



# GUILDMORE

## Construction Design and Management Construction Phase Plan

Prepared By  
Guildmore Ltd

Version:	Detail:	Prepared By:	Checked By:
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C	<b>3rd Issue Planning</b>	Philip Golding ( contracts manager ) <b>Date : 28/06/2021</b>	

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## 1.0 THIS HEALTH & SAFETY PLAN

This Construction Phase Plan has been developed from the Pre-construction Information provided by the client London Borough of Southwark and will be further developed as the Project progresses through the construction phase.

This Construction phase Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

**This document will be clearly displayed and available to all persons working on or visiting the site.**

### 1.1 Principal Contractor

The Principal Contractor Guildmore Ltd will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation are complied with: -

- (a) To develop the Construction Phase health and safety plan into a working project document, ensuring that it contains all the necessary information.
- (b) Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and The Principal Contractor's site specific rules. Project Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractors representatives.
- (c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- (d) Restrict site access to allow only authorised persons in by use of site security.
- (e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may impact on others.**
- (f) Maintain the Safety Notice Board and the display of all Statutory Notices.
- (g) Advise the Client of any discoveries or proposals regarding design matters.
- (h) Procure the appointment of competent designers or contractors as far as is reasonably practicable through the use of the supply chain management process.
- (i) Monitor the health and safety performance of persons and companies working on the Project.
- (j) Secure all information that will be required for inclusion in the handover records and Health and Safety file so that the building owners / users can safely use and maintain the building.
- (k) Maintain the provision of training and safety information to those entire on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
- (l) Encourage an open-door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm will be underlined.

The Health & Safety Executive has been advised of this project on Notification of Project Form 10. A copy of this form is annexed at Appendix 3 for record purposes.

## 1.2 CDM Standards and Objectives for the Project

It is the intention of Guildmore that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015.
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected.
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e., consultants and contractors) working on the Project.
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction

## 1.3 Safety Standards and Objectives for the Project

The Company will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year.
- Comply with all current Health and Safety Legislation and Approved Codes of Practice.
- Ensure all works are supported by a current, suitable, and sufficient site-specific risk assessments and method statements and that these are reviewed and revised where required.
- All site operatives attend the site induction before commencing work activities on site.
- Ensure compliance with Client safety requirements and publish these as part of the Project requirements.
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees.
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian).
- Identify and address all risks arising from both our, and our contractor's activities to include fire.
- Police and co-ordinate, through our Site Health & Safety Co-ordinator the use of safe procedures, tools, plant, equipment, and the appropriate use of Personal Protective Equipment (PPE).
- Work with the Clients direct contractors to maintain safety and site co-operation.
- Employ a Safety Manager/Advisor to carry out safety audits and inspections.
- Maintain adequate levels of welfare facilities for the work force, including contractors.
- Assess the impact of site activities on the environment and manage to minimise it.
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

## **1.4 The Principal Contractor Site Safety Policy Statement**

Guildmore regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the client and his representatives and the main contractor. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM).

Guildmore will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

Guildmore has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the Company's activities. Such procedures are devised to conform with the requirements of CDM.

It is the responsibility of the Guildmore to:

1. Sustain and carry out this policy by all means at their disposal.
2. Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate.
3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.

The Company will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.

All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.

All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

## 2.0 Summary Project Information

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2.1 Project Name	27-37 High ST Swanley.
2.2 Project Address	27-37 High Street Swanley BR88BG
2.3 Description and Scope of Works	Design and construction of 3 storey accommodation block
2.4 Outline Method Statement	<b>See attached append 1</b>
2.5 Form of Contract	JCT D&B 2016
2.6 Existing Environment	The site is situated on the main high street within the town of Swanley, the site has been cleared prior to Guildmore taking possession, The site is flanked on 2 sides by existing buildings and sits straight off the High Street
2.7 Previous Land Use Soil Investigation	Refer to soil investigations undertaken by Structural Engineer(Morph Structures)
2.8 Surrounding Area	Extract from Location plan drawing;
2.9 Existing Services	Refer to investigations undertaken by MEP consultant as part of initial feasibility / design appraisal.UKPS
2.10 Existing Structures	All been removed
2.11 Ground Conditions	Refer to soil investigations undertaken by Structural Engineer Geo-technical survey as supplied by DDS Demolition
2.12 Existing Traffic Systems	Refer to appendix documents for existing traffic systems



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<b>2.13 Programme</b>	Key dates associated:  Overall duration 72 weeks Site set up May 2021 Completion of frame Aug 21 Practical Completion: 20 April 2022
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### 3.0 MANAGEMENT TEAM ORGANISATION & RESPONSIBILITIES

#### 3.1 Management Team Function

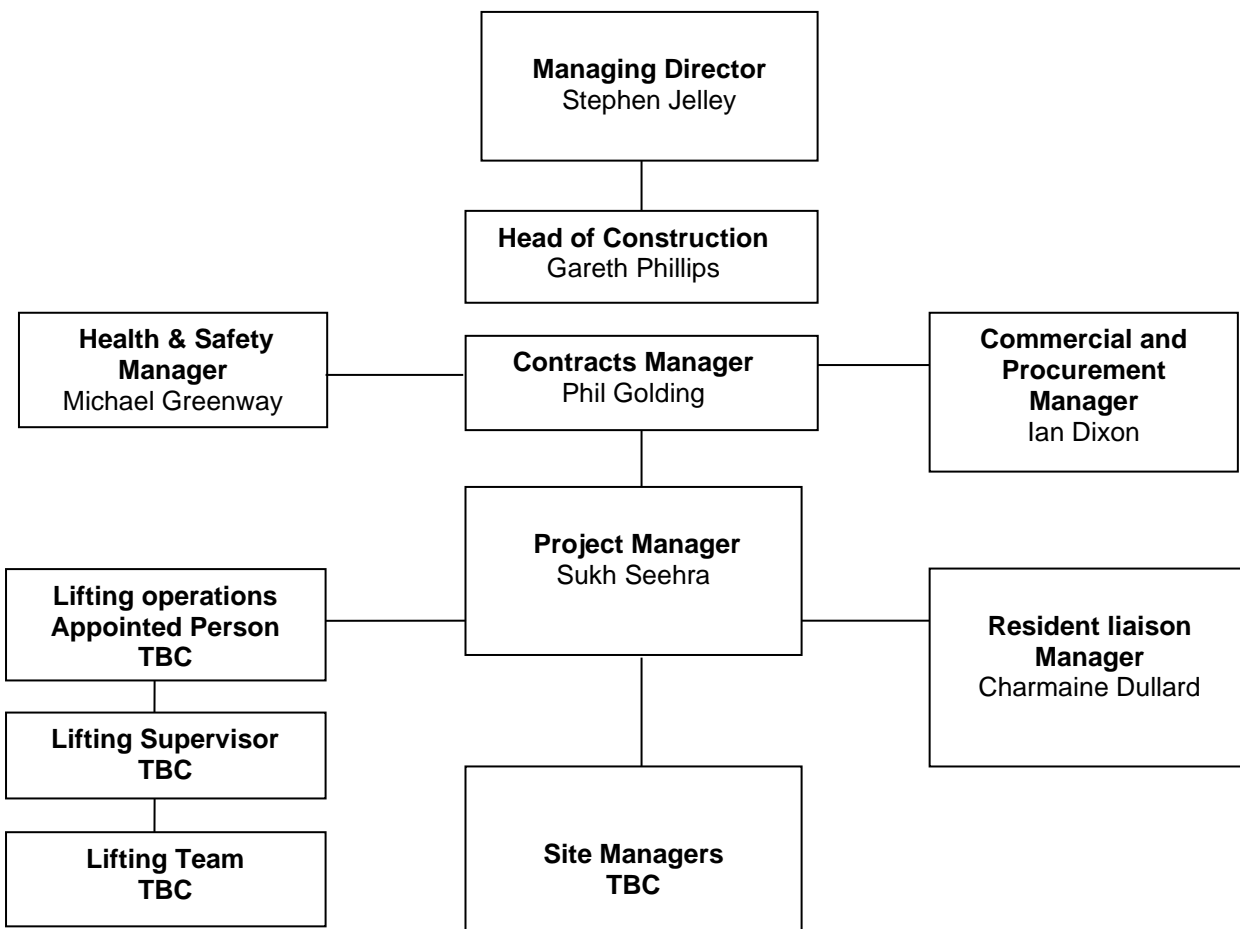
The Principal Contractor has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will: -

- Integrate with the Consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspirations.

