaning in non-healthcare settings' document for advice on cleaning workplaces.</p> <p>Site management will provide additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site and hand sanitisers in multiple locations in addition to washrooms</p> <p>Where possible portable toilets will be avoided, but where in use these will be cleaned and emptied more frequently.</p> <p>Safe outdoors areas will be used as additional space for rest/breaks.</p> <p>Break times should be staggered to reduce pressure on the welfare facilities (rest areas / canteens, etc.) while maintaining social distancing.</p> <p>Where an NHS QR code is displayed on site in the welfare compound/canteen then all operatives will register their presence to assist NHS Test and Trace.</p> <p>A face covering must be worn within the canteen, except when seated at a table to eat or drink.</p> <p>Travel/Machinery</p> <p>Travel to the property alone, where possible and avoid sharing enclosed spaces such as vehicles.</p> <p>Employees should keep the windows of enclosed vehicles open for ventilation and be careful to avoid touching their face at all times. The inside of cabs should be regularly cleaned, particularly between use by different operators.</p> <p>Where workers have no option but to share transport when travelling to/from the premises and at work/between site locations.</p> <ul style="list-style-type: none"> - Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time - Share with the minimum number of people outside of your household - Maximise the distance between people - Travel side by side or behind other people, rather than facing them, where seating arrangements allow - Wherever possible maintain social distancing and avoid touching their faces - Maintain good ventilation (i.e. keeping the windows open) and face away from each other where possible - The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on controls, handles and other areas where passengers may touch surfaces 		
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					<p>- Operatives should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</p> <p>- Wear a face covering</p> <p>Site Management will monitor practices on site for compliance with the operating procedures (i.e. social distancing, etc.).</p> <p>Where public transport is the only option for employees, consideration should be given to:</p> <ul style="list-style-type: none"> • Arranging attending site at quieter times reduce congestion on public transport • Avoid using public transport during peak times (05:45 - 08:15 and 16:00 - 17:30) • Must wear a face covering <p>Where possible Management will provide additional parking or facilities such as bike racks, lockers, etc. to help people walk, run, or cycle to work.</p> <p>Deliveries</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>Person-to-person contact during deliveries is to be minimised.</p> <p>Management must maintain consistent pairing where two-person deliveries are required.</p> <p>Personal Protective Equipment - PPE</p> <p>Any PPE provided for tasks should be worn/cleaned as per normal procedures. Any PPE provided for cleaning purposes must be worn correctly and disposed of within a closed bin.</p> <p>Site Operatives are to give consideration to wearing approved disposable or task specific gloves when on site for specific tasks, touching surfaces in common use (doors, windows, handrails, storage containers, shared equipment, etc.) and when filling vehicles with fuel.</p> <p>It is advised by the Government that to control Covid-19, additional PPE beyond what you usually wear, is not beneficial and should managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>Workers must wash their hands thoroughly in accordance with the government's guidance (i.e. with soap for at least 20 seconds or use sanitiser, etc.) after removing gloves before eating, drinking, using toilet, etc.</p> <p>Facemasks – Sites should not require the use of RPE for Coronavirus (Covid-19) where the social distancing guidelines are met.</p> <p>Where it is not possible to maintain social distancing, each activity should be risk assessed using the hierarchy of controls (see Coronavirus Covid-19 method statement) and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy</p> <p>Face Coverings – There are particular places/industries that the Government has made wearing a face covering is mandatory such as on public transportation, in shops, in hospitals, etc. This must be adhered to. It is important to use face coverings properly:</p> <ul style="list-style-type: none"> ➢ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. ➢ When wearing a face covering, avoid touching your face or face covering, as you could 		
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- contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers.

Single use PPE should be disposed of so that it cannot be reused.

Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

Accidents, Security & other incidents

In an emergency, e.g., an accident, provision of first aid, fire or break in, people do not have to maintain social distancing if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Incident & emergency procedures should be reviewed to ensure they reflect the social distancing principles, as far as possible.

Security implications of any changes intended will be considered as new provisions may present new or altered security risks which may require mitigation

Consideration will be made to preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources where relevant.

Protecting People Who are at Higher Risk

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some Black, Asian or minority ethnicity (BAME) backgrounds

A further individual risk assessment will be completed for any persons within one these higher-risk groups.

Clinically extremely vulnerable individuals can work at their place or work providing COVID-secure guidelines are in place but should work from home wherever possible. If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). It may be appropriate for clinically extremely vulnerable individuals to take up an alternative role or adjusted working patterns temporarily.

