



*25-28 Buckingham Court
27 Watford Way
London, NW4 4TD*

Demolition, Construction Management & Logistics Plan

August 2021

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Further and/or additional or updated information will be included in the Construction Phase Plan prepared by the Principal Contractor Plan as required and the latest version provided to all relevant persons.

A site safety file containing checklists, accident report forms, signing in registers, etc will be kept on site at all times and the relevant documents completed as required.

Contents of Demolition, Construction Management & Logistics Plan

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Section 1.0 Project Details	
1.1 Description of project	<p>The works entail the erection of a two-storey extension to existing building to create 4no. self-contained flats.</p> <p>The works will include:</p> <ul style="list-style-type: none"> ▪ Site clearance of all general waste ▪ Site clearance of asbestos containing materials (if any) ▪ Ground contamination remediation where necessary ▪ Provision of all services and utilities ▪ Construction of roads, footpaths including drainage and lighting ▪ Construction of new sympathetic two storey extension of brick and cladding material. ▪ Internal alterations including flooring joists <ul style="list-style-type: none"> • partition walls • insulation work • Electrical work • Plumbing work • Kitchen installation • Decorating ▪ External landscaping <p>The site will be a hardhat site. All personnel shall be notified of this and spare hard hats will be made available for visitors.</p> <p>The finished structures will not be used as a workplace (in which case, the finished design does not need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.</p> <p>Relevant method statements and risk assessments will be prepared for the project.</p> <p>All works will comply with current Building Regulations</p>
1.2 Project duration	<p>Start: October 2021</p> <p>The project will be notified by the Client to the HSE using Form F10 Duration: Expected duration of 28 weeks (includes strip out works)</p>
1.3 Architects Drawings, Plans & Reports	<p>Designer drawings will be requested.</p> <p>Copy of asbestos report will be requested</p>
1.4 Client considerations and management	<p>Mandatory PPE: - Hard hat</p>

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<p>requirements (including project safety goals)</p>	<ul style="list-style-type: none"> - High visibility jacket - Steel capped toe protection - Other PPE is to be worn as required by tasks <p>The Principal Contractor shall protect all adjacent facilities and site features against damage.</p> <p>The materials brought to site shall only be sufficient for short term needs to comply with the requirement of a tidy site on a day-to-day basis and due to lack of storage space.</p> <p>Execution of the works will be in a manner which seeks to safeguard the safety health and welfare of all those engaged in the works, employees and members of the public.</p> <p>It is the objective to have zero accidents resulting in injury requiring notification to the HSE under RIDDOR, as a result of a failure in site safety management systems</p> <p>All operatives will be trained in their role, have had health and safety training (e.g., manual handling, working at height, sharps, asbestos, abrasive wheels, etc as applicable).</p> <p>All operatives will be site inducted and will have read all specific risk assessments and other supplied documentation</p> <p>It is the objective to cause no damage to property and structures from the construction activities</p> <p>It is the objective to receive zero complaints from neighbouring and adjoining properties due to construction activities. Deliveries shall be planned so as to cause minimal disruption to the areas being worked in, and any activities that are noise/dust producing kept to a minimum and to work with tenants/residents with any other issues. Pre-entry surveys will highlight any potential hazards.</p> <p>It is the objective to receive zero complaints by enforcing authorities due to a lack of compliance with Statutory health and safety and environmental requirements. All current Gas, Health and Safety and relevant building regulations, i.e.: Regulation 8 for the gas and the Asbestos regulations 2012 will be adhered to.</p>
<p>1.5 Communication & Liaison</p>	<p>The Site Manager will maintain communication with the Client, employees and any sub-contractors. He will carry out site visits as well as making contact via telephone and email.</p> <p>The construction phase plan will be kept on site and will be revised as and when necessary, as the works progress</p> <p>All sub-contractors to be involved in the project, will be informed of their duty/role in regards to the Construction (Design and Management) Regulations CDM 2015</p> <p>Site meetings will be held every week, times and dates TBA.</p> <p>Workshop meetings will take place between the client contact and Principal Contractor every 2 weeks</p>