#### 3.2 Project Organisation and Personnel

The Principal Contractor has adopted the following management structure for this project: -



### **3.3 Responsibilities**

#### Managing Director:

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Implement the Company health and safety policies and procedures.
- c) Administer the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.
- d) Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.
- e) Make adequate financial provision for implementing the health and safety policies.

#### Contracts Manager:

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- c) Ensure appropriate health and safety training is given to all employees as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure an Office Health and Safety Co-ordinator is appointed for each office using the appropriate form.
- f) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

#### Project Manager:

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure all managers and employees under their control have received the required training in health and safety.
- c) Ensure all managers and employees under their control are aware of their health and safety responsibilities.
- d) Ensure compliance with the company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the health and safety Director, Health and Safety Managers and Advisors.
- f) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- g) Where responsible for sites, ensure a site health and safety co-ordinator is appointed for each site using the standard form.
- h) Where responsible for sites, ensure that inspections and audits are carried out as required.
- i) Where responsible for sites, ensure that offices/sites are laid out and maintained to secure site safety, clear access/egress/emergency routes and that welfare facilities are well maintained.

#### Site Manager:

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure the Site Health & Safety co-ordinator undertakes his duties and support him.
- c) Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- d) Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the Safety Director, Health and Safety Managers and Advisors.
- f) Ensure that inspections and audits are carried out as required.
- g) Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc., have been provided and that there is supporting documentation.

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- h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- i) Ensure that sites/ offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.
- j) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- k) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

Commercial and Procurement manager:

- a) Ensure only approved contractors appointed
- b) Ensure sub-contract orders are issued prior to commencement on site and current terms and conditions
- c) Agree works programme with contractor and site management team
- d) Keep accurate financial control of project costings
- e) Ensure all relevant information regarding design changes are communicated in a timely manner.

Health & Safety Manager:

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with the Company Health and Safety policies and procedures.
- d) Disseminate health and safety information, to include any changes to the procedures.
- e) Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.
- f) Carry out site and office inspections/audits as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- l) Attend any meetings held with Health and Safety Executive as required.

Contractors:

All contractors will operate in accordance with the Company's procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation.

All contractors shall co-operate with each other to facilitate the safe operation of site activity.

All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

#### **4.0 Information about restrictions which may affect the work**

Reference is made to the items given below, these sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.

Section 5.0 of this document also details Risk Registers for the existing environment and the design; this information will be used as a basis for developing method statements.

The following points should always noted:

#### **4.1 Access/Egress**

- Access to site will be via pedestrian gate on the High Street along with Vehicle gates front and rear of site

INSERT MAP

#### **4.2 Deliveries**

Deliveries routes to and from the site will be via the A2208 as detailed below. Refer to appendix for further traffic management plan details.

INSERT MAP

#### **4.3 Traffic / Pedestrian routes**

The pedestrian routes that are located around the site boundary will be maintained throughout the development of the site.

There are no planned diversions of the existing routes during the development. Future changes to the highway are indicated in the master plan for the overall development.

The construction vehicle routes will be via the existing highway and will utilise the existing cross overs to the site.

The operatives will be offered no parking on site and are deemed to be expected to either use public transport or park their vehicles in nearby car parking facilities.

Refer to appendix for further details.

Indicative operative transport links:

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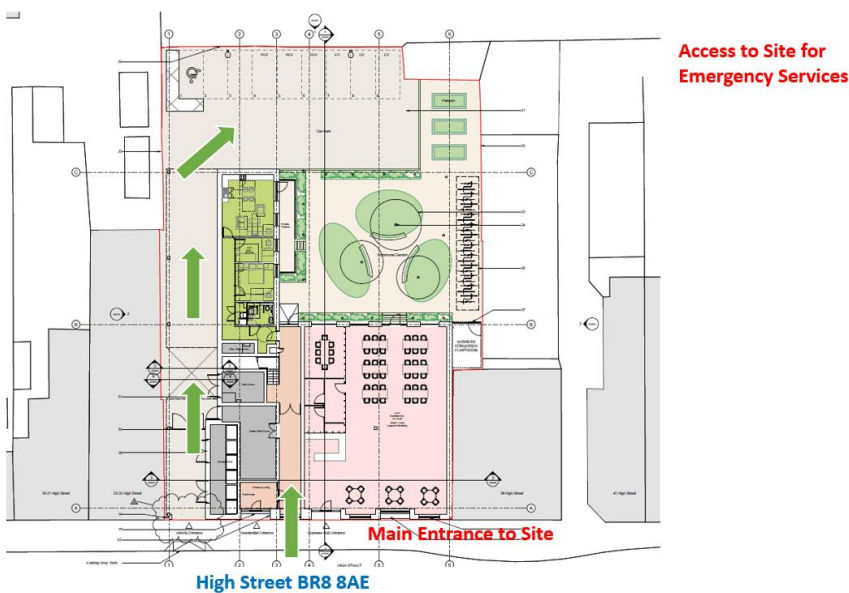
The nearest transport links for the project is Swanley Station as indicated on the above map, which operates on the Thameslink and Southeastern services.

#### 4.4 Lifting Operations

All lifting shall be covered by specific lifting plans for the site crane and mobile cranes for the site crane erection and or trade specific contract lifts (non-standard lifting)

#### 4.5 Accidents, Fire and Emergency Services

The site will display the emergency procedures on the site H&S notice boards. Liaison will be undertaken to establish the fire escapes associated with the neighbouring building ensuring these are not compromised during the works.



**4.6 Any other restrictions noted in the Pre-construction Information**

**5.0 SAFETY RISK REGISTERS**

**5.1 The Existing Environment**

This Section highlights the significant hazards that will be inherited as a result of the existing environment.

<b>Hazard/Risk</b>	<b>Description</b>	<b>Control</b>	<b>Owner i.e. PC or Contractor</b>
<b>PUBLIC SAFETY</b>			
<b>Close proximity to Main road</b>	Obtain records of ex	Obtain copied of TfL infrastructure	Structural Engineer / Principle Contractor
<b>(a) Unauthorised Access</b>	Prevention of access and security	Site hoarding to be erected to boundary. Scaffolds at risk of being unlawfully accessed shall be alarmed.	Principle Contractor
<b>(b) Vehicular Movement</b>	Construction vehicle movement	Traffic Management Plan to be developed	Principle Contractor
<b>(c) Street works</b>	Coordination of works associated with the existing and proposed cross overs / hard landscaping	To be coordinated with approved section 278 street works agreed for scheme	Structural Engineer / Principle Contractor
<b>(d) Lifting operations</b>	Safety and planning associated with lifting operations	Write site specific lifting plans for the works	Principle Contractor
<b>ENVIRONMENTAL</b>			
<b>(a) Noise</b>	Nuisance associated with works	The works on site will be carried out in accordance with BS5228-1 2009 "Code of Practice for noise and vibration on construction and open sites" and in line with the requirements of the Local Authority Code of Construction Practice (CoCP).	Principle Contractor
<b>(b) Vibration</b>	Nuisance associated with works	Best practical means of preventing, reducing and minimising noise will be adopted in agreement with the local authority. This aspect of the works is likely to be regulated by an adopting Section 61 of the Control of Pollution Act	Principle Contractor