As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

					<p>Self-Isolation The government guidelines state that any Employees who meet one of the following criteria should not attend work:</p> <ul style="list-style-type: none"> - Has a high temperature, a new persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) - Is within 10 days of receiving a positive Coronavirus (Covid-19) test result - Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result - Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days - Has been contacted by the NHS Test & Trace Service <p>If you have coronavirus symptoms:</p> <ul style="list-style-type: none"> • do not go to a GP surgery, pharmacy or hospital • you must stay at home and arrange to have a test to see if you have COVID-19 • testing for coronavirus is available upon request via the NHS website • if you do not have internet access, call NHS 111 • for a medical emergency dial 999 <p>Where someone within your household or support bubble has symptoms, is waiting for a test or has tested positive for COVID-19 you must also self-isolate and arrange to be tested accordingly. You must also self-isolate and arrange for testing where you have been contacted by Test and Trace.</p> <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days.</p> <p>If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>Employees that are required to self-isolate must contact their supervisor/manager to inform them of the reason for isolation and must keep Swainlands Construction updated of their medical status throughout the isolation period.</p> <p>Employees must follow the existing return to work process when returning to work after self-isolation.</p> <p>If Someone Falls Ill at Work If a worker develops a high temperature, a persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) etc.) while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow • Return home immediately • Where symptoms are severe / a medical emergency is apparent, then call the emergency services (call 999) and follow any advice provided • Return home in their personal vehicle / vehicle they travelled to work in (where they are able to do so safely) • Alternatively, where possible arrange for a member of their household to collect them • Avoid the use of public transport unless absolutely necessary • Where paid transportation is unavoidable a non-contact payment method is to be used where possible • Wear a face covering whilst travelling home with others • Any colleagues that have come into contact with the worker presenting symptoms must wash their 			
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						<p>hands and clean down contacted surfaces and tools with standard cleaning products</p> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team. Swainlands Construction will inform the Public Health England protection team accordingly.</p>			
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Supervision / Monitoring										
Constant at site locations by supervisor of works and by contracts manager on regular site visits.										
Review where additional control measures are required										
Make further site specific where environmental conditions require this.										
Permits to Work										
Hot Works Permit, Electrical Permit to Work, Permit to Dig										
Training										
Issue of control measures sheet										
Further Reading										
<ul style="list-style-type: none"> Working Safely During Coronavirus (Covid-19) Construction and Outdoor Work Working Safely During Coronavirus (Covid-19) in other people's homes Public Health England - Employers <i>and Businesses Guidance</i> Public Health England - Cleaning <i>and Disinfection Guidance</i> NHS - <i>Hand Cleaning Techniques</i> GOV.UK - <i>Stay at Home Guidance for Households: Current Guidelines Illustrated</i> 										
Additional Control Measures										
Additional Controls Required (Required for all final risk scores 10 or above)					Responsible Person		New Risk Score		Date for completion	Date completed
							L S Score			
1										
2										
3										
4										

PROJECT: DEMOLITION AND RE-BUILD OF A HOUSE - 27 SANDERS LANE, LONDON, NW7 1BX

METHOD STATEMENT FOR DELIVERIES TO THE SITE**INTRODUCTION**

These works are carried out with Swainlands Construction as Principal Contractor under a Health and Safety Plan being developed, as the works progress, by Chris Swainland (Director), Garry Hunt (Contracts Manager & Site Manager.) All operatives on site carrying out the works will have received initial induction training and will be aware of site and the premises rules and procedures.

METHOD

1. For all substantial deliveries arrival times, details of vehicle size, method of offloading, time required at site must be scheduled at least 24 hours prior to delivery. Deliveries will be arranged to be carried out to avoid the busiest periods for vehicle/pedestrian movements (morning and evening rush hours – In particular on this site **SCHOOL RUNS** must be avoided).
2. All orders placed with manufacturers/suppliers for delivery to this site area must state conditions for access times of deliveries and abide by any restrictions advised by Swainlands Construction.
3. Delivery drivers must report directly to the site manager.
4. Due care must be taken with regard to the presence of neighbours and members of the public being present in the area.
5. Vehicles must not be left in any position where they could obstruct existing traffic flows or emergency vehicle routes.
6. Drivers will receive instructions as to where to unload their materials and any specific unloading requirements to enable a position as close to the pathway entrance to the premises/access point to the works as possible. In most cases this will be the roadside site compound (suspended parking bay with temporary works permit for storage of materials).
7. Deliveries to be via the designated protected access route from Bittacy Road.

HAZARDS

1. Presence of neighbours and general public near to 27 Sanders Lane and the Bittacy Road access point.
2. Unscheduled deliveries accessing the property without prior permission or unloading/traffic management instructions.
3. Careless driving or excessive speed.
4. Manual handling of loads.