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	<p>The Health & Safety aspect of the works will be monitored on an ongoing basis.</p> <p>The community liaison contact for the duration of the works will be (To be confirmed)</p>
1.6 Co-ordination of on-going works and handling design change	<p>The Construction plan will be updated as and when any changes occur throughout the project.</p> <p>Any changes in design will be communicated via the Site Manager to all relevant parties.</p> <p>Any material changes will be taken into account and distributed as needed</p>
1.7 Security on site	<p>Timber hoarding or heras interlocking fencing will be erected around the perimeter of the work site.</p> <p>There will be double gates for skips and material deliveries and a separate pedestrian entrance</p> <p>Keys to gates and doors will be kept by the site designated key holders.</p> <p>Any scaffolds will be erected by authorised scaffold contractors. Once works commence, the lowest access ladder to the scaffold will be removed at the end of each day so as to prevent access by unauthorised persons.</p> <p>Barriers and signage indicating the works/ hazards and any alternative pedestrian routes will be used</p> <p>All tools and equipment will be stored securely when not in use and removed from site at the end of each day</p> <p>Operatives and any authorised visitors shall sign in/out daily.</p> <p>In use walkways, pathways and doorways will be kept clear at all times.</p>
1.8 Site Procedures	<p>All operatives to sign in prior to starting work. All operatives to receive the site induction</p> <p>All operatives shall wear company identification badges at all times.</p> <p>The Site Manager or Supervisor will allocate daily work schedules accordingly at the start of each day.</p> <p>All tools and equipment shall be maintained in good working condition</p> <p>Hard hats, high visibility vests and steel toe cap with mid sole protection boots are all mandatory requirements. Failure to comply may result in removal from site and/or disciplinary action against the individual.</p> <p>Accidents and incidents, shall be reported immediately to the Site Manager or Supervisor, so the relevant actions can quickly be identified and acted upon.</p> <p>There will be a zero tolerance on the consumption of alcohol or taking of non-prescription drugs on site. Failure to comply will/may</p>

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	<p>result in removal from site and/or disciplinary action as per the Principal Contractor’s policy.</p> <p>All materials will be stored in accordance to manufacturer’s guidance in the storage compound space within the site boundary</p> <p>The use of radios/mp3 players or tape recorders is strictly prohibited on site as is the use of earphones.</p>
Section 2 Project Team	
2.1 Client	Propkob Ltd
2.2 Principal Designer	MB Safety Consultants Ltd.
2.3 Principal Contractor	To be appointed
2.4 Architect	Drawing and Planning Ltd. Mercham House 25-27 The Burroughs, Hendon, NW4 4AR.
2.5 Structural Engineer	GSC Consulting Civil and Structural Engineers – Dr. Ali Karbassi
2.6 Contractors	<p>To be appointed</p> <p>Sub-contractors will be required to provide</p> <ul style="list-style-type: none"> - Risk assessments, COSHH assessments and associated method statements - Insurance details - Training records <p>Sub-contractors will comply with the Site Rules and any instructions given in the Health & Safety Plan and abide by other regulations and ACOP’s that are relevant to the work in hand.</p> <p>Sub-contractors will supervise their own employees adequately, to ensure that their health and safety is not at risk, and that their work does not put anyone else at risk.</p> <p>Sub-contractors will ensure information on health and safety matters that arise on specific contracts is disseminated throughout their workforce.</p> <p>Sub-contractors will ensure tools, plant, machinery, vehicles or PPE used are fit for purpose, and comply with all statutory safety provisions. Sub-contractors will work under the control of GGA Construction Ltd</p>
Section 3 – Services	
3.1 Existing Services	The property has electricity, gas and water supplies. All will be identified before work commences and presumed live until proven otherwise