		<p>(COPA). In addition, it is expected that the Proposed Development will adhere to the relevant local authority code of Practice during construction.</p> <p>On-site good practice procedures will be followed to mitigate noise, vibration and air pollution (e.g. through dust and fume generation) impacts under the Considerate Contractors Scheme.</p>	
<b>(c) Dust and mud</b>	Nuisance associated with works	<p>Use of hoarding around the entire perimeter of the site to assist in the screening of noise and dust generation from low-level sources;</p> <p>The dousing of the site in dry weather by brushing and water spraying of heavily used site hard surfaces and access points as required to mitigate dust being blown into the air;</p>	Principle Contractor
<b>(d) Contaminated Water</b>	Protection of the water course	<p>Surface drainage, ground water seepage, and any minor dewatering (if required) will pass via settlement tank facilities to the foul water sewer. Discharge arrangements into the foul water sewer will be agreed with the local water authority.</p>	Principle Contractor
<b>(e) Waste Disposal</b>	Waste generation and its disposal	<p>The disposal of all waste or other materials removed from the Site will be in accordance with the requirements of the Environment Agency, Control of Pollution Act (COPA), 1974, Environment Act 1995, Special Waste Regulations 1996, Duty of Care Regulations 1991 and the Waste Management Regulations 2006.</p>	Principle Contractor



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<b>BURIED SERVICES</b>			
<b>Gas</b>	Protection of services	Undertake desk top survey / coordination and scan ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Electricity</b>	Protection of services	Undertake desk top survey / coordination and scan ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Telephone</b>	Protection of services	Undertake desk top survey / coordination and scan ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Water</b>	Protection of services	Undertake desk top survey / coordination and scan ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Sewers</b>	Protection of services	Undertake desk top survey / coordination and hand dig ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Services not plotted</b>	Protection of services / prevention of accidental services strike	Undertake desk top survey / coordination and scan ground prior to any excavations	Structural Engineer / Principle Contractor
<b>Competence of operatives working on services listed above</b>	Ensure adequate training and competence	All operatives associated with works will be led by trained site supervisor as a minimum	Principle Contractor
<b>EMERGENCY SERVICES</b>			
<b>(a) Fire Risk on Site</b>	Prevention of spread of fire	Ensure fire plan is written and developed for construction phase  Include storage of materials and fuel storage	Principle Contractor
<b>(b) Fire Risk to Adjacent Buildings</b>	Prevention of spread of fire	Ensure fire plan is written and developed for construction phase	Principle Contractor
<b>(c) Fire Escape Blockage</b>	Protection of routes for life safety	Ensure fire plan is written and developed for construction phase  No site or neighbouring escape routes to be compromised	Principle Contractor
<b>(d) Access routes obstructed</b>	Protection of routes for life safety	Ensure fire plan is written and developed for construction phase	Principle Contractor

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		No site or neighbouring escape routes to be compromised	
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## 5.2 The Design

This section highlights the significant hazards identified by the Principal Contractor and the design team as a result of the design. The Principal Contractor will manage these hazards during the construction process and will ensure that this Section is kept up to date at all times.

### 5.2.1 Significant Construction Risks

Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Interface with Estate residents	General interface / protection	Establish safe boundary  Regular liaison by site manager with consideration to unique site requirements including access routes for parents and noise environmental compliance	PC
Site set up	Safe site set up	Ensure boundary is safely established and all works planned and communicated ahead of starting  Ensure LA compliant licensed boundary protection	PC
Working at height	Risk of falls	All trades to ensure working at height is appraised with Risk and Method Statements	PC
Lifting heavy plant, equipment, and materials	Risk of injury and damage	All trades to ensure working at weight and lifting equipment selection is appraised with Risk and Method Statements	PC
Persons falling down Holes	Service holes and lift shafts	Site team to ensure all holes and leading edges are protected.	PC
Persons tripping/slipping	Fall of persons causing injury	Site team to ensure operative routes and working areas are regularly inspected  All operatives to manage trailing leads implementing protection or raising above foot/head level	PC
Falling materials	See overhead work	Site team to regularly inspect the work faces to ensure material storage is carried out to required standard  Storage areas to be allocated during initial works and as the site develops	PC
Manual handling	Dropping material, Crushing, Injury	All trades to ensure manual handling is appraised with Risk and Method Statements	
Working on live services	Live services	Site team to ensure only trained operatives carry out works on live services	PC

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		Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements	
Demolition	Demolition	Completed before position	PC
Control of noise	Excessive noise	Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements	PC
Control of dust	Dust	Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements	PC
Disposal of waste	Waste	All trades to ensure detailed scope and control measures are considered with Risk and Method Statements  Central waste or bins, and their use to be identified in issued Risk and Method Statements	PC
Protection of existing structures	Works	Relevant trades to ensure detailed scope and protection measures are considered with Method Statements	PC
Prevention of unauthorised access	Unauthorised access into the work area	Site team to highlight and lock all areas where access is to be restricted.  Electrical rooms / risers for example will be deputised to trained operatives	PC  Specialist sub-contractors
Working with or near fragile materials	Fall of persons causing injury	Site team to highlight risk of fall and fragile structures.  Areas where specialist access is required will be deputised, but control maintained through permit to work	PC  Specialist sub-contractors
Storage of hazardous materials	Inhalation, burns, risk of fire	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements	PC  Specialist sub-contractors
Excavations	Collapse/falling in	Site team to highlight risk of fall and management of excavations.  Areas where specialist access is required will be deputised, but control maintained through permit to work	PC  Specialist sub-contractors

**5.2.3 Significant Hazardous Specified Materials**

Significant Hazardous	Risk	Control	Owner
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Specified Materials			
Anchor adhesives	Inhalations of dangerous fumes.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors
Insulation quilt	Skin irritation etc.		
Sealants	Inhalation of dangerous fume, Skin irritation etc.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors
Silicones	Fumes & Skin irritation etc.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors
Adhesives, Solvent, and Isocyanate based products	Fumes, Skin irritation etc.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors
Grout and mastics	Fumes, Skin irritation etc.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors
Paint and Paint sprays	Fumes, Skin irritation etc.	Site team to allocate suitable storage of hazardous materials.  Relevant trades to ensure detailed scope and control measures are considered with Risk and Method Statements for use of adhesives	PC  Specialist sub-contractors

## **6.0 Identification and Effective Management of Activities with Risks to Health and Safety**

### **6.1 Risk Assessments**

For site wide elements these will be developed by The Principal Contractor prior to commencement of any works as part of the establishment process to include:

- a) The storage and distribution of materials
- b) Lifting Operations
- c) Access to the works
- d) Working at height
- e) Control and disposal of waste
- f) The provision and use of temporary services e.g. Electricity
- g) Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- h) Exclusion of unauthorised people.

All Contractors will be required to submit an overall project method statement and details of high risk activities / activities which will impact on others working on site

All method statements and risk assessments will be accepted by Guildmore Ltd prior to contractors etc being allowed to commence works on the site.

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. The Site Health & Safety Co-ordinator shall be responsible for the issue of permits to work to include the following activities:

- a) Hot works
- b) Excavations
- c) Working within an area where openings in floors exist
- d) Electrical adaptations to existing live supplies
- e) Adaptations to existing surfaces under conservation orders.
- f) Access to plant rooms and to all roof levels
- g) Drilling/coring into the structure
- h) Working in confined spaces
- i) Alterations to fire protection

### **6.2 Safety Method Statements**

The Safety Method Statement should contain the following details as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.