CONTROLS

1. General deliveries and waste removals to be scheduled to avoid main periods when the area is heavily used (e.g. beginning and end of the working day & SCHOOL RUNS etc).
2. By scheduling major deliveries site staff will ensure that the area is clear for delivery purposes and that sufficient numbers of site labour are available to ensure quick and efficient offloading.
3. Information on delivery procedures to be issued to all suppliers/site vehicles.
4. Delivery drivers must travel at low speed limit, being mindful of pedestrians and other vehicles along Sanders Lane, Bittacy Road and surrounding roadways. Vehicles should be escorted at walking speed along the designated vehicle access route from Bittacy Road and on site.

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CONTROLS (CONTINUED)

5. Vehicles to be parked sensibly prior to loading/unloading away from areas required for emergency access or egress. Parking is not available on site; legal parking will be sought locally.
6. Vehicles are to avoid reversing wherever possible. A banksman will be used should any vehicles need to reverse and escort vehicles along the designated vehicle access route from Bittacy Road.
7. Due vigilance will be practised to move materials into and waste out of the site areas whilst keeping a watch for neighbours/general public potentially present in the area.
8. Individual manual handling of loads will be assessed for hazards/risks. Mechanical wheelbarrows to be used where appropriate to ferry & transport materials from the roadside compound to the site.

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METHOD STATEMENT FOR PREVENTION OF UNAUTHORISED ACCESS TO SITE WORKING AREAS/SITE SECURITY**INTRODUCTION**

These works are carried out with Swainlands Construction as Principal Contractor under a Health and Safety Plan being developed, as the works progress, by Chris Swainland (Director), Garry Hunt (Contracts Manager & Site Manager). All operatives on site carrying out the works will have received initial induction training and will be aware of site and the premises rules and procedures.

METHOD

1. All site personnel and visitors must report their presence (sign in) with the site manager.
2. All site operatives will be inducted and will be required to adhere to site rules including the requirement to sign in and out for each shift.
3. Only site personnel or authorised visitors will be allowed within site working areas.

HAZARDS

1. Presence of neighbours and the general public close to the property.
2. Security breaches, deliberate trespass, theft of site plant, materials etc.

CONTROLS

1. Site Hoarding will be erected to the boundaries of the property including the site compound area. Herras Fencing will be used on the suspended parking bay roadside compound on Bittacy Rd. Access points will be kept secure by closing/locking of doors, gates, fencing, etc.
2. Ensure all workers sign in and out for every shift with the site manager.
3. Be vigilant to exclude neighbours, the public (in particular children), etc. from all site working locations.
4. Be particularly careful with regard to leaving any hazards externally to the property/work areas such as unsecured tools and poor housekeeping.
5. Install signage to inform that only authorised persons have business at the property/site.
6. Ensure fire routes remain unobstructed at all times.
7. All delivery drivers to follow the guidelines issued with the specific method statement for these operations.
8. Institute disciplinary measures for any site personnel being at unauthorised areas of the property.
9. Wireless CCTV will be utilized for increased security & monitoring.

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METHOD STATEMENT FOR WORKING ADJACENT TO OCCUPIED PREMISES**INTRODUCTION**

These works are carried out with Swainlands Construction as Principal Contractor under a Health and Safety Plan being developed, as the works progress, by Chris Swainland (Director), Garry Hunt (Contracts Manager & Site Manager). All operatives on site carrying out the works will have received initial induction training and will be aware of site and the premises rules and procedures.

METHOD

1. Effective planning and liaison with the Client is essential to ensure the works are carried out with minimum disruption and to prevent any danger to neighbours/members of the public.
2. Any activity that is liable to disrupt neighbours in any way will be notified to the Client where this is relevant.
3. All site operatives will be inducted and will be required to adhere to site rules including the need to be a good neighbour.

HAZARDS

1. Presence of neighbours/members of the public along Sanders Lane and Bittacy Road.
2. Creation of dust and noise
3. Obstructing/ blocking means of escape

CONTROLS

1. Be vigilant to exclude neighbours and general public from the site working areas. Site Hoarding will be set up to the property boundaries. Doors, gates/fencing and access points will be kept closed/locked and secure at any time unattended.
2. All deliveries of materials will be programmed to minimise disturbance to the neighbours (see method statement for delivery procedures).
3. Keeping the area around the site clean and tidy must be a priority. All accesses, fire escape routes, etc. will be kept clear of materials, waste, tools and equipment.
4. Tools, materials, equipment, etc must not be left unattended outside the site working areas at any time.
5. Any areas affected by site works will be kept clear of debris and materials arising from the works.
6. Consideration to be given in regards to keeping exit routes clear in case of an emergency.