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	<p>Any work on or near any utility systems will be covered by a Permit to Work.</p> <p>Only competent persons trained in electrical 'Lock Off' system will be permitted to isolate electrical circuits.</p>
<p>Section 4 – Induction</p>	
<p>4.1 All site personnel to receive the site induction provided by the Site Manager or Site Supervisor</p>	<p>Induction to include</p> <ul style="list-style-type: none"> - Assembly point - Sound of the alarm - Location and type of fire extinguishers available - Accident reporting procedures - Management details - Names and locations of nominated first aiders - Details of nearest A & E Department - Welfare arrangements - Signing in/out requirements - Permits to work required - Site rules - Working hours <p>Induction register to be signed by all site personnel Induction process will include the strict requirement that smoking is prohibited at all times on site</p>
<p>Section 5 – Significant Hazards & Control Measures</p>	
<p>5.1 Access and Egress</p>	<p>Access is directly off The Watford Way into the site.</p> <p>The public pathways and walkways will be kept clear at all times. Site Supervisor will make daily checks.</p> <p>There is very limited street parking available in the area and parking permits are required for some areas.</p> <p>There will be a designated drop off and collection area onsite.</p>
<p>5.2 Surrounding environment</p>	<p>The properties are located within an established residential area consisting of houses and residential flats, with some commercial and community uses.</p> <p>The surrounding areas is made up of public roads, bus routes and the Watford Way.</p> <p>The area is very occasionally busy with traffic.</p> <p>The Site Manager will co-ordinate deliveries in order to ensure that there are no deliveries between during peak hours.</p>
<p>5.3 Traffic Systems</p>	<p>The surrounding areas are made up of public roads and encompass a school and bus routes.</p> <p>The area is a busy environment with ongoing operations associated vehicular movements.</p>

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	<p>The local surrounding highways are busy with vehicular and pedestrian traffic at all times of the day Speed limits are to be strictly adhered to 10mph Delivery vehicles will leave the areas as soon as unloading operations are completed. A banksman will assist vehicles when entering and leaving the site.</p>
5.4 Deliveries	<p>Deliveries will be arranged so as to avoid peak traffic times and local school pick up/drop off times. They will be arranged for early mornings whilst the area is not congested. No deliveries between the following hours 08.00am to 09.30am 11.30am to 1.30pm 3.30pm to 4.30pm Delivered materials will be taken straight inside the property or stored in the material compound. Delivery vehicles will depart as soon as unloading operations are complete.</p>
5.5 Waste Management	<p>The waste skip will be located within the site compound. The skip hire company will be contracted as soon the skip requires removing or replacing. A suitable time will be arranged for the skip hire company to remove the skip. Alternatively, due to site being tight, waste will be collected in builder's waste sacks and removed daily. All waste removal will be handled and disposed of in accordance with all applicable regulations and accompanied by a Waste Transfer Note (WTN) relating to the individual load, a copy of which will be provided to the client. Only appropriate, licensed waste carriers and disposal facilities will be used. A site waste management plan (SWMP) will be prepared under the Clean Neighbourhoods and Environment Act 2005 HHR17 Ltd take consideration to the requirements of the clean air and clean neighbourhood Act 2005, in which we will try to re-use/recycle materials generated from works.</p>
5.6 Ground conditions	<p>Ground conditions will be appraised to ensure that firm surfaces where ladder access and scaffolding etc is required. The scaffold contractor will check ground conditions are suitable) i.e., safe and strong enough to support the scaffold and its load). If it is deemed that standard sole boards may not provide sufficient support for the scaffold standards, large sole boards shall be used. Ladders and stepladders are only to be used for low level works of short duration and when use of more suitable access means is not practicable.</p>
5.7 Permits to work	<p>Permit to work shall be issued as necessary. The Authorised Person will issue and sign off permits to work</p>