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- Supervisors: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public and other site operatives affected by the works.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items (a)-(i), which will be retained on site for information within the site safety filing system. Method statements and risk assessments for each contractor's works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to The Principal Contractor prior to works being undertaken. The Principal Contractor will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by the Principal Contractor will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should The Principal Contractor judge a Contractors method of work to be unsafe, then the Principal Contractor will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

The following trade contract method statements will be produced with specific documents being produced for high-risk activities, (this list will be expanded as the Project progresses as part of the Project Risk Register):

Activity	Name of contractor	Approximate Duration and Start Date
Site Setup	Guildmore Ltd	July 2020
Demolition	DDS Demolition	TBC
Piling	NA	TBC
Scaffolding	TBC	TBC
RC Frame	TBC	TBC
Balcony installation	TBC	TBC
Ground works	Guildmore Limited	TBC
Drainage	Guildmore Limited	TBC
Lift installation	TBC	TBC
Carpentry	TBC	TBC
Dry lining	TBC	TBC
Fire stopping	TBC	TBC
Glass Installation	TBC	TBC
Roof work	TBC	TBC

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Electrical Installation	TBC	TBC
Mechanical Installation	TBC	TBC
Brickwork	TBC	TBC
Painting/decorating	TBC	TBC
Cleaning	TBC	TBC

## **7.0 Arrangements to give directions and to co-ordinate other contractors**

### **7.1 Safety Training**

All the Principal Contractor personnel will undergo both an induction on Company safety procedures and a site-specific induction before being allowed to work on site.

All the Principal Contractor personnel visiting site must undergo an induction on Company safety procedures and be escorted around the site.

Contractors will undergo a site-specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.

### **7.2 Safety Inspections**

The Principal Contractor's Health & Safety Manager/Advisor will carry fortnightly site inspections and audits and produce a report. Action on all non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the Health & Safety Manager.

Both the Health & Safety Manager and the Site Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be removed from site.

### **7.3 Safety Meetings**

Safety matters will be on the agenda of the following meetings:

- At Tender meetings, safety aspects of the project will be discussed and contractors' proposals taken into account.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractor's proposals for monitoring safety will be agreed.
- Site based daily meetings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements with their own Team and other interested parties on site.
- Site based, Contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by The Principal Contractor staff where it is deemed necessary to hold a talk on a particular aspect of safety.



## **8.0 Arrangements for Vetting Contractors, Suppliers of Materials, Machinery and Plant with Regard to Health & Safety**

If we need to use a contractor who is not on our Selected Contractors list then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

### **8.1 Contractors**

Competency checks will include the provision of the following information, as a minimum:

- a) Health and Safety Policy.
- b) Insurance details.
- c) Management structure.
- d) Risk and COSHH assessments and Site-Specific Method Statements.
- e) Confirmation that they will comply with the Principal Contractor Health & Safety Plan.
- f) Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- g) Confirmation that plant to be used is properly selected and maintained.
- h) Confirmation that plant/equipment operators are properly trained.
- i) Evidence of CSCS accreditation
- j) Training details
- k) Accident/incident/enforcement notices and court action details.

These documents will be filed within the Safety Filing System in files designated to individual contractors.

### **8.2 Plant**

Only qualified CPCS trained operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

### **8.3 Machinery**

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

### **8.4 Noise**

Operations shall be subject to noise assessment if required and control measures implemented. All Trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

## 8.5 COSHH Arrangements

Any Contractor bringing onto site any hazardous substance must notify the Site Manager and be in possession of a suitable COSHH assessment and material data sheet.

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturer's health and safety data sheets.

All containers on site must be labelled.

## 9.0 Management Meetings and Initiatives

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site. In addition, each site will have a dedicated Site Health & Safety Co-ordinator.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor and discuss how the contractors works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative/CDM Coordinator: -

Type	Frequency
Contract prestart meetings	1 per Contractor prior to start on site
Contract Meetings	Monthly
Progress Meetings	Weekly
Client Meetings	Snagging meeting and post launch meeting.
Management Review	Monthly
Design Team	As necessary

## 10.0 Design Work Carried Out During the Construction Phase

Prior to commencement on site, all hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved in construction, where it is felt there may be an impact; particularly where residual risks/hazards are expected to be *designed out* as part of the construction process.

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

## 11.0 Emergency Arrangements

- a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
- b) This site will have a dedicated Site Health & Safety Co-ordinator, First Aider(s) and Fire Warden.
- c) A site Emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management.
- d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is

allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

- e) As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the Site Health & Safety Co-ordinator have a duty to bring this to the attention of site operatives and Contractors.
- f) In the event of any of the emergency services being required to attend site, the Site Health & Safety Co-ordinator must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.
- g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the site, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
- h) Site-specific Emergency arrangements are appended as Appendix 6.

### 11.1 Accident Procedure including reporting as required by RIDDOR 2013

- a) **All** accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure, accordingly, advising the Company Health & Safety Manager/Advisor where appropriate so that we are compliant with RIDDOR 1995. The Site Manager will oversee all entries made in the Site Accident Log which will be kept in the site office.
- b) The person discovering the accident will raise the alarm verbally/through two-way radios operating on site/by operation of the nearest air-operated horn or by use of mobile telephones.
- c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.
- d) The Principal Contractor Site Health & Safety Co-ordinator will check the total headcount and if necessary, mobilise an emergency rescue team to look for unaccounted persons. This will only be brought into operation once the risks of further accidents have been assessed and it is considered safe to enter the working zone.
- e) The Principal Contractor Site Health & Safety Co-ordinator will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- f) The Principal Contractor Site Health & Safety Co-ordinator shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent the Principal Contractor Personnel as detailed in the Accident Reporting Procedure together with the Client.
- g) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with the Principal Contractor which would be conducted in accordance with the procedures highlighted in RIDDOR 1995. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website.

### 11.2 Fire Action Plan

The site-specific plan is appended as Appendix.

### 11.3 Evacuation Procedure

Site-specific procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings. These will be updated and communicated as the site develops resulting in amendments to evacuation plans and procedure

Evacuation Procedures and the Current Fire Plan will be posted on each floor of the building and displayed on the Notice boards.

### 11.4 Fire Prevention

It is our policy to carry out works so as to eliminate risk from fire and, to this end, have adopted the Code of Practice laid down in HSE guidance "*Fire Prevention on Construction Sites*".

- (a) Fire extinguishers, fire notices, fire detection, alarm systems and fire exit signs will be provided for all working areas.
- (b) Materials and rubbish stored on site will be kept to a minimum.
- (c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
- (d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
- (e) Site accommodation will be of an half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet '*Class 1 spread of flame standard*'.
- (f) A "No Smoking" rule will be imposed in all working areas, storage areas or wherever there are fire hazards.
- (g) We will operate a "Hot Works Permit system" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
- (h) A person may attack the fire with the appliances provided only if they are trained to do so and as long as there is no risk to themselves or others.
- (i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the Site Health & Safety Co-ordinator.
- (j) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

**These procedures will be developed as necessary and identified during site inductions.**

### 11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers will shared with key stakeholders.

These details of the emergency contacts will be displayed in a prominent position on the site boundary and the site office/welfare facilities.

## **12.0 Maintenance of Welfare Facilities**

Welfare arrangements will be provided in compliance with the *CDM Regulations 2015*.

The following facilities will be available on site and cleaned and maintained daily:-

- (a) Toilet and wash hand basins with hot and cold water.
- (b) Canteen with facilities for heating food and making hot drinks.
- (c) Mess room/area. Seating with back support
- (d) A source of clean drinking water
- (e) A first aid box (which will be kept in the site office).
- (f) Sufficient and suitable firefighting equipment.
- (g) A heated drying room.

Site-specific arrangements for The Principal Contractor are described in the Site Specific safety Induction appended as Appendix 2.