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Traffic Management Plan/ Method Statement

The Traffic Management Plan focuses particularly on the segregation of vehicles and pedestrians, the reduction of risks associated with reversing, and the control of risks associated with unloading and loading of vehicles.

Please refer to the HSE document HSG144 Safe Use of Site vehicles.

Mobile Plant:

All plant and machinery is to be inspected every seven days and the findings logged in the inspection register. Only plant in complete working order, including warning lights, mirrors and audible reversing aids is to be used. Any faults are to be repaired prior to the equipment commencing work.

Plant Operatives:

All plant operatives are to hold the correct certification for the item of work equipment they intend to use. The operatives must also prove their competence to the site manager or assistant. All operatives are to adhere to the traffic management plan and the rules of the site. Any problems should be brought to the attention of the site management immediately.

All site personnel will wear high visibility clothing, hard hats and safety boots at all times. All drivers of delivery vehicles will be expected to comply with this requirement when working on site.

All operatives working on the site will be inducted in the site rules and in safety matters. They will be informed that they should wear high visibility clothing, and of the hazards associated with crossing vehicle routes in order to get to the site welfare facilities.

All drivers of plant on site will as part of their induction be made aware that other operatives will be on site and in the event that they cannot conduct an activity safely, the site/ contracts manager will be informed in order to segregate site pedestrians from the work area in question.

Pedestrians:

All pedestrians arriving at the site are required to first report to the site office. They will only be permitted to enter the site if they are wearing appropriate PPE and have either been inducted, or are escorted with one of the authorised site staff at all times.

All pedestrians, be they sub-contractors, visitors or part of the Swainlands Construction team are to be informed of the traffic plan and be advised to use the allocated pedestrian routes as much as is practicable.

Extreme care should be taken when diverting from the said routes. High visibility vests or coats should be worn at all times. Designated crossing points will be installed across the site where possible.

Vehicle/Pedestrian Routes:

Access to site 27 Sanders Lane will be from Bittacy Road via the protected designated vehicle access route.

A speed limit of 5mph will be set on site and along the designated vehicle route. Signs will be erected on vehicle routes denoting this. For specific vehicle/pedestrian routes please refer to the Traffic Management Plan displayed in the site office/canteen.

Pedestrian routes will be created along main access routes on site with pedestrian barriers and crossing points installed to demarcate areas.

Contractors and sub-contractors staff will be advised to vehicle share or to use public transport where possible.

Vehicle/Pedestrian Routes (Continued):

There is no parking available on site. All vehicles must park legally in the local area and not block access/egress routes at any time.

Reversing of Vehicles:

Where any reversing is required on site and/or outside of the site (for larger vehicles, etc.) this procedure will only be carried under the control of the Traffic Marshalls.

All efforts will be made to ensure any requirements for vehicles to reverse into/ onto the site/ designate vehicle route, is mainly carried out between the hours of 09:30-14:00 to minimise the disruption to the local traffic flow (i.e. avoiding the morning and evening rush hours, school runs, etc.).

Monitoring and Reviewing:

The pedestrian routes, signage and traffic movement will be monitored on a daily basis by the site management.

There will also be an operative put in place that will have the responsibility of maintaining the pedestrian barriers and ensuring the routes are kept free from hazards, they will also replace any damaged signage.

The Site Manager shall also inspect the routes during his daily site inspection.

Informing the Work Force:

This plan together with the site layout drawing will be located in the site office and canteen. The Site Manager will make reference to them in the site induction.

The foreman for each trade will also be advised of the plan and told to inform their operatives via 'Toolbox Talks'. Copies of these talks will be kept on file in the site office. The above personnel will also be kept up to date with any changes to the plan.

Deliveries:

All delivery drivers are to only attend site at pre-arranged delivery times as agreed with the site manager 24 hours in advance. Delivery drivers are to contact Swainlands Construction prior to attempting to access site.

Delivery drivers are requested to contact site management via mobile phone prior to attempting to access site (delivery drivers are to only make calls when it is safe to do so, e.g. pull over in a safe place and turn the ignition off prior to the use of any mobile telephones). Any delivery drivers attending site outside of their pre-arranged time slot may be turned away.

All deliveries will be accompanied to roadside site compound by a Swainlands Construction representative.

The site plan shows the location of the site in relation to the nearest highways and the access point to the site.

Access to site will be from Bittacy Road via the protected vehicle access route to be formed.

All approaches to site must be made in accordance with the local traffic arrangements.

Where any reversing is required on site or outside of the it will be strictly controlled by a Banksman.