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	<p>Hot Work Permit is issued as required for hot works. A one-hour fire watch is to be undertaken on completion of hot works. Permits to works will be signed off and new ones issued the following day if works are not completed within the same working day.</p>
5.8 Work at height	<p>All works at height are undertaken in strict accordance with the Work at Height Regulations 2005 and relevant Guidance. Scaffold shall be erected by authorised persons Mobile tower scaffold (if required) will be erected by trained and authorised persons. Stepladders are only to be used for low level works at height of short duration Ladders will only be used for light and low-level works at height of short duration (maximum 30 minutes), where three points of contact can be maintained and when use of more suitable means of access is not practicable. Work at height toolbox talks will be provided regularly and the signed registers kept in the site safety file. Lowest access ladder to scaffold will be removed at end of each day to prevent access by unauthorised persons</p>
5.9 Noise	<p>Noise from a building site is also covered by BS5228: 'Noise Control on Construction and Open Sites', and relevant European Union Directives. All work (demolition and construction work) on site will thus meet the British Standard BS 5228: At all times we will do all we can to reduce noise and vibration. The Principal Designer employs a Safety, Health and Environment Adviser who is trained and experienced in the use of noise monitoring equipment. He retains his own noise monitoring equipment and will carry out daily monitoring checks during the course of demolition and construction, to ensure noise levels adjacent to the works are within specified limits. The sound level measurement instrument to be used will be the Pulsar Model 45 sound level meter (Class 1) and Pulsar Model 46 sound level meters (Class 2). These are very accurate, reliable, 'handheld' precision instruments that are especially suited to Noise at Work and Occupational & Industrial Hygiene applications Should the noise measurement be identified as being above 60 decibels outside of the site boundary all work will cease until the relevant measures have been put in place to reduce the levels. We understand the limitations of noisy works within a residential environment and will ensure all subcontractors are aware of the site restrictions on noisy work as detailed within subcontract orders and the site rules. We will identify any noisy activity, its</p>

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	<p>location, the duration and any applicable control measures necessary to mitigate its effect.</p> <p>The Principal Designer is sensitive to the requirements of working alongside existing occupied premises. We recognise the importance of working closely with the Client's management team to ensure that they are informed in advance of any noisy or disruptive activities that we may be undertaking and to allow time for the agreement of any reasonable mitigation measures that may be required.</p> <p>All works will be carried out following noise guidelines. Monday to Friday. No work will be carried out on Saturday, Sunday and Bank Holidays.</p> <p>Control of Noise at Work Regulations 2005 will be complied with Noise emissions will be kept to an absolute minimum</p> <p>Appropriate PPE (ear defenders) will be available for operatives and must/will be worn at all times when undertaking works creating noise.</p> <p>Mufflers fitted to equipment where required</p> <p>When tasks creating noise are being undertaken, near neighbours will be politely requested to keep windows closed to help reduce noise nuisance</p>
5.10 Dusts	<p>Dust emissions will be controlled as much as reasonably practicable.</p> <p>Water suppression or dust extraction will be used on equipment to minimise dust levels</p> <p>During the works or wet weather, the site supervisor will ensure that all vehicles leaving site will have their wheels cleaned by scraping and jet wash to remove any mud prior to entering the highway. During the hot month's dust may be generated by traffic movement, this will be controlled by damping down and speed restrictions.</p> <p>All vehicles will be inspected before leaving the site. This would be monitored and if further measures were required these would be implemented.</p> <p>All highways will be kept clean and tidy at all times with the road being hosed down and swept at regular intervals.</p> <p>Suitable PPE will be worn by operatives when carrying out activities creating dusts. This will include the wearing of suitable dust masks when necessary (copies of face fit testing records will be kept in site file)</p> <p>The following measures will be used to control the risk.</p> <p>Prevention</p> <p>Before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less</p>