## **13.0 PROVISION OF INFORMATION**

### **13.1 Information for contractors & co-ordination & co-operation of contractors**

Contractors will be informed in writing at tender stage of:

- Risks to their health and safety arising from the environment in which the project is to be carried out.
- Copies of any relevant existing method statements/risk assessments for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Health & Safety Plan.
- Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Contractors employed directly by the Client will come under the Principal Contractor jurisdiction and be subject to our site rules and observances.
- Visitors visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their 'visit'. These persons will only be allowed onto site if they are dressed appropriately for the prevailing site conditions.
- Representatives will attend weekly site meetings from all Contractors on site, so that co-operation and communication are encouraged.
- All Contractors will be issued with a Project Directory and the developed Construction Phase Health & Safety Plan, as well as being inducted.

### **13.2 Training**

Toolbox talks will be provided for general health and safety matters on a weekly basis as and when requested.

Specialist training in the use of abrasive wheels, cartridge tools etc. will be secured e.g. given by the CITB or a similar organisation.

All Contractors will provide information on the suitability and the training undertaken by their operatives as part of their Health and Safety documentation prior to commencing any works.

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety weekly. Where the need arises, specific toolbox or task talks will be carried with the operatives concerned.

All Toolbox talks and site briefs will be recorded on the appropriate form.

### **13.3 Health & Safety Information**

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area. In an operational environment, operatives may also be required to sign in/out of the Clients premises – this is an additional requirement and not an alternative.

Operatives who operate plant or machinery must have documented evidence that they are qualified to do so prior to commencing their work.

As part of the site induction, Contractors are asked if they have read and understood their own method statement/risk assessment and sign to say that they have. If they have not, the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

### **13.4 Display of Statutory Notices**

Statutory notices will be displayed on site in accordance with current legislation and include:

- a) Health & Safety at Work law Poster (which include the Safety Representative details for The Principal Contractor)
- b) Employers Liability Insurance
- c) Revised F10
- d) Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- e) Fire Evacuation Arrangements and Site Plan detailing fire points etc
- f) Hazard reporting cards (which can be filled in by operatives anonymously)
- g) Weekly activity hazard list
- h) The Principal Contractor Health and Safety Committee
- i) Snatch route to Hospital
- j) Commissioning certificates for Emergency connection of services etc

### **13.5 Site Registers and Documentation**

The following will be available on site:

- a) Accident Log
- b) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations 1998.
- c) Record of scaffold inspections as required by the Work at height Regulations 2005.
- d) TFL Business Asset Protection Agreement (BAFA)
- e) Waste transfer notes.
- f) COSHH hazard data sheets, risk assessment.
- g) Electrical equipment register. Maintenance checks and records.

- h) Plant inspection records.
- i) Risk assessments.
- j) Method Statements.
- k) Health surveillance.
- l) Emergency procedures.
- m) Manual handling assessments.
- n) Record of toolbox talks.
- o) Record of Site Inductions.
- p) Copies of the following the Principal Contractor information notices will be displayed on site.

## **14.0 Consulting and Co-ordinating the Views of People**

Contractors will carry out their statutory duties to consult with their workforce: results of these consultations will be passed to the Principal Contractor, and where deemed necessary minutes will be issued to the appropriate parties.

The Safety Plan and other health and safety related matters will be formally reviewed at regular meetings which will be held on site. Attendance at these meetings will be obligatory for Contractors. Representatives of the Project Manager and the Client will be invited to attend.

The Principal Contractor operates a policy of active safety management involving contractors and operatives in brief, recorded daily site safety meetings. The purpose is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the previous days.

Site safety issues will be co-ordinated by the Principal Contractor's Site Manager, with the support of the Site Health & Safety Co-ordinator.

A team approach to safety will be encouraged with suggestions from all site personnel welcome.

The results of risk assessments and investigations of accidents and dangerous occurrences will be reported to the whole workforce by site briefing to maintain the level of safety awareness.

Temporary Works design and construction will be co-ordinated by a TWC (Temporary Works Co-ordinator) appointed in writing by the Principal Contractor.

For elements of work designed by the Principal Contractor a Design Co-ordinator (DC) will be appointed to co-ordinate the design process and liaise between the parties. Approval of these designs will be by the Project Manager's designated representative.

## **15.0 Site Rules**

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times. Site Rules can be found in Appendix 2 of this document.

## **16.0 The Health and Safety File**

16.1 Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover CD - O&M Health & Safety File to The Principal Contractor.

16.2 The Principal Contractor will collect and collate the requisite information from each Contractor/sub-contractor and issue it to the Principal Designer two weeks prior to practical completion.

## **17.0 Monitoring of Health and Safety Performance**

### **17.1 Monitoring**

The Site manager will actively monitor health and safety performance on site. He will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

**The Principal Contractor** Health & Safety Manager will make regular visits to the site and written reports will be issued to the Site, requisite Managers and the Principal Contractor Director. All non-conformances will be closed out by a re-visit or completion of the follow up form.

The Principal Contractor Directors make periodic safety tours and advise the Site Management of any corrective action needed.

Monitoring of site Health and Safety will also be discussed at the weekly Contractors Liaison Meetings where related subjects will be raised, discussed and actioned.

All Contractors, Consultants and visitors have a responsibility to comply with the Site Specific rules and statutory regulations. Ignorance is no defence.

## **17.2 Project Review**

On completion of the Project an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention actually given to safety compared to standards set out within this Plan.



## Appendix 1: Project Directory

**THE PRINCIPAL CONTRACTOR:**

**Guildmore Ltd**  
**61 Widmore Road**  
**Bromley Kent**  
**BR1 3AA.**  
**Tel: 020 8313 5050**

**The Project Manager: Sukh Seehra**  
**Email: [sukh.seehra@guildmore.com](mailto:sukh.seehra@guildmore.com)**  
**Tel: 07508147713**

**The Client: Seven Oaks District Council Geoff Golledge**  
**Email: [Geoff.golledge@sevenoaks.gov.uk](mailto:Geoff.golledge@sevenoaks.gov.uk)**  
**Tel: 01732227479**

**Employers Agent: Appleyard & Trew Joseph Smith**  
**Email: [joseph.smith@appleyardandtrew.co.uk](mailto:joseph.smith@appleyardandtrew.co.uk)**  
**Tel: 02073796223 Mob 07545423235**

**The Principal Designer: Bell Phillips Alexander Somerville**  
**Email: [asomerville@bellphillips.com](mailto:asomerville@bellphillips.com)**  
**Tel: 02072349330**

**Party Wall Surveyor AHP Architects & Surveyors Neill Hood**  
**Email: [info@ahpl.co.uk](mailto:info@ahpl.co.uk)**  
**Tel : 01732463916**

**Japanese Knotweed Contractor Weed Management LTD**  
**Email: [richard@weedmanagement.co.uk](mailto:richard@weedmanagement.co.uk)**  
**Tel: 01580212519**

**Architect: Stephen Bradbury Architects Jeremy Randall**  
**Email: [jeremy.randall@sbarchitects.co.uk](mailto:jeremy.randall@sbarchitects.co.uk)**  
**Tel: 02083135070**

**Structural Engineer: Morph Structures Marc Exley**  
**Email: [marc.exley@morphstructures.com](mailto:marc.exley@morphstructures.com)**  
**Tel: Morph Structures**