Deliveries will be undertaken outside rush hour times and arrangements for deliveries will be monitored.

Under no circumstances are vehicles to obstruct any part of any part of Sanders Lane, Bittacy Road or the surrounding roads.

Deliveries, where possible, will be scheduled Monday to Friday from 09:45 hrs to 14:45 hrs to avoid local peak traffic times & SCHOOL RUNS.

Deliveries (Continued):

No vehicle will be unloaded without prior authorisation from the Site Manager. During unloading of vehicles, pedestrians will be segregated from the area concerned as far as practicable and only properly trained personnel using certified machinery and equipment would instigate this process.

Drivers of vehicles entering or leaving the site should not impede or endanger traffic or pedestrians along Sanders Lane, Bittacy Road and surrounding roadways or pathways.

All drivers of vehicles on site will observe the speed restriction signs, and any instructions issued by the site/ contracts manager.

All drivers will adhere to all the traffic arrangements in place along Sanders Lane, Bittacy Road and the surrounding roadways.

Self-Unloading Vehicles. Hi-abs etc:

Self unloading vehicles, hi-abs etc will need to observe the following:

- All drivers must report to the site office prior to unloading materials or equipment they are carrying
- All drivers on our sites should have all the necessary PPE; this includes a Hard Hat, High Vis Jacket and Safety Footwear (and any other additional PPE e.g. goggles and ear defenders as necessary)
- The driver should be able to produce a copy of an in date insurance certificate
- The driver should be able to prove, with certification, or a card that he is competent to carry out the operation of the lorry mounted crane.
- The driver should be able to produce certification to demonstrate that the Hi-ab and associated lifting equipment has been examined and is suitable for its use
- The driver should be able to produce generic Risk Assessments and Method Statements. Where necessary a site-specific assessment may be needed to be carried out and such safety controls incorporated e.g. provision of a banksman when lifting across pavement, information to other contractors working in the vicinity of the Hi-ab etc

Waste Removal:

All vehicles leaving the site will have their wheels jet-washed where required. Additionally, on a regular basis, and as and when necessary, the road will be swept clean of any debris in the vicinity of the site.

Vehicles carrying waste from the site will be covered as necessary, in order to prevent dust nuisance or debris falling.

Where possible site management will ensure vehicles are fully loaded (within loading limits) to limit the number of collections required to reduce the site related traffic flow on the local community.

The wastes arising from the demolition works will be removed by grab/tipper lorries.

The site skip used for the later phases of the project (construction phase) will be collected weekly.

All waste removal will be under the control of the Traffic Marshal for access/egress of the site.

Material Movement:

All Material movement on site will be via a fully tested and inspected plant, operated by a CPCS trained person.

Storage areas will be provided, and materials will be kept in a safe and orderly fashion.

Community Impact:

Swainlands Construction are committed to ensuring that the impact of their undertaking (including subcontractors) on the local community is minimised as much as possible and will be a 'good neighbour' to the local residents.

PROJECT: DEMOLITION AND RE-BUILD OF A HOUSE - 27 SANDERS LANE, LONDON, NW7 1BX

METHOD STATEMENT FOR WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC**INTRODUCTION**

These works are carried out with Swainlands Construction as Principal Contractor under a Health and Safety Plan being developed, as the works progress by Chris Swainland (Director), Garry Hunt (Contracts Manager & Site Manager.). All operatives on site carrying out the works will have received initial induction training and will be aware of site rules and procedures.

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

The HSE is the relevant enforcing authority for Government's / Public Health England (PHE) guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

AIM

1. Follow the advice issued by the Government to ensure the health, safety, and wellbeing of all of the workforce on construction sites (*Working safely during COVID-19 in construction and other outdoor work*)
2. Follow the advice issued by Construction Leadership Council (CLC) to ensure the health, safety, and wellbeing of all of the workforce on construction sites.
3. Practice social distancing as much as practical – Maintain social distancing from other people on site/ at the premises and when travelling to and from site.
4. Uphold a positive health and safety culture. The minimal health and safety requirements of any construction activity must not be compromised at this time.
5. Provide regular information updates on Coronavirus using official medical and government guidance to all employees.
6. Follow the requirements of the Client for working at their premises

HAZARDS

1. Contact with people displaying COVID-19 symptoms (cough, raised temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia), etc.)
2. Contact with COVID-19 contaminated surfaces
3. Working within close proximity of each other – potential exposure to persons infected with COVID-19 / facilitating easy spread of the virus (COVID-19)
4. Handling waste/ clothing of suspected/ diagnosed individuals (with COVID-19)
5. Poor levels of hygiene / housekeeping
6. Travelling to/from the Premises – potential exposure to persons infected with COVID-19 /surfaces contaminated with COVID-19 on public transport and in public areas
7. Incorrect and/or lack of information/guidance provided to operatives – poor working protocol practiced on site leading to exposure/spread of the virus
8. Accidents and/or incidents occurring from carrying out tasks/activities without the minimal legal requirements for supervision, competence, safety arrangements
9. Potential delays in emergency services' response times due to COVID-19 pandemic

CONTROLS

1. The health and safety requirements of any construction activity must not be compromised.

If an activity cannot be undertaken safely due to a lack of supervision and/or suitably qualified personnel being available or social distancing being implemented, it must not take place.