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	<p>powerful tools or other work methods. For example, you could use:</p> <ul style="list-style-type: none">• the right size of building materials so less cutting or preparation is needed;• silica-free abrasives to reduce the risks when blasting;• a less powerful tool – e.g., a block splitter instead of a cut-off saw;• a different method of work altogether – e.g., a direct fastening system. <p>Suppression</p> <p>Even if you stop some dust this way, you may do other work that could still produce high dust levels. In these cases, the most important action is to stop the dust getting into the air. There are two main ways of doing this:</p> <ul style="list-style-type: none">• Water – water damps down dust clouds. However, it needs to be used correctly. This means enough water supplied at the right levels for the whole time that the work is being done. Just wetting the material beforehand does not work.• On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool. This ‘system’ consists of several individual parts – the tool, capturing hood, extraction unit and tubing. Use an extraction unit to the correct specification (i.e., H (High) M (Medium) or L (Low) Class filter unit). Don’t just use a general commercial vacuum. <p>Containment</p> <p>Water or on-tool extraction may not always be appropriate or they might not reduce exposure enough. Often respiratory protection (RPE) has to be provided as well. You will need to make sure that the RPE is</p> <ul style="list-style-type: none">• adequate for the amount and type of dust – RPE has an assigned protection factor (APF) which shows how much protection it gives the wearer. The general level for construction dust is an APF of 20. This means the wearer only breathes one twentieth of the amount of dust in the air; <p>Construction Management and logistic Plan</p>
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- suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break;
- compatible with other items of protective equipment;
- fits the user. Face fit testing is needed for tight-fitting masks;
- worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

Remember: RPE is the last line of protection. If you are just relying on RPE you need to be able to justify your reasons for this.

Other controls

Depending upon the work you are doing you may have to combine these measures with other controls. Think about:

- limiting the number of people near the work;
- rotating those doing the task;
- enclosing the work to stop dust escaping. Use sheeting or temporary screens;
- general mechanical ventilation to remove dusty air from the work area (e.g., in enclosed spaces such as indoors);
- selecting work clothes that do not keep hold of the dust.

You also need to make sure workers are doing the job in the right way and are using controls properly. Train workers:

- about dust risks and how this can harm their health;
- how to use the dust controls and check that they are working;
- how to maintain and clean equipment;
- how to use and look after RPE and other personal protective equipment (PPE);
- what to do if something goes wrong.

Review (the controls)

You may already have the right controls in place, but are they all working properly? Check the controls work by:

- having procedures to ensure that work is done in the right way;
 - checking controls are effective. Does the work still seem dusty?
- You might need to carry out dust exposure monitoring;
- involving workers. They can help identify problems and find solutions;
 - maintaining equipment:

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	<p>Follow instructions in maintenance manuals;</p> <p>Regularly looks for signs of damage. Make repairs;</p> <p>Replace disposable masks in line with manufacturer's recommendations;</p> <p>Properly clean, store, and maintain non-disposable RPE.</p> <p>Carry out a thorough examination and test of any on-tool extraction system at least every 14 months. supervising workers. Make sure workers use the controls provided;</p> <p>Follow the correct work method;</p> <p>Attend any health surveillance where it is needed.</p>
5.11 Asbestos	<p>Survey report will be requested. Any required removal of asbestos containing materials will be done by authorised contractors prior to construction works commencing.</p> <p>Should any further asbestos containing materials be uncovered or suspected during works, operatives will:</p> <ul style="list-style-type: none"> - Cease works - Make the area safe - Inform the Site Manager - Remove and suitably bag any contaminated PPE - Not re-commence works to the area until it has been declared safe
5.12 Site/ Premises occupiers and visitors	<p>The Existing building is occupied. The roof will be accessed solely via the scaffolding for the duration of the construction with breakthrough upon completion.</p> <p>Neighbouring businesses and premises will remain open and occupied. Authorised visitors will be accompanied at all times</p> <p>The building site will be made secure at the end of each working day and keys held by the designated key holders.</p>
5.13 Hazardous substances	<p>COSHH risk assessments will be available for substances to be used</p> <p>Only trained and competent persons will handle and use hazardous substances.</p> <p>COSHH toolbox talks will be provided on a regular basis</p> <p>Face fit testing is carried out and the applicable masks are worn as required when using hazardous substances or carrying out works creating dusts.</p>