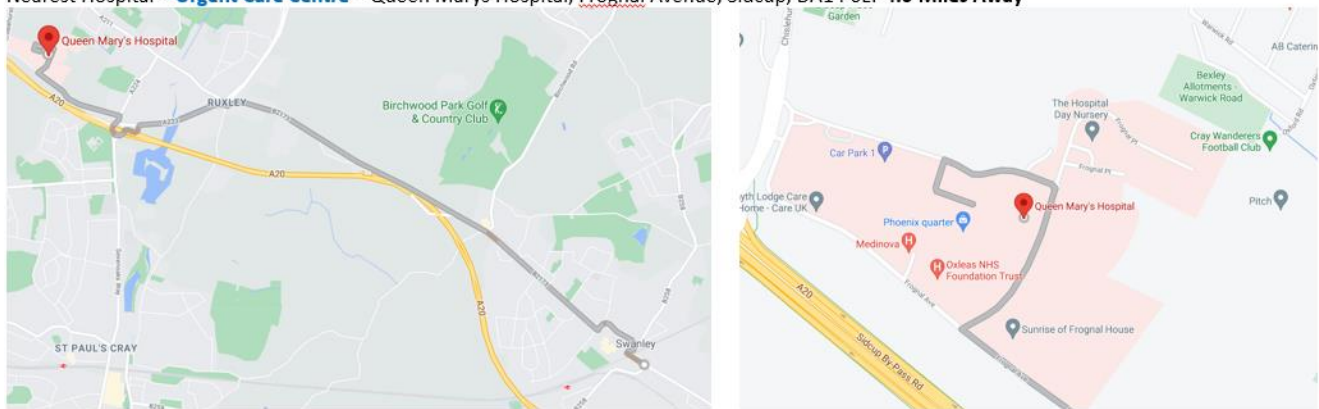
**CONSTRUCTION PHASE PLAN**  
**SITE NAME 25/37 High street Swanley**

The Site First Aider: Sukh Seehra  
Email: [sukh.seehra@guildmore.com](mailto:sukh.seehra@guildmore.com)  
Tel: 07508147713

The Site Manager: Patrick Collins (RC Frame)  
Email: [patrick.collins@guildmore.com](mailto:patrick.collins@guildmore.com)  
Tel: 07939473724

The nearest Urgent Care Hospital is:  
Queen Mary's  
Frogna Avenue  
Sidcup  
DA146LT

Nearest Hospital – **Urgent Care Centre** – Queen Marys Hospital, Frogna Avenue, Sidcup, DA14 6LT **4.5 Miles Away**



For FIRE/POLICE EMERGENCY DIAL 999

The Local HSE are on 0300 0031747

**APPENDIX: SITE SPECIFIC SAFETY INDUCTION (INCLUDING SITE RULES)**

The First Aid Kit is located within the Site office.

The Fire Alarm Warning is **Audible Alarms located at the positions as per the Fire Plans**

The Fire Assembly Point is **On the main road directly across the road from site**

The Fire Marshall is **Sukh Seehra – Project Manager**

**THIS IS A NO-SMOKING SITE!**

**THIS IS A HARD HAT, SAFETY BOOTS, HI VIS VEST, GLOVES and MASK SITE**

**ALL** personnel arriving/leaving site must report into the Site Office, be inducted and sign in/out.

The Hours of Work are:

8.00am to 6.00pm Mon to Fri

8.00am to 1.00pm Sat (by prior agreement)

**Canteen/Toilet** facilities are located in the existing site office area compound

**No parking on site and the surrounding streets. Under no circumstances should contractor's vehicles be left outside local residents' properties**

**ALL ACCIDENTS/DANGEROUS OCCURRENCES/NEAR MISSES must be reported**

**The following Company rules also apply to this site: -**

The Principal Contractor operates a zero-tolerance stance on **many safety related issues**.

If you have not signed in, **you are not here** for FIRE, FIRST AID or FINANCIAL PAYMENT. Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. All inductees will be issued with an induction sticker valid for this site only. Failure to comply will result in removal from site.

The first induction is provided free of charge by the Principal Contractor. Any persons who are found to be in breach of these site rules may be required to be re-inducted. The Principal Contractor reserve the right to charge an administration fee for this additional induction.

Persons suspected of being under the influence of **Drugs/Alcohol** WILL be asked to leave site. Persons displaying **racist, sexist, violent or threatening behaviour** WILL be asked to leave site and not return.

You must **not trespass** upon adjoining areas except where permission has been granted, to facilitate the execution of your work. Compliance with **safety signs** at all times.

You must comply with **method statements/risk assessments** written for your activity and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

Suitable and sufficient **PPE** must be worn as appropriate, provided by your Employer. All areas on site are deemed to be hard hat, hi viz and protective footwear areas unless designated otherwise by the Site Manager.

Eating and drinking is only permitted in the designated areas. Currently the only designated area is the canteen.

This site operates on **110V supply** only and **no radios** are allowed.

You may only **operate plant and equipment** that you are **trained/authorised** to use and carry out **tasks** for which you are **authorised and competent**.

If you suspect that **plant/equipment/scaffold is unsafe**, please notify the Site Manager immediately.

If you see any **hazards on site, either real or potential**, inform the Site Manager immediately: there are hazard identification cards on site attached to the Safety Noticeboard for this purpose – you may remain anonymous if you choose to, but no feedback on actions taken will be provided in this case.

Do not block routes for **access/egress/escape or fire exits** on the site.

**Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.**

No person may **work from height** other than from a secure platform with guardrails and toe boards. All **mobile work platforms must be locked down when in use**. You should **not** erect a mobile tower unless you are either competent to do so /are supervised by a competent person.

You are requested to declare to the Site Manager, details of any **physical condition** and or the **taking of medication**, if you feel that this would have an effect on your work. A separate form is available and required to be filled in for this and any information given will be kept in the strictest confidence and returned to you/destroyed when you leave site.

APPENDIX: FIRE AND ACCIDENT PROCEDURE

**The Principal Contractor**

**EMERGENCY PROCEDURE**

CLIENT: Sevenoaks District Council

SITE ADDRESS: 25 High Street Swanley BR88AE

TELEPHONE NUMBER: 07538574823

SITE MANAGER: Philip Golding

APPOINTED PERSONS (FIRST AID): PATRICK COLLINS

EMERGENCY SERVICES: 999 Ask for service needed  
Fire (if people are trapped) Give YOUR Name  
Ambulance Give Site address  
Police (If there is a fatality) Be Clear  
Give directions if required  
KEEP CALM

Ambulance Number: 999

Fire Brigade Number: 999

Queen Mary Hospital  
Frognal Ave  
London  
DA146LT  
Tel: 020 3299 9000

H.S.E. Tel: 0333 251 9956

Safety Manager (The Principal Contractor)

MOBILE TELEPHONE NUMBER:

ELECTRICITY	Number	GAS	Number
WATER	Number	TELECOM	100 Ask for dial before dig

**SITE FIRE SAFETY PLAN FOR VARCOE ROAD**

## 1.1 Fire Plan Principles

- 1.1.1 **Site specific fire arrangements will be briefed to all site operatives through the initial site specific induction**
- 1.1.2 **The site shall have a designated The Principal Contractor Site Fire Warden**
- 1.1.3 **Fire alarms, call points and extinguishers must be maintained and inspected weekly**

## 1.2 Fire Prevention Procedures

- The overall responsibility for the prevention of fire rests with The Principal Contractor.
- All The Principal Contractor sites are no-smoking sites, except for the designated area and no burning is allowed.
- The Design Team and Client will, where possible, specify materials of a non-flammable nature.
- **The Principal Contractor** is responsible for ensuring adherence to the Project fire plan and procedure, and will:
  - i) Provide and maintain in good working order, suitable and sufficient fire fighting Equipment and establish safe and adequate fire assembly points.
  - ii) Maintain means of safe access and egress in all areas at all times.
  - iii) Liaise with the Design Team and Client to secure permanent firefighting equipment to be brought into service as soon as possible.
  - iv) Include fire patrols as part of the site safety inspections.
  - v) Conduct fire evacuation tests regularly as per the Company's test procedures.
  - vi) Update the fire plans as the Project progresses and inform site operatives accordingly.
  - vii) Provide secure storage for flammable/highly flammable liquid and compressed gas.
- The Contractor is responsible for:
  - viii) Complying with all relevant statutory requirements and directives relating to fire prevention as laid down by The Principal Contractor.
  - ix) Using, where possible, materials of a non-flammable nature for temporary works, packaging etc.
  - ii) Ensuring that safe systems of work are carried out on site.
  - iv) Advising The Principal Contractor of all COSHH materials brought onto site, to include data sheets.