2. Self-Isolation:

The government guidelines state that any Employees who meet one of the following criteria should not attend work:

- Has a high temperature, a new persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia).
- Is within 10 days of receiving a positive Coronavirus (Covid-19) test result
- Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result
- Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days
- Has been contacted by the NHS Test & Trace Service

If you have coronavirus symptoms:

- do not go to a GP surgery, pharmacy or hospital
- you must stay at home and arrange to have a test to see if you have COVID-19
- testing for coronavirus is available upon request via the NHS website
- if you do not have internet access, call NHS 119
- for a medical emergency dial 999

Where someone within your household or support bubble has symptoms, is waiting for a test or has tested positive for COVID-19 you must also self-isolate and arrange to be tested accordingly. You must also self-isolate and arrange for testing where you have been contacted by Test and Trace.

If you have symptoms of coronavirus, you will usually need to self-isolate for at least 10 days.

If you live with someone who has symptoms, you will usually need to self-isolate for 14 days.

If someone in your support bubble has symptoms, you will usually need to self-isolate for 14 days.

Employees that are required to self-isolate must contact their supervisor/manager to inform them of the reason for isolation and must keep Swainlands Construction updated of their medical status throughout the isolation period.

Employees must follow the existing return to work process when returning to work after self-isolation.

3. Vulnerable People:

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some Black, Asian or minority ethnicity (BAME) backgrounds

A further individual risk assessment will be completed for any persons within one these higher-risk groups.

CONTROLS (CONTINUED)

3. Vulnerable People (Continued):

Clinically extremely vulnerable individuals can work in their place of work providing COVID-secure guidelines are in place but should work from home wherever possible. If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). It may be appropriate for clinically extremely vulnerable individuals to take up an alternative role or adjusted working patterns temporarily.

As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

4. If Someone Falls Ill at Work:

If a worker develops a high temperature, a persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) while at work, they should:

- Ensure their manager or supervisor is informed
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow
- Return home immediately
- Where symptoms are severe / a medical emergency is apparent, then call the emergency services (call 999) and follow any advice provided
- Return home in their personal vehicle / vehicle they travelled to work in (where they are able to do so safely)
- Alternatively, where possible arrange for a member of their household to collect them
- Avoid the use of public transport unless absolutely necessary
- Where paid transportation is unavoidable a non-contact payment method is to be used where possible
- Wear a face covering whilst travelling home with others

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Any colleagues that have come into contact with the worker presenting symptoms must wash their hands and clean down contacted surfaces and tools with standard cleaning products.

Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team. Swainlands Construction will inform the Public Health England protection team accordingly.

5. Travel to Work:

- Wherever possible workers should travel to site alone using their own transport. Avoid sharing a vehicle with those outside their household or support bubble.
- If workers have no option but to share transport:
 - Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
 - Share with the minimum number of people outside of your household
 - Maximise the distance between people
 - Travel side by side or behind other people, rather than facing them, where seating arrangements allow
 - Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission

CONTROLS (CONTINUED)

5. Travel to Work (Continued):

- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
- Where possible the Site Management will provide additional parking or facilities such as bike racks, lockers, etc. to help people walk, run, or cycle to work.
- Wear a face covering

- Where public transport is the only option for workers, consideration should be given to:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 - 08:15 and 16:00 - 17:30)
 - Must wear a face covering

6. Driving at Work:

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Maximise the distance between people
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.
- Wear a face covering

7. Reducing the risk of catching Coronavirus Covid-19:

- Always carry tissues with you and use them to catch your cough or sneeze. Cough/sneeze into the crook of your elbow if you do not have a tissue to hand.
- Then bin the tissue, and wash your hands, or use a sanitiser gel.
- Wash your hands often with soap and water, especially after using public transport. Recommended washing of at least 20 seconds. Use a sanitiser gel if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell.

8. Site Access & Egress:

- No non-essential visitors to the site will be permitted.
- A record of all visitors is to be maintained. Site guidance on social distancing and hygiene must be explained to visitors on or before arrival.
- Visitors will be encouraged to wash their hands or use hand sanitiser
- Records of staff shift patterns will be retained by Swainlands Construction for 21-day periods (at least) to assist NHS Test and Trace with requests for that data where required
- The Site Management team may consider introducing staggered start and finish times to reduce congestion and contact at all times.
- The Site Management may alter the access and egress points/procedures to enable social distancing – e.g. either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
- All operatives must allow plenty of space between people waiting to enter/exit the site and signing in/out procedures, etc.
- Site Management may provide markings and introduce one-way flows at entry/exit points and around the site where possible.
- Handwashing facilities or hand sanitiser will be provided within the welfare area, which operatives must use when entering and leaving the site.

CONTROLS (CONTINUED)

8. Site Access & Egress (Continued):

- Where necessary Site Management may provide clear signage:
 - such as floor markings, to ensure social distancing is maintained between people when queuing
 - Identifying one-way systems in place
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
 - good handwashing technique, the need to increase handwashing frequency, avoid touching your face etc
- All workers are required to wash their hands for 20 seconds using soap and water when entering and leaving the site.
- The Site Management will ensure that common contact surfaces are regularly cleaned particularly during peak flow times.
- The Site Management team will reduce the number of people in attendance at site inductions and will consider holding them outdoors wherever possible.
- Where loading and offloading arrangements will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Person-to-person contact during deliveries is to be minimised.
- Management must maintain consistent pairing where two-person deliveries are required.
- The Site Management team will actively monitor compliance.
- Site access and 'areas of safety' will be planned to maintain social distancing

9. Hand Washing:

- Site Management will allow regular breaks for operatives to wash their hands,
- Additional hand washing facilities may be provided to the usual welfare facilities if a large spread out premises/site or significant numbers of personnel on site e.g. operatives provided sanitiser.
- The Site Management team will ensure soap and fresh water is readily available and kept topped up at all times
- The Site Management team will ensure hand sanitiser is provided where hand washing facilities are unavailable.
- Site Management will ensure that the hand washing facilities are regularly cleaned, and check soap and sanitiser levels are adequate.
- Site Management will ensure suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal.
- Site Management will ensure extra supplies of soap, hand sanitiser and paper towels are ordered and available, and these are stored securely.

10. Work Planning to Avoid Close Working:

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, the Site Management team will assess whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Sites and work will be planned and organised to avoid crowding and minimise the risk of spread of infection by following the Government's/PHE, CLC and HSE guidance. Workers will be regularly reminded of the specific control measures necessary to protect them, their colleagues, families and the UK population.

10. Work Planning to Avoid Close Working (Continued):

Hierarchy of Controls

<p>Eliminate</p>	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (Covid-19) are not travel to or attend the Site. • Site Management/Supervisors are to rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures • Operatives are to avoid skin to skin and face to face contact • One-way systems will be implemented where required • Alternative or additional mechanical aids will be considered by the Site Management team to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> • Where possible meetings will be via remote working tools/conference calls to avoid in-person meetings • In person meetings will only be carried out where essential and only absolutely necessary meeting participants will attend • If social distancing cannot be achieved by all those required to be present, then the attendees should be broken down into smaller meetings and/or groups / conference calls held. • Attendees will maintain social distancing from each other • Rooms will be well ventilated / windows opened to allow fresh air circulation • Where possible meetings will be held in open areas • For areas where regular meetings/inductions take place, floor signage may be installed to help people maintain social distancing
<p>Reduce</p>	<p>Where the social distancing measures cannot be applied:</p> <ul style="list-style-type: none"> • Site management are to ensure that only the minimum number of people needed to be on site to operate safely and effectively are present e.g. workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely. • The frequency and time workers are within close proximity of each other will be kept to a minimum • The number of workers involved in these tasks will be limited to the minimum • Workers will work side by side, or facing away from each other, rather than face to face • Common touchpoints, doors, buttons, handles, tools, equipment etc. will be regularly cleaned. • Ventilation in enclosed spaces will be increased where possible • All workers will wash their hands before and after using any equipment • Where sharing is required these should not be passed directly between operatives (utilise drop off area) and be wiped clean where possible to disinfect before and after use • Operatives are encouraged to increase handwashing or use of hand sanitiser when handling goods and merchandise

CONTROLS (CONTINUED)

10. Work Planning to Avoid Close Working (Continued):

Hierarchy of Controls (Continued)

<p>Isolate</p>	<p>Groups of workers that have to work within close proximity will be kept:</p> <ul style="list-style-type: none"> • Together in teams e.g. (workers within the teams will not be changed) • As small as possible • Away from other workers where possible
<p>Control</p>	<p>Where work within close proximity is unavoidable: -</p> <ul style="list-style-type: none"> • Site Management will introduce an enhanced authorisation process for these activities where required • Additional supervision will be provided to monitor and manage compliance
<p>PPE</p>	<p>Sites will not need to use RPE for Coronavirus (Covid-19) where the social distancing guidelines are met.</p> <p>It is advised by the Government that to control Covid-19, additional PPE beyond what you usually wear, is not beneficial and should managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain social distancing, each activity will be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE must be thoroughly cleaned by operatives after use and not shared between workers • Single use PPE must be disposed of so that it cannot be reused • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE will be considered specific to the Coronavirus (COVID-19) risk • Site Operatives are to give consideration to wearing approved disposable or task specific gloves when on site for specific tasks, touching surfaces in common use (doors, windows, handrails, storage containers, shared equipment, etc.) and when filling vehicles with fuel. • <p>Face Coverings –</p> <p>There are particular places/industries that the Government has made wearing a face covering is mandatory such as on public transportation, in shops, in hospitals, etc. This must be adhered to. It is important to use face coverings properly:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

CONTROLS (CONTINUED)

10. Work Planning to Avoid Close Working (Continued):

Hierarchy of Controls (Continued)

PPE (Continued)	<ul style="list-style-type: none">• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.• Change your face covering if it becomes damp or if you've touched it.• Continue to wash your hands regularly.• Change and wash your face covering daily.• If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.• Practise social distancing wherever possible.
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <ul style="list-style-type: none">• An open and collaborative approach between workers and employers on site will be encouraged, whereby any issues can be openly discussed and addressed.

11. Welfare Arrangements:

Where an NHS QR code is displayed on site in the welfare compound/canteen then all operatives will register their presence to assist NHS Test and Trace.

Toilet Facilities

- Site Management may restrict the number of people using toilet facilities at any one-time using signage, such as floor markings, to ensure social distancing is maintained between people when queuing.
- Everyone must wash or sanitise hands before and after using the facilities.
- Site Management will ensure the cleaning regimes are enhanced for toilet facilities, particularly door handles, locks, and the toilet flush.
- Portable toilets will be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- Site Management will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Welfare Area – Breaks

Where possible, workers should bring their own food and drink. Operatives are required (where possible) to stay at the site once they have entered it and avoid leaving to use local shops, etc. A face covering must be worn within the canteen, except when seated at a table to eat or drink.

- The Site Management team will consider increasing the number or size of facilities available, if possible, in agreement with the Client. Safe outdoor areas will be used as additional space for rest/breaks
- Where necessary site management to supervise compliance with social distancing measures.
- Break times are to be staggered to reduce congestion and contact at all times.
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced.
- The Site Management team will ensure surfaces that are touched regularly (e.g. kettles, refrigerators, microwaves) are frequently cleaned, using standard cleaning products.
- Hand cleaning facilities or hand sanitiser will be available within the welfare area
- social distancing should be maintained between users, wherever possible.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables should be cleaned between each use.
- The Site Management team will monitor compliance.

CONTROLS (CONTINUED)

11. Welfare Arrangements (Continued):

- The Site Management team may introduce staggered start and finish times to reduce congestion and contact at all times.
- The Site Management team will introduce enhanced cleaning of the welfare area throughout the day and at the end of each day.

12. Accidents, Security & other incidents:

In an emergency, e.g., an accident, provision of first aid, fire or break in, people do not have to, people do not have to maintain social distancing if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Incident & emergency procedures should be reviewed to ensure they reflect the social distancing principles, as far as possible.

Security implications of any changes intended will be considered as new provision may present new or altered security risks which may require mitigation

Consideration will be made to preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources where relevant.

13. Cleaning:

Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.

Enhanced cleaning procedures will be in place across the premises by Swainlands Construction, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices.
- Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day

14. Swainlands Construction Ltd will keep up to date with the latest advice from the Government, the Construction Leadership Council (CLC) and any input from our external health & safety consultants (Peardon Health & Safety Limited). Any update/change in the official advice and protocols will be communicated to the workforce promptly in the form of posters, emails, Toolbox Talks and telephone calls.

15. All operatives will be encouraged to remain vigilant at all times and follow the control measures outlined in the Risk Assessments and Method Statements for each individual task to avoid any accident/incidents as any emergency services' response may potentially be delayed due to the Coronavirus pandemic.

16. Site Management will provide regular information updates on Coronavirus using official medical and government guidance to all employees. This will be via simple, clear messaging, images, and clear language, with consideration of groups for which English may not be their first language.