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<p>5.14 Health risks arising from activities</p>	<p>During the course of carrying out the works, there is a possibility of the discovery of discarded sharps i.e., hypodermic needles, whether used or unused. These could contain infected blood fluids, which could pose a risk of infection, either from HIV, Hepatitis B and C and Tetanus, Hepatitis being the most infectious. Vigilance shall be maintained at all times by operatives. If discovered, needles are not to be picked up or touched with the bare hands.</p> <p>Operatives should notify the Site Manager who shall arrange for the sharps to be removed to a designated, secure sharps box or contact the Client to arrange the removal</p>
<p>5.15 Confined spaces</p>	<p>Not deemed applicable to this project.</p>
<p>5.16 Power tools</p>	<p>Electrical equipment will be maximum 110v; centre tapped with earth, and kept in good repair.</p> <p>All Portable Electrical Equipment, (equipment not hard wired) shall be visually inspected by the operator before each use, and subjected to PAT test at defined intervals.</p> <p>Damaged or unsafe electrical equipment will be removed from service immediately to prevent use.</p> <p>HAVS ready reckoner tool will be used to determine vibration levels of tools and equipment when not already known. Daily levels will never be exceeded</p>
<p>Section 6.0 – Welfare & First Aid Arrangements</p>	
<p>6.1 Welfare Arrangements</p>	<p>Suitable and adequate welfare facilities shall be provided as stated in the CDM Regulations 2015. Existing facilities in the buildings is to be used. Local amenities will also be used</p> <p>Welfare facilities are to be left clean and tidy after use. Food waste is to be securely wrapped before being placed in to waste bins.</p> <p>Drinking water (either a dispenser or bottled water) will be provided on site throughout the works.</p>
<p>6.2 First Aid & Emergency</p>	<p>Any accidents or near misses to be reported at the time of the accident / incident to the Site Supervisor and recorded in the accident book. The Project Manager and Client are also to be informed.</p> <p>Accident book kept on site</p> <p>Fully stocked first aid box on site. Eye wash kit kept with first aid kit (but not stored inside it)</p> <p>Local hospital with A&E Department <i>Royal Free Hospital, Pond Street, London, NW3 2QG</i> Tel: 020 7794 0500</p>

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	Any reportable accidents/incidents will be reported to the HSE by the Site Manager using the appropriate means (telephone for fatal or specified injuries and online form for other incidents).
6.3 Working in hot weather conditions	Drinking water is provided at all times Sun cream is provided during summer months when external working is required. Timing of external works will be arranged so as to avoid the peak sunshine times Operatives shall not carry out works bared to the waist at any time.
Section 7.0 Fire Management	
7.1 Fire Safety Management	Signing in register in operation to ensure the exact number of personnel and authorised site visitors are known at all times Smoking and naked flames prohibited on the site. Fire extinguishers shall be provided by the PD. Hot works and works to any services carried out under a Permit to Work issued by the Site Manager. Any Hot work activities will be controlled by means of hot works permit system. A one-hour fire watch will be undertaken after any hot works. Fire escape routes shall not be blocked at any time. Fire doors/exit doors will remain free from blockages and unobstructed at all times. Fire doors shall not be wedged open Materials will not be left to accumulate in work areas Smoking is strictly prohibited on site. The NO SMOKING policy is to be adhered to at all times.
7.2 Evacuation procedure	Any person who discovers a fire must raise the alarm by sounding the air horn and shouting FIRE, FIRE, FIRE On hearing the fire alarm all personnel must: - Switch off machinery and equipment if safe to do so - Immediately leave the site (not stopping to collect personal belongings) via the designated route and go to the emergency assembly point - Remain at the emergency assembly point until authorised to return to the site by the Site Manager The Site Manager or Supervisor will Dial 999 and notify the emergency services of a fire at the site address
Section 8.0 - Health and Safety File A Health and Safety File is required on all projects involving more than one contractor as per Appendix 4 of CDM 2015. If a Health and Safety File exists for a structure involved in a project with only one contractor, this file will still need to be updated.	