In addition, all Contractors will:

- 1 Appoint one or more fire-wardens, in writing, with a copy to The Principal Contractor. The fire-warden(s) will:
  - a) Ensure adherence to all parts of this Procedure.
  - b) Instruct and train operatives and all persons under their control in all relevant aspects of fire prevention on site.
  - c) Persons under their control in all relevant
- 2 Obtain approval from the Principal Contractor before erection/alteration/adaptation or extension of any temporary facilities.
- 3 Liaise with, and obtain written approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases.
- 4 No use polyurethane or isocyanate foams in permanent works or for temporary protection within the buildings.
- 5 Obtain Permits to Work for all hot work.
- 6 Examine at short intervals all hot work involving naked flames and sparks both during the work and after the work has finished.
- 7 Petrol/diesel powered equipment should be so located that their exhausts are well away from combustible materials. Engines should be shut off during refuelling operations. Only electrically driven or air operated equipment should be used unless absolutely necessary, - written permission is to be obtained from the Construction Manager before any petrol or diesel plant is brought to the site.

8 Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders. It is preferable that the storage of oxygen cylinders should be separated from other stores by fire resistant materials. Storage areas should be well ventilated. Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure, well ventilated and suitably labelled storage area. All oxy/acetylene welding/cutting sets must be fitted with a spanner/key for emergency isolation. Flash back arresters are also obligatory.

In 9 It is essential that all cylinders not in use should be returned to the storage areas immediately after use and not left within the buildings under construction or within temporary huts. Correct bottle trolleys are to be used for transporting cylinders. Wherever possible, all compressed gas cylinders in use will be returned to the appropriate storage area at the end of the working day. exceptional circumstances, the Contractor will seek the written approval from The Principal Contractor for the establishment of an area on site for the temporary storage of cylinders. Such an area will be clearly identified as such. Portable cylinders supplying installations should be located out of doors where possible, if impossible a written method statement must detail all precautions to be taken and when two or more are used together they should be suitably manifold using properly designed fittings.

10 Comply fully with the Principal Contractor's procedures relating to fire safety at all times.

The guidance note "Fire Prevention on Construction Sites" has been considered in the writing of these procedures and all parties shall co-operate to ensure that all statutory requirements are met. Housekeeping will be maintained to a high standard to ensure that combustible materials do not build up and cause a fire hazard.

- The 'Temporary Electric's' Sub-contractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings.
- The Principal Contractor and all Contractors will:
  1. Target a zero loss rate due to fire.
  2. Comply with all statutory requirements relating to fire safety including e.g. flammable substances, fire detection and alarm, means of escape etc.
  3. Ensure a fire certificate for all temporary accommodation has been obtained prior to occupation of such premises.
  4. Ensure that open fires are not started for any reason whatsoever.

### **1.3 Means of Escape**

1.3.1 All works must be designed and erected so that a safe route is always available to a final exit (place of safety). These routes must be clearly identified, with a maximum travel distance in accordance with the relevant standards.

1.3.2 All walls including windows and doors which form part of an escape route or staircase enclosure must have minimum fire resistances of not less than half an hour.

1.3.3 Doors to protected staircases and escape passageways must be provided with self-closing devices and must be kept closed when not in use.

1.3.4 Buildings in which flammable and highly flammable liquids are stored or used must be provided with at least one segregated and fire protected means of escape.

1.3.5 Standards must be agreed by the local enforcing authorities after a basic proposal has been accepted by the Principal Contractor.

1.3.6 Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a Permit to Work has been authorised by The Principal Contractor.

### **1.4 Fire Fighting**

- 1.4.1 The Principal Contractor will establish a site procedure for dealing with a fire emergency that takes into account the hazards involved and any special features in the area. The procedure includes the following points:
- (a) Sounding a warning alarm.
  - (b) Closing down of operations.
  - (c) Evacuation of the area.
  - (d) Assembly at marshalling points and carrying out of roll calls.
  - (e) Locating missing persons.
- 1.4.2 The Contractor's Fire Warden will instruct and train all personnel under his control in fire precautions and the actions to be taken in the event of fire. He will also instruct and train all supervisors (above operative level) in the correct use of firefighting equipment.
- 1.4.3 The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as permanent provision is secured.
- 1.4.4 All firefighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the requisite British Standard.

## **2.7 Fire Emergency Protocol**

- In the event of the discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire.
- All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/muster point.
- The Principal Contractor's site office must be notified immediately by the quickest practical means by the discoverer of the fire.
- The Principal Contractor's site office personnel will establish where possible:-
  - i) The exact location of the fire.
  - ii) The extent and nature of the fire.
  - iii) Whether there are any casualties.
  - iv) The evacuation status.
- The Principal Contractor's site office will immediately:-
  - i) Activate the fire Alarm (if not already activated)
  - ii) Contact the appropriate emergency services requesting assistance. Advise CLIENT.
  - iii) Ensure all areas are quickly evacuated and site personnel are at assembly points.
- WITHOUT TAKING ANY PERSONAL RISKS, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.
- All Contractors' Supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation.
- The Principal Contractor will arrange for the Emergency Services to be met at the Main Gate, give them copies of the Floor Fire Plans and guide them to the incident.
- Upon arrival of the Emergency Services, the Principal Contractor's Contracts Manager will brief the Officer in Charge, and provide such assistance as may be requested.
- If, after an assessment of the situation, a total evacuation of the construction site is warranted, this will be authorised by the Principal Contractor and the warning system for evacuation activated.

Upon hearing the evacuation sirens/bells:-

- i) All hot work will be stopped and all flames extinguished.
- ii) All machinery, vehicles etc will be switched off.
- iii) Any machinery blocking access routes will be moved to facilitate access by the emergency services.
- iv) ALL personnel will proceed to the appropriate fire assembly points, at front of club house/centre of pitch where each supervisor will confirm the attendance of their operatives to The Principal Contractor's Construction Manager/Site Fire Warden.

- The results will be relayed to the Principal Contractor's Contracts Manager, who will liaise with the Client, in deciding upon any action in the event of personnel being missing.
- No personnel will return to work until the "all clear" has been relayed from the Principal Contractor's Site Manager/Site Fire Warden to all relevant personnel.

## **2.8 What to Do in Case of Fire**

### **A IF YOU DISCOVER A FIRE OR SMOKE**

- OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE OR ACTIVATING A RED FIRE ALARM CALL POINT**
- LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY AREA AT **AT THE COMPOUND DIRECTLY OPPOSITE SITE****

**FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO**

### **B FIRE EVACUATION PROCEDURE**

- THE ALERT SIGNAL IS A SERIES OF **SHORT SIGNALS ON THE KLAXON ALARM.** REMAIN AT YOUR WORK PLACE BUT BE PREPARED TO LEAVE IF NECESSARY. AWAIT FURTHER INSTRUCTIONS FROM THE FIRE MARSHAL.**
- THE EVACUATION SIGNAL IS A CONTINUOUS SOUNDING OF THE ALARM, ON HEARING THIS, LEAVE THE SITE/BUILDING BY THE NEAREST AVAILABLE EXIT AND PROCEED TO THE ASSEMBLY POINT, WHICH IS **AT THE FRONT GATE.****

### **C NOTE:**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT RE-ENTER THE BUILDING**

**Copies of Fire Plans to be prepared and displayed onsite, conveyed to contractors during induction.**

## **Accident procedure**

All accidents incidents and near misses/close calls must be reported to the site manager.  
Any accident must be recorded in the accident book held in the site office.

In a medical emergency the site first aider will be notified and if required an ambulance will be called.  
A member of the site team will accompany the injured person to hospital should this be required.

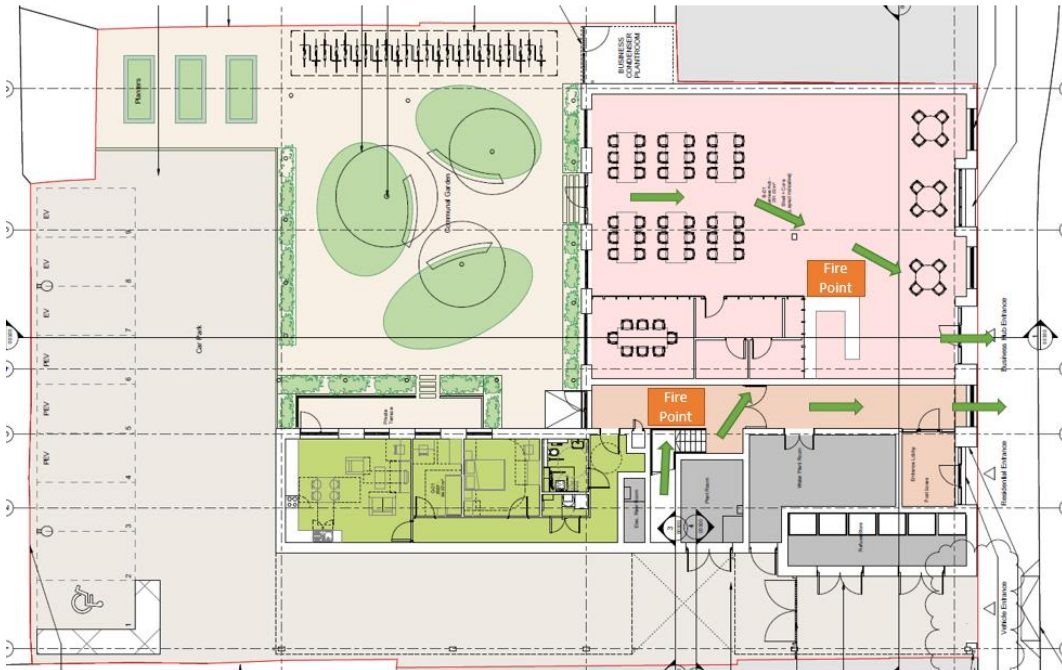
Health and safety manager will be notified immediately and if required by current legislation will notify the HSE.

All accidents will be investigated and a copy of the report issued to Guildmore senior management.



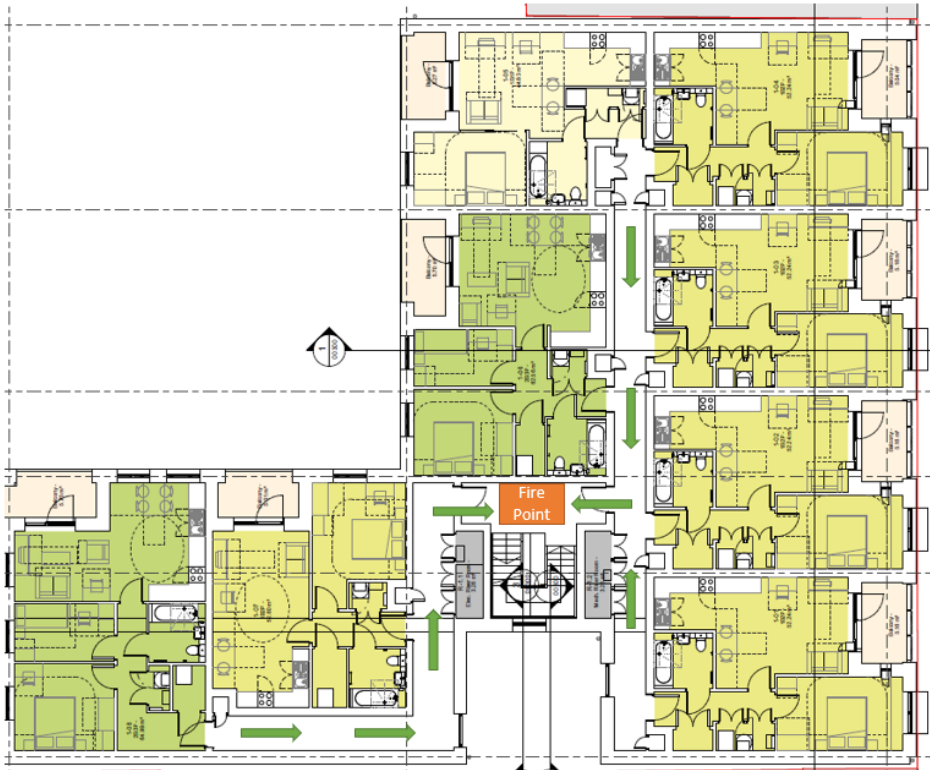
**APPENDIX: FIRE PLANS**

**Fire Plan – Ground Floor**



**Access from level upper levels – use staircase to gain access to ground floor, and exit to the muster point across the road directly opposite site**

**Fire Plan – 1<sup>st</sup> and 2<sup>nd</sup> Floor**



**Access from level upper levels – use staircase to gain access to ground floor, and exit to the muster point across the road directly opposite site**

**Access from Roof will be via scaffolding at the rear of site**

**APPENDIX: CONSTRUCTION PROGRAMME**

APPENDIX: OUTLINE METHOD STATEMENT

APPENDIX: LOGISTIC PLANS

APPENDIX: GOOD NEIGHBOURHOOD POLICY

APPENDIX: CODE OF GOOD CONSTRUCTION PRACTICE

## APPENDIX 11: COVID 19

# Appendices to construction phase plan for site operating procedures for working during the COVID 19 Pandemic

Guildmore sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the government's recommendations on social distancing and complying with the Construction Leadership Council site operating procedures. Protecting your workforce during COVID 19.

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

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the site operating procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

### **Anyone who meets one of the following criteria should not come to site:**

- has a high temperature or a new persistent cough - follow the guidance on [self-isolation](#)
- is a [vulnerable person](#) - by virtue of their age, underlying health condition, clinical condition or are pregnant
- is living with someone in [self-isolation](#) or a [vulnerable person](#)

### **Procedure if someone falls ill**

If a worker develops a high temperature or a persistent cough while at work, they should:

- return home immediately
- 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

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

### **Travel to site**

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport.

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.

## CONSTRUCTION PHASE PLAN

### SITE NAME 25/37 High street Swanley

- Good ventilation (i.e. keeping windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products.

#### Sites should consider

- parking arrangements for additional cars and bicycles
- other means of transport to avoid public transport, like cycling
- providing hand cleaning facilities at entrances and exits - this should be soap and water wherever possible or hand sanitiser if water is not available
- how someone taken ill would get home

#### SITE ACCESS AND EGRESS POINTS

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Allow plenty of space between people waiting to enter site
- Use signage:
  - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprints scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site 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
- Consider arrangements for monitoring compliance.

#### HAND WASHING

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

#### TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



## CANTEENS AND REST AREAS

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres 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
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

## CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## 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, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

## FIRST AID AND EMERGENCY SERVICE RESPONSE

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of [adequate first aid resources](#) must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

### **Where the social distancing measures (2 metres) cannot be applied:**

- Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times

## CONSTRUCTION PHASE PLAN

### SITE NAME 25/37 High street Swanley

- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces

Workers should wash their hands before and after using any equipment

#### **Keep groups of workers that have to work within 2 metres:**

- Together in teams e.g. (do not change workers within teams)
- As small as possible

Away from other workers where possible.

#### **Where face to face working is essential to carry out a task when working within 2 metres:**

- Keep this to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities

Provide additional supervision to monitor and manage compliance.

## FIRST AID AND EMERGENCY SERVICE RESPONSE

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of [adequate first aid resources](#) must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

## CLEANING

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- 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.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.