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The health and safety file should contain the information needed to allow future construction work	
8.1 Layout and format	One hard copy and/or one electronic copy (in pdf format) as required by the Client (or to match with any existing Health & Safety File).
8.2 Arrangements for the collection and gathering of information	<p>Required information will be collated by the client ready to forward on to the Principal Designer</p> <p>Documentation required shall include as applicable:</p> <ul style="list-style-type: none"> - Background information - Design parameters - Risk Assessments - “As built drawings” - Hazard data sheets (relevant) - Trade literature (relevant) - Method statements (relevant) - Schematic diagrams - Maintenance manuals - Test Certificates - Asbestos (air tests) - Commissioning tests - Names/addresses/Tel. No’s of Architect, Principal Contractor, Sub Contractor(s)
Section 9.0 Management of the works	
9.1 Site Manager	<p>(To be appointed)</p> <p>Responsible for</p> <ul style="list-style-type: none"> - Taking a pro-active role in establishing a strong safety culture by personnel involvement. - Monitoring and collating data and preparation of various safety reports. - Reviewing and accepting sub-contractor method statements, risk assessments and COSHH assessments - Co-ordinating work and ensuring safety provisions are in place via designated channels. - Implementing a permit to work systems where necessary. - Ensuring a First Aider is on site at all times and making sure all first aid materials are available and their locations are known to all employees and subcontractors. - Where applicable, accompanying HSE Inspector or Health and Safety Manager on site visits and implementing action on any non-compliances or recommendations. - Signing and dating the form when actions have been completed and returning it to the Health and Safety Manager.

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	<ul style="list-style-type: none">- Liaising with emergency services if required- Setting a good personal example at all times- Undertaking and reviewing general risk assessments whenever there is a reason to suspect that conditions have changes, or that they are no longer valid.
9.2 Site Supervisor(s)	<p>Responsible for</p> <ul style="list-style-type: none">- Organising the site to ensure minimum risk to all employees, and any others affected by their activities.- Liaise with client and tenants regarding safety issues.- Co-ordinating activities of sub-contractors and ensure they comply with all site rules.- Monitoring and ensuring the compliance of the site rules.- Ensuring all relevant health and safety information is distributed to the workforce and requirements are implemented.- Maintaining a tidy site.- Checking tools and equipment are kept in good condition and fit for purpose.- Ensuring PPE issued is of correct type, and being used correctly

Section 10 – SITE RULES

- The client will take reasonable steps to ensure that only authorised persons are allowed into any area where construction work is taking place. A booking in system will be adopted.
- All operatives shall be suitably trained and competent

- All personnel will undertake Site Induction and any relevant Toolbox Talk

- All personnel must report any accidents or near misses

- The Client will ensure that adequate personal protective equipment is worn by all operatives (and visitors to the site when appropriate)
- Access and egress routes will be kept clear at all times

- Smoking is prohibited on site

- Dangerous or hazardous equipment will be stored in secure storage facilities when not in use.

- No hot work will be carried out during the final 2 hours of the working day

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- The work site will be kept clean and tidy, and free of debris as much as is reasonably practicable
- No overreaching from ladders. Ladders to be moved to next location as required
- Hazardous or flammable materials will be removed from the premises at the end of each working day

Materials safely and securely stacked whilst awaiting use

- Any spillage will be made good immediately
- Alcohol and drugs (other than tablets prescribed by a doctor) are strictly prohibited. Any operative found to be under the influence of either substance shall be instantly dismissed from the site.

No photography or video equipment is to be brought onto the site or working areas without first attaining written authority from the Client

- Operatives will take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- Operatives will report any issues which may affect health and safety of themselves or other
- Site operatives will not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare
- All tools and equipment will be subject to regular inspection and examination schedules
- All operators of machinery and tools will be competent, fully trained and able to carry out the job properly without risks to health and safety.
- Electrical equipment will display a current test tag or certificate and will be used in accordance with manufacturer's instructions by trained operatives, be properly guarded and maintained where necessary, and transformed to 110 volts

All portable electrical equipment will be isolated and securely stored when not in use

- Residual current devices (RCDs) will be used on mains powered equipment where required
- Burning of rubbish will not be permitted at any time

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Appendix 1:

