



**Project
Pegswood Children's Home**

**Principal Contractor
Compass Developments (NE) Ltd**

for

**Client
Northumberland County Council**

Construction Phase Health and Safety Plan

Issue number:	001
Issued to:	Lee Anderson – Principal Designer
Signature:	
Date:	01/08/2022



Introduction

This Plan is owned by the Project Manager and sets down the manner and means whereby Compass Developments (NE) Ltd intends to achieve the customer's critical success factors for time, cost, and quality; thus eliminating, for all parties, as far as reasonably practicable, the risk of injury, ill health and environmental damage in a non-confrontational manner.

Compass operates a business management system that embraces health and safety, quality, environmental and employee development in an integrated manner complying with current Health, Safety and Environmental Legislation as a minimum. This is achieved using standard processes and related forms, meeting agenda, control records and operational guidance.

The corporate aims of Compass concerning health and safety, quality, environment, and employee development are embodied in our policy statements, which are displayed on the site notice boards.

This plan details project-specific information to expand and explain, where appropriate, Compass' standard policies and processes relating to the particular aspects of this project.

The Project Manager will discuss and agree with the Project Team Representatives how information will be transmitted and recorded where appropriate. All verbal discussions relevant to the project will be recorded in writing and transmitted to appropriate Project Team Member.

This plan is a living document and will be updated as the project progresses. It will also be reviewed regularly (not exceeding 6 months).

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Compass' supply chain members are expected, as an integral part of the management of the project, to assist and support Compass in the operation and continuous improvement of our processes.

The contents of this plan will be made available to all personnel engaged in the construction of the works and all subcontractors.



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1. F10 Notification



2. Nature of the Project

The project consists of the new build construction of a two-story detached home complete with five unsuited bathrooms, living room, kitchen/diner, office/staff areas, utility, laundry, and plant areas. The works include all civil engineering, structural, mechanical, and electrical packages together with the demolition of existing school outbuilding to create a new vehicular access route.

3. Scope of Works

Detailed herewith is a summary of the works packages associated with the contracted works:

- ✦ Aluminium Doors & Windows
- ✦ Brickwork
- ✦ Cladding
- ✦ Decoration
- ✦ Demolition
- ✦ Electrical
- ✦ Fencing
- ✦ Flooring
- ✦ Gas Membrane
- ✦ Groundworks
- ✦ Mechanical
- ✦ Plastering
- ✦ Precast Concrete
- ✦ Render
- ✦ Road Markings
- ✦ Screed
- ✦ Structural Steelwork
- ✦ Surfacing

4. Contractual Documentation

Contractual documentation will be included once the documents have been received from the client.



5. Principal Parties

Client	Name	Northumberland County Council		
	Address	County Hall Morpeth Northumberland NE61 2WF		
	Contact	Karen McDonald		
	Email	[REDACTED]		
	Telephone	[REDACTED]	Mobile	[REDACTED]

Principal Designer	Name	Northumberland County Council		
	Address	County Hall Morpeth Northumberland NE61 2WF		
	Contact	Lee Anderson		
	Email	[REDACTED]		
	Telephone	[REDACTED]	Mobile	[REDACTED]

Principal Contractor	Name	Compass Developments (NE) Ltd		
	Address	9 Trafalgar Court South Nelson Road South Nelson Industrial Estate Cramlington Northumberland NE23 1WF		
	Contact	Peter Young		
	Email	[REDACTED]		
	Telephone	[REDACTED]	Mobile	[REDACTED]

Structural Engineer	Name	Fairhurst		
	Address			
	Contact	Sean Davies		
	Email	[REDACTED]		
	Telephone	[REDACTED]	Mobile	[REDACTED]



Designer - Electrical	Name	Northumberland County Council		
	Address	County Hall Morpeth Northumberland NE61 2WF		
	Contact	Chris Stewart		
	Email	[REDACTED]		
	Telephone		Mobile	[REDACTED]

Designer – Mechanical	Name	Northumberland County Council		
	Address	County Hall Morpeth Northumberland NE61 2WF		
	Contact	Keith Render		
	Email	[REDACTED]		
	Telephone		Mobile	[REDACTED]

Health & Safety Executive	Name	Health & Safety Executive		
	Address	Alnwick House Benton Park View Newcastle upon Tyne NE98 1YX		
	Contact			
	Email			
	Telephone	[REDACTED]	Mobile	



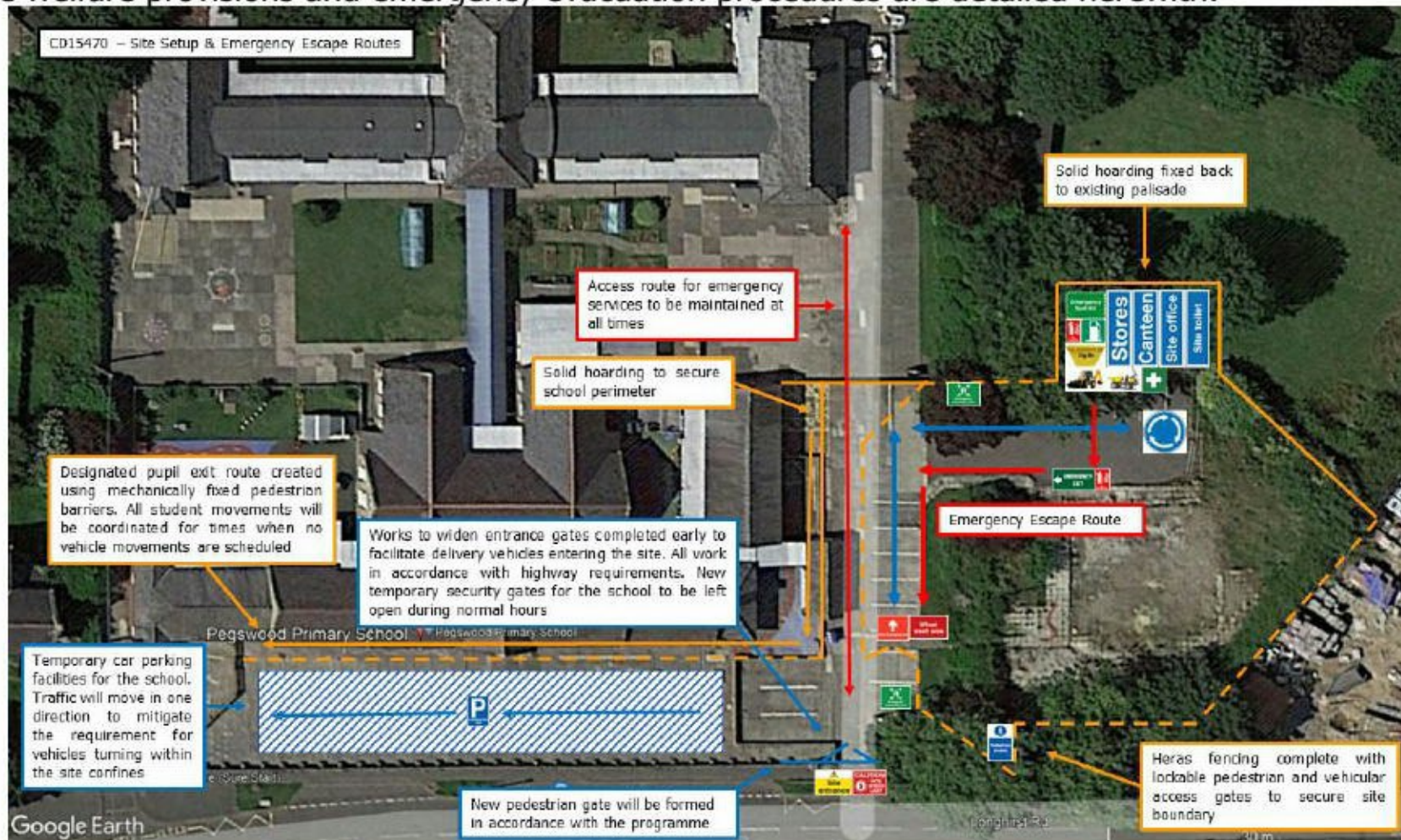
6. Location Map

Site is located at:
Longhirst Road
Pegswood
Morpeth
Northumberland
NE61 6XG

Site location and traffic management plan is detailed herewith:



Site welfare provisions and emergency evacuation procedures are detailed herewith:





7. Description of Existing Environment

7.1. Existing buildings, structures, and plant

The site is located to the east of the existing Pegswood Primary School and is made up of an existing hardstand and reclaimed brownfield site that used to house modular style buildings complete with all underground services and drainage.

7.2. Use of surrounding land

Detailed herewith is a description of land uses surrounding the site enclosure:

North: Public open space
East: Residential Dwellings
South: Residential Dwellings
West: Existing school buildings

7.3. Overlap with clients undertaking

Due the operational nature of the school all noise works, and deliveries will be communicated to the School Manager and scheduled for times where they will mitigate any potential disruption to the onsite activities.

The Site management team will ensure all public rights of way, pedestrian and vehicular access routes are maintained throughout the contracted works with all, significant, vehicle and plant movements coordinated by the site traffic officer to ensure the health safety and welfare of all project stakeholders.

The site management team will be required to notify and discharge all statutory notices and licenses required by the contract and ensure all resultant procedures are communicated to the Principal Designer.

The site management team will be required to coordinate emergency evacuation procedures with the project stakeholders and ensure they are monitored and updated at regular intervals as occasioned by the contract. This information be communicated to all site personnel as part of the site induction procedure.

7.4. Existing services

Where possible existing services will be identified from existing mechanical and electrical service drawings detailed within the clients inhouse operations and maintenance manuals which will be requested as part our pre-delivery procedures.

Those services not identified on the drawings will be located by means of visual and electronic inspection, marked, and highlighted to ensure protection and continuity of service throughout the contracted works.

Unless specifically mentioned within the design information all service and utility connections will be deemed live. It is the Principal Contractors responsibility to maintain all supplies to the building unless temporary disconnections are occasioned by the works.



If a temporary disconnection is required to take place this will only be carried out once a robust set of controls have been established in conjunction with the client to mitigate any disruption maintain site functionality.

7.5. Existing ground conditions

Existing ground is made up of earth and hardstand area with the principal designer advising no known issues with the with the substrate makeup they could adversely affect onsite activities.

7.6. Existing traffic systems

The entrance to the school is accessed via vehicular access gates from that public highway designated Longhirst Road located to the south of the site.

Once through the gates site specific traffic restrictions and speed limits apply with access available to the proposed site compound areas by way of the existing two-way vehicular road network that services all areas of the site.

Site speed limits will be enforced as part of the contracted works and all supply chain members advised of site-specific traffic management procedures prior to visiting site to minimise the impact of site traffic on the school, local residents and road users.

All site deliveries will be coordinate with the school management team so to minimise disruption during peak traffic times thus mitigating any associated traffic risks.

7.7. Planning restrictions

All planning conditions and associated restrictions are as highlighted within the planning approval document referenced 21/00704/CCD.

It is the responsibility of the client and Principal Designer, with the assistance of the Principal Contractor and the design team to ensure that all conditions of planning are fully discharged in good time.

8. Site Plans, Elevations & Layout Drawings.

All issued working drawings as detailed within section 4 of this document will be retained within on Principal Contractors secure network with a hard copy also being made available within the site file for review by the client or Principal Contractors representatives at all times.

9. Programme of Works

Anticipated Start: Date:	12 September 2022
Construction Period:	29 Weeks
Anticipated Completion Date:	31 March 2023
Defects Liability Period:	12 Months

All dates to be confirmed with the contract administrator.

Please refer to Appendix A for CDL Target Programme.



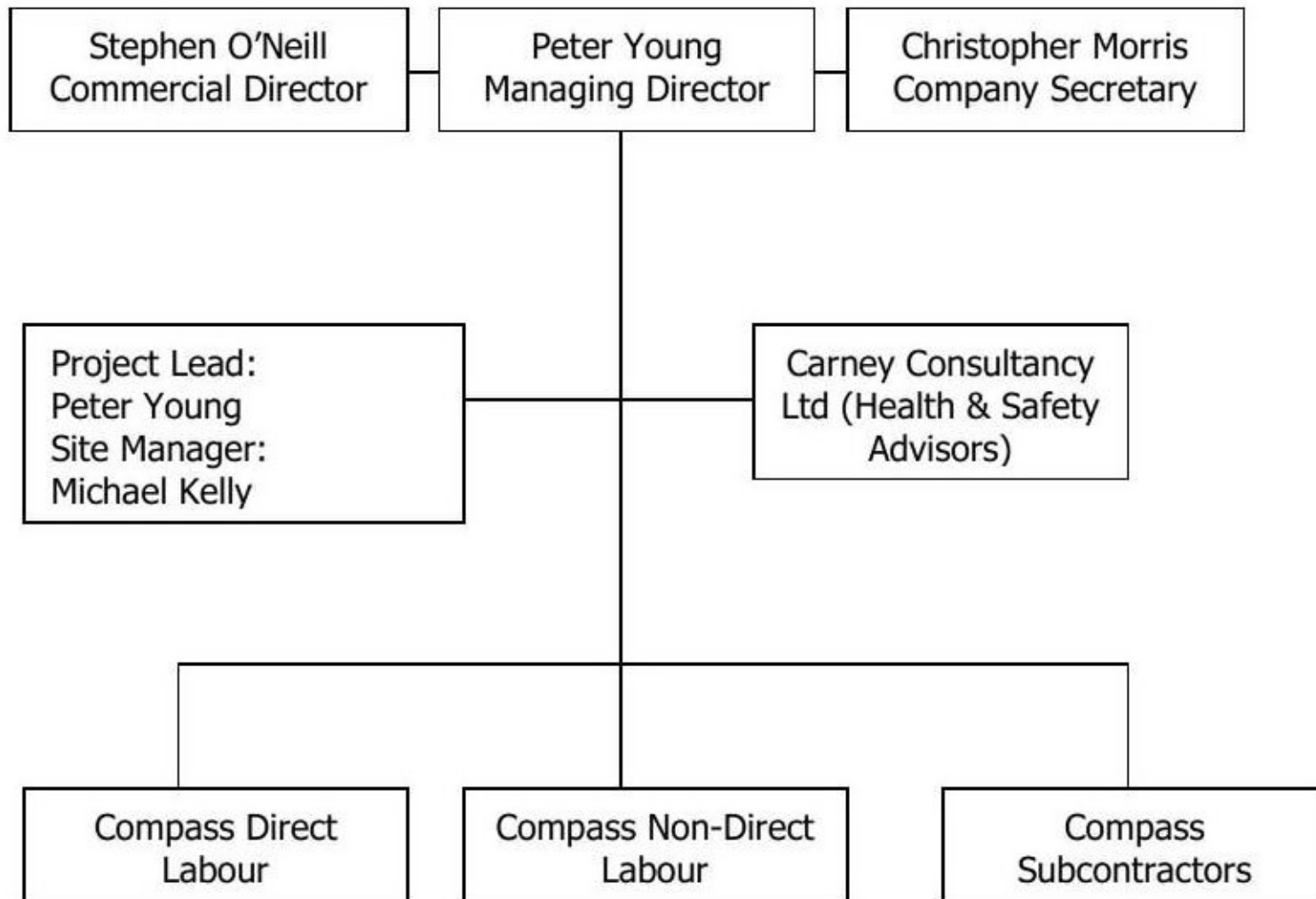
10. Further Sources of Information Available

Note: This list is by no means exhaustive and is included as a guide only

		Yes/No	Where
10.1	Pre-Construction Information Document	Yes	Site File and Contractor Head Office
10.2	Design Information	Yes	Site File and Contractor Head Office
10.3	Asbestos Survey	Yes	Site File and Contractor Head Office
10.4	Stats Survey/Design	Yes	Site File and Contractor Head Office
10.5	Structural Survey/Temporary Works	Yes	Site File and Contractor Head Office
10.6	M&E Survey	Yes	Site File and Contractor Head Office
10.7	Soil Survey	Yes	Site File and Contractor Head Office
10.8	Layout Drawings and Elevations Schedule	Yes	Site File and Contractor Head Office



11. Health, Safety, Environmental and Welfare Management Structure



Note: Responsibilities are as described in section 0.2 of the company SHE Management System contained within Appendix F of this document.



12. Global Assessment of Project Risks

To be completed by Compass Development management before the start of the contract; significant risks will be identified and where necessary suitable risk assessments (RA) and method statements (MS) will be produced and/or control measures to be adopted outlined.

Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
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Contract Works

Topography	Y	N	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Access to site	Y	N	Y	N	Y	Please refer to site traffic plan, section 6, and site transport plan section 18
Contaminated ground	N	N	N	N	N	



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
Ground conditions/unstable ground	Y	N	Y	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Ground water	Y	N	N	Y	Y	
Underground services	Y	Y	Y	Y	Y	All excavation activities will be considered in accordance with CDM 2015 Section 22, HSE Guidance Note CIS64 and section 30 of the company management system to establish a safe system of work. Earth work support for all deep excavations will be designed by the structural engineer with appropriate



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						emergency evacuation plan devised as part of the process. All temporary earth work support will be reviewed by the project appointed temporary works coordinator and signed off prior to the ground works subcontractors risk assessments and method statements being review in accordance with section 2 of the company management system and a permit to dig being issued by the site management team.
Overhead services	Y	Y	N	Y	Y	All works completed indoors will have to be coordinated as to not interfere with any overhead services located within the first-floor roof voids. All risk assessments and method statements will be vetted to ensure suitable controls are implemented.
Traffic restrictions	Y	Y	Y	N	Y	Please refer to site traffic plan, section 6, and site transport plan section 18
Railways	N	N	N	N	N	
Flight paths	N	N	N	N	N	



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Existing plant or works	Y	Y	Y	Y	Y	Please refer to section 7.4 that refers to site specific controls that will be implemented to ensure the integrity/operation of existing plant and critical services.
Residential buildings	Y	N	N	N	N	A letter drop will be performed in advance of the contracted works advising local residents of the works and provide details of the site management team responsible for the contract. All site-based activities will be considered with the unit, local residents and road users in mind.
Industrial buildings	N	N	N	N	N	
Schools/hospitals	Y	Y	Y	N	N	Site specific rules advised by the facility are to be included within the principal contractors site induction.
Existing noise	N	N	N	N	N	
Existing dust	N	N	N	N	N	
Existing fumes	N	N	N	N	N	
Scaffolding	Y	Y	Y	Y	Y	All working at height activities will be reviewed in conjunction with HSE Working at Height Tool Kit, HSE Document indg401 and sections 7 of the company management system to establish



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						<p>a safe system of work and appropriate. All scaffolding and crash decks will be erected by a NASC approved subcontractor and in accordance with industry standard TG20. All scaffolding will be reviewed by the site appointed temporary works coordinator to ensure suitability for the task and added to the temporary works register. All working at height activities will be permitted to ensure all operative are aware of risk associated with the operation and to familiarise themselves with the site-specific controls. Scaffolding subcontractor site specific risk assessments and method statements will be reviewed in accordance with section 2 of the company management system and must ensure that suitable emergency rescue plan if fully developed.</p>
Working at height	Y	Y	Y	Y	Y	<p>All working at height activities will be reviewed in conjunction with HSE Working at Height Tool Kit, HSE Document indg401 and</p>



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						sections 7 of the company management system to establish a safe system of work and appropriate. All scaffolding and crash decks will be erected by a NASC approved subcontractor and in accordance with industry standard TG20. All scaffolding will be reviewed by the site appointed temporary works coordinator to ensure suitability for the task and added to the temporary works register. All working at height activities will be permitted to ensure all operative are aware of risk associated with the operation and to familiarise themselves with the site-specific controls. Scaffolding subcontractor site specific risk assessments and method statements will be reviewed in accordance with section 2 of the company management system and must ensure that suitable emergency rescue plan if fully developed.
Steel erection	Y	Y	N	Y	Y	Detailed risk assessments and method statements will be



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						submitted by the proposed Steelwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Confined spaces	N	N	N	N	N	
Work adjacent to or over water	N	N	N	N	N	
Work on/adjacent to highways	N	N	N	N	N	
Work on or adjacent to railways	N	N	N	N	N	
Temporary works	Y	Y	N	Y	Y	All engineered and designed solutions will be approved by the appointed temporary works designer prior to being handed over to the temporary work coordinator for implementation on site. Task specific risk assessments and method statements will be issued, read,



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						and signed prior to issue of the permit to load and inclusion on the site temporary works register.
Site clearance	Y	N	Y	N	N	Detailed risk assessments and method statements will be submitted by the proposed Groundwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Bulk excavations	Y	Y	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system



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						and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Concreting	Y	N	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundwork subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
Roofing	Y	Y	Y	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Roofing subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Brickwork/Blockwork/Stonework	Y	N	Y	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Cladding	N	N	N	N	N	
Mechanical & Electrical	Y	Y	Y	Y	Y	Mechanical and Electrical subcontractors will issue their site-specific risk assessments and method statements to the site management team to allow a comprehensive review of the proposed safe systems of work prior to commencement of works on site. All works that have the potential to impact on critical site services will be coordinated with the client on site representatives allowing a minimum of 48 hours' notice for any isolation works. All works will adopt both the University and CDL's Permit Systems
Asbestos	N	Y	Y	N	N	An asbestos survey is required for the existing pavilion building and suitable controls will be developed upon review of the report's findings.



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
Site fencing	Y	N	Y	Y	Y	The site compound and works enclosure will be enclosed with a temporary Heras style hoarding system with access controlled via lockable pedestrian and vehicular access gates to prevent unauthorised access. Suitable risk assessments and method statements will be developed for the erection and dismantling of the hoarding by the site management team
Surfacing	Y	N	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundworks subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this



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						process will ensure compliance at all times.
Kerb laying	Y	N	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed Groundworks subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.
Site traffic management	Y	Y	Y	N	Y	Please refer to site traffic plan, section 6, and site transport plan section 18
Excavations	Y	Y	Y	Y	Y	All excavation activities will be considered in accordance with CDM 2015 Section 22, HSE Guidance Note CIS64 and section 30 of the company management system to establish a safe system



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						<p>of work. All earth work support will be designed by the project engineer. All temporary earth work support will be reviewed by the project appointed temporary works coordinator and signed off prior to the ground works subcontractors risk assessments and method statements being review in accordance with section 2 of the company management system and a permit to dig being issued by the site management team.</p>
<p>Lifting: MEWPS FLT Hoists</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>All items contained within HSE Guidance note INDG290 will be considered in conjunction with Section 9 of the company management system to establish a safe system of work for all lifting operations.</p> <p>All equipment will be inspected to ensure that they have been maintained in accordance with LOLER legislation and the load assessed prior to establishing a no crane lift plan to ensure that all risks are considered, and</p>



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						<p>suitable controls implemented prior to any lifting activities being conducted on site.</p> <p>All will be considered in conjunction with site specific risk assessments and method statement that will be established by the site management team and roofing contractors.</p>
Craneage	N	N	N	N	N	
Demolition	Y	N	Y	Y	Y	<p>Detailed risk assessments and method statements will be submitted by the proposed Demolition subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this</p>



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						process will ensure compliance at all times.
Site radiography	N	N	N	N	N	
Piling	N	N	N	N	N	
Explosives	N	N	N	N	N	
Waste disposal	Y	N	N	N	N	All site waste disposals will be in accordance contract specific site waste management plan. All waste will be contained within enclosed skips to remove any associated hazards and minimise the spread of waste materials.
Welding	Y	Y	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times.



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						In addition, the site management team will liaise with the client project management team to ensure the site hot work permit system is correctly employed and adhered to.
Diving	N	N	N	N	N	
Holes/ducts through floors	Y	N	N	Y	Y	Please refer to site specific risk assessments and method statements
Site security	Y	Y	Y	N	N	The site will be secured at the end of each shift by ensuring that all gates are locked and that all plant and equipment is left in a secure condition and/or location as not to cause harm to any member of the public.
Compressed air	N	N	N	N	N	
Cutting/burning	Y	Y	N	Y	Y	Detailed risk assessments and method statements will be submitted by the proposed subcontractor to the site management team for review in accordance with the procedures defined within the company management system and current health and safety legislation to ensure that an acceptable safe system of work is employed with



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						appropriate controls implemented for the duration of the activity. A process of regularly monitoring, updating, and reviewing this process will ensure compliance at all times. In addition, the site management team will liaise with the client project management team to ensure the site hot work permit system is correctly employed and adhered to.
Cartridge tools	N	N	N	N	N	
Fragile material	N	N	N	N	N	
Fire	Y	Y	Y	Y	Y	Please refer to fire risk assessment located at appendix D
Welfare	Y	N	Y	N	N	Please refer to site welfare diagram, section 6 and welfare arrangements and setup, section 17

Risks to Public

Security/fencing	Y	N	Y	Y	Y	Please refer to sections 16 and 17
Pedestrian access to site	Y	N	Y	Y	Y	Please refer to sections 16 and 17
Movements of plant	Y	N	Y	Y	Y	Please refer to site traffic plan, section 6, and site transport plan section 18



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
Noise	Y	N	Y	Y	Y	It will be the responsibility of the site management team communicate to all project stakeholder that all risk assessments and method statements developed for the project will ensure suitable controls are implemented in respect of noise thus ensuring compliance with the Control of Noise at Work Regulations 2005.
Dust	Y	N	Y	Y	Y	It will be the responsibility of the site management team communicate to all project stakeholder that all risk assessments and method statements developed for the project will ensure suitable controls are implemented in respect of Dust thus ensuring compliance with the Control of COSHH Regulations.
Parking	Y	N	Y	N	Y	Please refer to section 18 Site Transport plan for details of parking controls for the contract.
Fire	Y	Y	Y	Y	Y	Please refer to fire risk assessment located in Appendix D
Storage of materials	Y	N	Y	N	N	All materials will be stored either within the confines of the site



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						compound or on the individual floors where the works are taking place. All materials will be stacked and stored securely at all times.

Occupational Health Risks

Asbestos	N	Y	Y	N	N	An asbestos survey is required for the existing pavilion building and suitable controls will be developed upon review of the report's findings.
Sharps	N	N	N	N	N	
Weill's disease	N	N	N	N	N	
COSHH	Y	N	Y	Y	Y	COSHH Assessment will be completed and reviewed by the site management team and appended to the site-specific risk assessments and methods statements for review by operatives prior to undertaking the associated works package. All COSHH Assessments and associated date sheets will be records on the site COSHH Register.
Manual handling	Y	N	Y	Y	Y	Site specific risk assessments and method statements will identify manual handling requirements an



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						implement suitable controls to ensure that the loads being carried by individuals do not exceed those that can be safely lifted/moved and utilised mechanical lifting aid where appropriate.
Vibration	Y	N	Y	Y	Y	It will be the responsibility of the site management team communicate to all project stakeholder that all risk assessments and method statements developed for the project will ensure suitable controls are implemented in respect of vibration thus ensuring compliance with the Control of Vibration at Work Regulations 2005
Noise	Y	N	Y	Y	Y	It will be the responsibility of the site management team communicate to all project stakeholder that all risk assessments and method statements developed for the project will ensure suitable controls are implemented in respect of noise thus ensuring



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						compliance with the Control of Noise at Work Regulations 2005.
Night working	Y	N	N	N	N	
Lone working	N	N	N	N	N	
UV Radiation Exposure	N	N	N	N	N	

Temporary Accommodation

Office installation	Y	N	Y	Y	Y	Please refer to Welfare supplier site specific lift plan, risk assessments and method statement
Electrical installation	Y	N	N	Y	Y	The site compound will establish a temporary service connection to the existing building for the duration of the works. All works to be completed by qualified electrical engineer. Please refer to electrical subcontractors' site-specific risk assessments and method statement for associated risks and controls
Drainage	Y	N	N	Y	Y	The site welfare facilities will establish a connection to existing site water and foul drainage for the duration of the works. All works completed by onsite mechanical contractor. Please refer to mechanical



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
						subcontractors' site-specific risk assessments and method statement for associated risks and controls
Gas cylinders	N	N	N	N	N	The site welfare facilities will establish a connection to existing site water and foul drainage for the duration of the works. All works completed by onsite mechanical contractor. Please refer to mechanical subcontractor site specific risk assessments and method statement for associated risks and controls
Fire (certificate)	Y	Y	Y	Y	Y	Please refer to fire risk assessment located in Appendix D
Signage	Y	N	N	N	N	Low level directional and safety signage will be installed sparingly around the site and only once approved by the client project manager
Cleaning	Y	N	N	N	N	The site will appoint a designated individual whose responsibility it will be to ensure that the site is kept clean and tidy at all times with specialist contractors and additional controls employed as required by the works.
Fencing	Y	N	N	N	Y	Please refer to section 17



Identified hazard	(a) Applicable (Y/N)	(b) Significant risks (Y/N)	(c) Identified in pre-tender safety plan (Y/N)	(d) RA required (Y/N)	(e) MS required (Y/N)	(f) Solution/control measure to be adopted
Security	Y	N	Y	N	Y	Please refer to section 16
Materials storage	Y	N	Y	N	Y	Please refer to section 17



13. Register of Subcontractors Risk Assessments, COSHH Assessments and Method Statements.

The following subcontractor/supplier risk assessment register will be maintained for risk assessments that are undertaken by our subcontractors/suppliers.

Subcontractor/Supplier Risk Assessment & Method Statement Register					
Contract Name: Pegswood Children’s Home			Location: Site Health & Safety File		
Contractor/supplier name	Task/operation	R/A	M/S	COSHH	Date
TBC	Aluminium Doors & Windows	X	X	X	01/08/2022
TBC	Brickwork	X	X	X	01/08/2022
TBC	Cladding	X	X	X	01/08/2022
TBC	Decoration	X	X	X	01/08/2022
Axis Demolition	Demolition	X	X		01/08/2022
TBC	Electrical	X	X		01/08/2022
Middleton Forge	Fencing	X	X		01/08/2022
TBC	Flooring	X	X	X	01/08/2022
TBC	Gas Membrane	X	X	X	01/08/2022
TBC	Groundworks	X	X	X	01/08/2022
TBC	Mechanical	X	X	X	01/08/2022
TBC	Plastering	X	X	X	01/08/2022
TBC	Precast	X	X	X	01/08/2022
TBC	Render	X	X	X	01/08/2022
TBC	Road Markings	X	X	X	01/08/2022
TBC	Scaffolding	X	X		01/08/2022
TBC	Screed	X	X	X	01/08/2022
TBC	Structural Steelwork	X	X		01/08/2022
TBC	Surfacing	X	X	X	01/08/2022



15. Health, Safety & Environmental Responsibilities

The senior manager on site has the overall responsibility for health, safety, welfare, and environment and shall assume the role of management safety representative (MSR).

Where appropriate the following roles may be devolved to other members of the site team.

Site safety appointments	
Management safety representative (MSR)	Michael Kelly
Lifting coordinator	Peter Charlton
Scaffold Inspector	Michael Kelly
Fire safety coordinator	Michael Kelly
Site electricity coordinator	TBC
Site gas coordinator	TBC
Temporary works coordinator	Peter Young
Temporary works supervisor	Michael Kelly
COSHH	Michael Kelly
Plant coordinator	Michael Kelly
Waste management coordinator	Michael Kelly
Site traffic officer	Michael Kelly
Site COVID-19 officer	Michael Kelly

The Compass Management Team are expected to adhere to those policies and procedures set out in the company SHE Management System located within the Site Health and Safety File and Appendix F of this document.

All members of staff are required to read and signed a copy of the Compass employee handbook prior to commencement of any works on site; copies are available from Head office.



16. Security & Protection of the Public

All operatives and visitors will be required to complete a site-specific health and safety induction that will identify the inherent risks associated with the onsite activities and control measures adopted to ensure all such risk are minimised and/or eliminated in their entirety. All inductees will be recorded on a site register and asked to sign in and out of the site when arriving and leaving.

All operatives and visitor competencies will also be recorded, and copies taken to be stored with their induction record.

Unauthorised access to the site compound area will be controlled by way of Heras fencing with pedestrian access gates at the welfare and property entrances and vehicular access gates to the compound area. All gates will be locked when not in use.

No access to the work area will be granted without the express permission of the site management and only then following completion of the site induction.

No materials and equipment will be left accessible outside of the working day.

All site storage and waste collection points will be signed and secured with Heras style fencing at all times.

All delivery vehicles will be guided by a qualified banksman to alert the pedestrians to any potential hazards.

All site-based personnel will be required to produce a valid DBS check certificate to confirm their suitability for working within a live academic environment, this procedure will be reviewed by both the site and school management teams with any personnel found not to have the relevant paperwork being asked to leave the site.

With regards the control of dust the contractor or will ensure adequate provisions and implemented to ensure the project will comply with all statutory duties under the Control of Substances Hazardous to health Regulations 2002 (COSHH).

All potential risk will be identified as part of the construction phase plan process however upon review of the contract particulars the following controls have been identified as part of the project risk register for immediate implementation on site:

- ✦ Ensure the right size of building materials so less cutting or preparation is needed.
- ✦ Use silica-free abrasives to reduce the risks when blasting.
- ✦ Utilise less powerful tools – e.g., a block splitter instead of a cut-off saw.
- ✦ Utilise fastening systems instead of drilling where possible
- ✦ Dampened down areas to restrict the release of dust into the atmosphere.
- ✦ Where possible on tool extraction will be utilised
- ✦ All wagons entering or leaving the site are to be covered to retain materials, dust, etc.
- ✦ Install temporary hoarding of material capable or minimising and containing the spread of dust within the site boundary.
- ✦ Ensure all operatives have undergone Face Fit testing and that suitable and appropriate respiratory protective equipment is worn by operatives that are potentially at risk to exposure from construction dusts.



- ✦ Due to the location of the works all site operations likely to cause dust shall be carefully monitored. As a minimum requirement, the site will be kept clean and tidy at all times and surrounding areas will be inspected and cleaned frequently on a daily basis to ensure that no dust/debris trails occur.

These controls are to be considered as our minimum standard with the site management team liaising with our client and project stakeholders to identify any requirements as part of continual monitoring and improvement procedure that will be adopted throughout the contracted works.

17. Welfare Arrangements & Site Set Up

All site welfare and setup arrangement will be in accordance with the Construction Design Management Regulations 2015.

The site compound will be located in an existing landscaped area located to the north of the existing hardstand and will be secured by a solid timber hoarding tied back to the existing palisade fencing together with an additional Heras-style fence located to the western site boundary that will be secured with lockable pedestrian and vehicular access gates that will secure the site from unauthorised access from the live school environment.

The site compound facilities will consist of an office, meeting room, canteen and W/C that will be double stacked to minimise their footprint and located away from plant and vehicle circulation routes to mitigate any risks associated with people/plant interface.

The site welfare facilities will utilise a temporary power connection from the existing building with all installations being installed by a qualified electrician and all certifications being retained on site for the duration of the contract. A temporary water supply and connection to foul drainage will also be established to the site welfare facilities by a qualified plumber and signed off prior to use.

A storage and waste area will be established within the compound for the duration of the works with additional storage of materials being within the compound located to the north of the compound. These areas will contain steel storage containers and will be secured using Heras fencing with lockable vehicular access gates that will be controlled by the designated traffic office in the event of deliveries and material distribution procedures.

All Heras fencing will also be secured with debris netting to ensure that no waste materials can escape the curtilage of the site compound area.

Site first aid and spill response facilities will be stored within the site office. Site fire exits, extinguishers and audible fire alarms will be located at each of the site entrances as highlighted on the site setup and emergency evacuation plan.

Periodic cleaning of the site compound will take place throughout the contract works to minimise the release of dust or any other waste material occasioned by the works. More specific control measures will also be incorporated within the site-specific risk assessments and method statements.

Please refer to the site plan in section 6 and Appendix B for specific welfare locations.



18. Site Transport Plan

To ensure compliance with regulations 27 and 28 of the Construction Design Management Regulations 2015, we will work with the Client and their team to develop a fully integrated traffic management system, as demonstrated in the diagram herewith, to ensure that all site access, egress and emergency escape route are suitably planned to minimise the impact on local stakeholders whilst allowing the establishment of a robust set of controls that will ensure the health, safety and welfare of all project stakeholders throughout the construction period.

A dedicated site traffic officer will be appointed whose responsibility it will be to plan, coordinate and communicate the site traffic management plan to all project stakeholders and supply chain partners whilst acting in the role of site banksman to ensure that all vehicle movements are safely coordinated per the controls developed as part of the plan.

The site traffic officer will be responsible for performing periodical reviews of all traffic management procedures, in consultation with our SHEQ management team, to ensure ongoing suitability and effectiveness of the plan and, where necessary, communicate any changes to all project stakeholders and supply chain partners, maintaining its continued integrity.



As highlighted on the above diagram, all site traffic, where possible, will enter Pegswood via A197 highway, turning onto Front Street, finally followed by Longhurst Road, where the primary school gates are located. Access to the site will be segregated from the existing school and demarcated using a hears-style hoarding system completed with lockable pedestrian and vehicular access gates.

This route has been chosen to minimise the potential impact of site-based traffic on the local highways and road users, ensuring safety and controlling the associated environmental effects caused by the statutory nuisances of dust and noise.



To ensure that the correct route is utilised at all times, a copy of the traffic management plan will be communicated to all project stakeholders and supply chain partners, in advance of the contract commencement, together with the site-specific health and safety induction that the site management team will deliver to all operatives and visitors. In addition, vehicle circulation routes will be further reinforced by introducing non-intrusive, low-level safety signage, aiming to mitigate any route deviations and risks associated with site traffic movements.

Vehicles approaching the site entrance will be met by the designated traffic officer, who will assess the vehicle and load before coordinating the movement in the material set down area, thus allowing the unloading of materials into the site compound without impacting site circulation routes and workforce productivity.

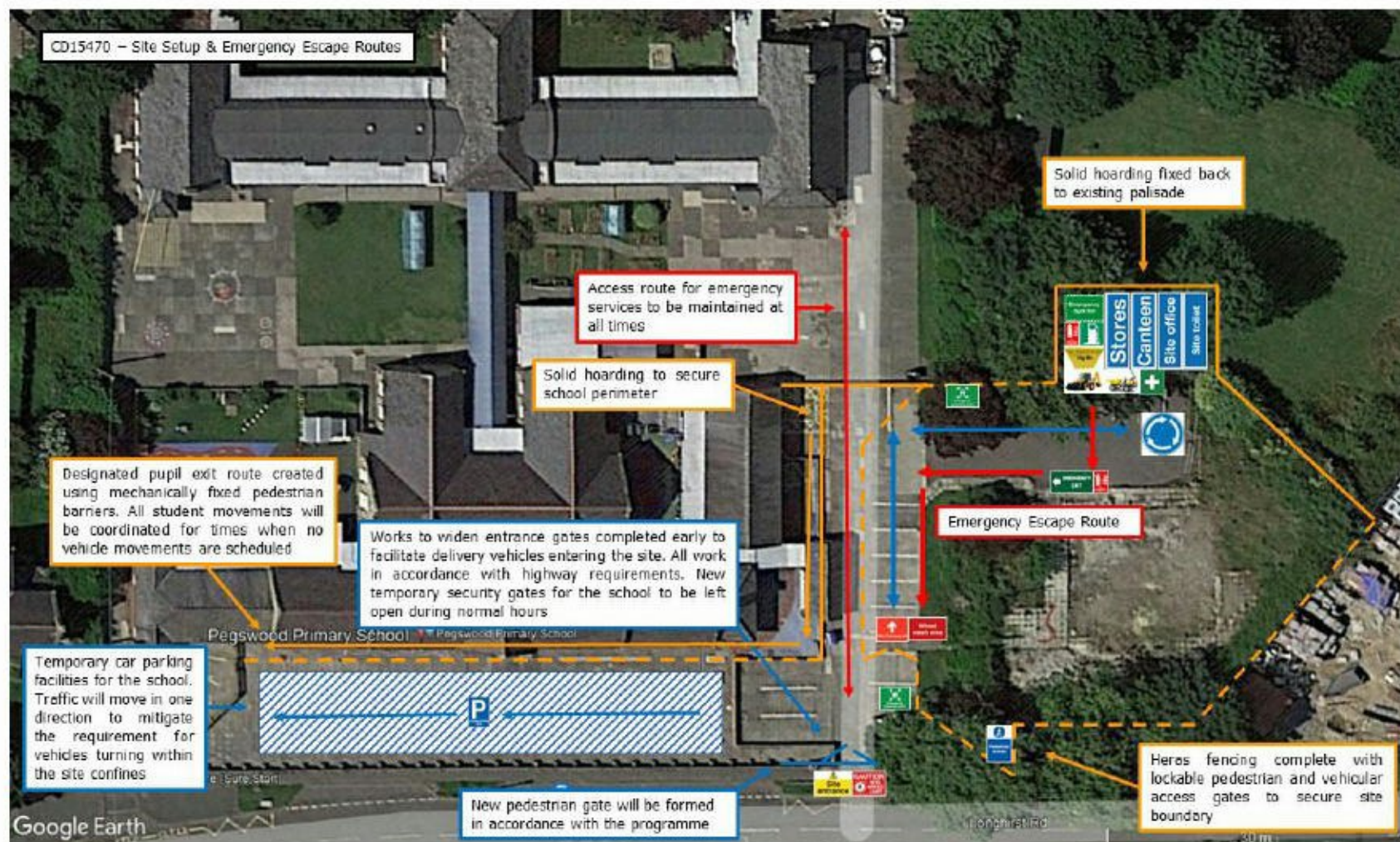
Vehicles will then be turned under the control of the site traffic officer within the confines of the site material compound and subsequently returned to the entrance road, thus ensuring that site vehicle movements do not impact local stakeholders. Any larger loads that may need to be reversed from the site will be accomplished under the control of two qualified banksman to ensure that local road users are made aware of the vehicle movement and ensure that all hazards associated with the movement of the large vehicles are considered. Appropriate controls will be implemented to mitigate any potential traffic management risks.

A schedule of deliveries will be established to facilitate traffic management, utilising a just-in-time procurement model that will prevent the requirement for multiple, unnecessary deliveries to the site but also minimise the need to store excessive amounts of materials on-site, reducing the impact and associated risk on the local amenities and resources. This schedule and strategy will be communicated and agreed upon with the Client and all members of our Supply Chain before the commencement of the contracted works, emphasising avoiding times that see heightened traffic levels around the site.

All site vehicles will be parked within the confined of the secure site compound with any movement being coordinated by the site traffic officer. It will be the responsibility of the site traffic officer to ensure that all site vehicles are always parked legally and do not cause a nuisance to the site staff, stakeholders, residents, or any other road users.

Regarding school parking arrangements, it has been agreed that the school and their stakeholders will utilise the hard stand located to the south of the existing building and adjacent the main vehicular access gates. For this to work the widening of the existing vehicular access gates must be undertaken as one of the first site activities with temporary vehicular and pedestrian access gates installed to allow the works to progress in a timely fashion. It would then be the intention for all school vehicles to enter the temporary car park through the southeast gate and exist adjacent the school main entrance effectively creating a one-way system that would remove the risk associated with vehicles turning within the confined of the hard stand area.

In respect of stakeholder circulation routes, it will be necessary for all school staff and pupils to access and egress the school through the existing main entrance found to the southwest corner of the school. As highlighted by the below diagram this will be achieved by the erection of a solid timber hoarding within the existing courtyard following the demolition of the existing outbuilding that will be tied back to mechanically fixed pedestrian barriers that will travel the length of the temporary car park back to the main entrance. No vehicle movements will be allowed within the temporary car park whilst this circulation route is in use and must be communicated to all school staff and visitors prior to them bring vehicles into school grounds.



All roads and footpaths will be constantly monitored throughout the works. They will be cleaned, as necessary, with further wheel wash controls situated and used at both vehicles' entrances to ensure that any build-up of harmful materials does not present a hazard by being tracked onto the local highways.

All waste materials will be transported to the designated waste areas in enclosed waste storage containers and placed into enclosed skips, preventing the release, and tracking of any harmful materials around the site and reducing the risk of fire or any potential acts of arson.

The site management team will be responsible for liaising with the Local Authority and Emergency Services to ensure that all statutory traffic notices relating to public highways are in place and that emergency access and egress routes are communicated and maintained at all times.

Proposed emergency evacuation routes are indicated on the site setup diagram; they will be considered and developed with all project stakeholders as part of our fire risk assessment procedure to ensure continuity and compatibility with existing site fire strategies throughout all stages of the construction process.

The appointed Fire Warden and SHEQ Manager will have overall responsibility for the monitoring and review of the Fire Risk Assessment and Emergency Escape routes to ensure their ongoing functionality as the works progress, together with the coordination and scheduling of drills with the management team to check the operational effectiveness of the implemented controls.

Each of the proposed emergency evacuation routes will be located to the west and south of the new structure, with all walkways defined with the use of pedestrian barriers, ensuring that people/plant interface controls are consistently enforced and that all routes can be checked, maintained and kept free from trip hazards ensuring the safe evacuation of the site in the unlikely event of an emergency.



The project management team will review the proposed traffic management and emergency evacuation plans at regular intervals as part of the construction phase plan and fire risk assessment to ensure ongoing relevance; all project stakeholders will agree any amendments before communicating to visitors and operatives and relevant supply chain partners.

The site management team will liaise with the client on a daily basis to review access requirements and coordinate traffic flow so to minimise any potential disruption occasioned by the movement of site vehicles.

Compass Developments are also responsible for liaison with Police and Local Authorities regarding any traffic notices relating to public highways. Always maintaining access for Fire/Ambulances, deliveries, staff and visitor parking, site traffic routes and the like.

19. Storage of Materials (including hazardous) & Removal of Debris

Storage areas will be established within the agreed compound area and/or within the building. There is to be little storage on site due to the nature of the site. The delivery of materials is to be planned to minimise storage on site.

The following materials are not to be used:

- ✦ High Alumina cement in structural elements
- ✦ Wood wool slabs in permanent formwork to concrete
- ✦ Calcium chloride in admixtures for use in reinforced concrete
- ✦ Asbestos or products containing asbestos
- ✦ Aggregates in reinforced concrete which do not comply with BS EN for concrete production
- ✦ Lead or any materials containing the lead unless specifically designed and specified
- ✦ Urea formaldehyde foam or materials which may release formaldehyde
- ✦ Silicate bricks or tiles
- ✦ Any other substances not in accordance with BS EN Standards, Code of Practice, and good building practice.

No materials are to be stored or stacked near to the security fence and/or the perimeter wall to prevent the site occupants a facilitate to circumvent the site security boundary.

All materials and equipment must be brought on to site within secure tool bins and not loose to prevent any items being left within the curtilage of the site. Following the end of each shift operative must follow the same procedure for existing the site and ensure not loose items are left within the works area. The site management team will review all access routes to ensure all are tidy and correctly maintained.

All waste materials will be removed from site to enclosed skips stored in the designated waste area located within the site compound. All materials will subsequently be removed from this location by a licensed waste carrier.

20. Emergency Procedures – (Fire, First Aid, Flood, Power Outage & Environmental Incidents)

Suitable emergency procedures will be prepared and posted in a prominent position on site. All foreseeable emergencies will be identified, and the arrangements must be communicated to all site personnel through regular briefings and inductions.



Nominated individuals with specific duties that need to be carried out as part of the emergency incident prevention or control will be formally appointed and their names will be displayed on the emergency action notices that have been made available for first aid and fire.

All such notices must be regularly reviewed and kept up to date by the person in control of the site and the methods of achieving that are described below.

The emergency procedures for the site will be reviewed as the works progress to reflect changing layouts and will be reviewed as part of all internal and external safety inspections undertaken on the project.

The following items must (as a minimum) be included in any emergency plan that is prepared for the site. Please note that additional information must be provided where specific high-risk operations are being carried out. (i.e., confined space entry, crane operations and electrical work)

- 21.1. A fully completed Fire Action Notice
- 21.2. A fully completed First Aid Action Notice
- 21.3. Fire Risk Assessment
- 21.4. A comprehensive site induction that covers the above points, the site rules in place on the site and any restrictions that are in place on the site.

The site layout plan located in Appendix B highlights the site muster point and the emergency fire exit route. As the works progress and site layout changes a detailed fire exit route/plan for the new configuration will be developed and displayed on site with all relevant signage.

Works that are undertaken within the secure part of the facility will fall under the control of the facility manager and his team with all operatives being required to follow the facilities site-specific emergency evacuation protocols. These procedures will be communicated to all operatives and visitors as part of the site induction.

The site management team in conjunction with the facility manager will liaise with client's fire officer to ensure ongoing compliance of site's fire and emergency evacuation strategy.

Fire Procedures will be monitored and maintained by developing the initial fire risk assessment contained within appendix D as the works progress.

For further guidance is recommended this section be read in conjunction with the following policies contained within the company SHE Management System located in Appendix F:

- ★ 6.0 First Aid at Work Policy
- ★ 10.0A Noise at Work Policy & Procedure
- ★ 14.0 Fire Precaution & Prevention Policy
- ★ 25.0 Breaches of Health & Safety Policy & Procedure

Site specific SHE Induction can be reviewed within Appendix E of this document.



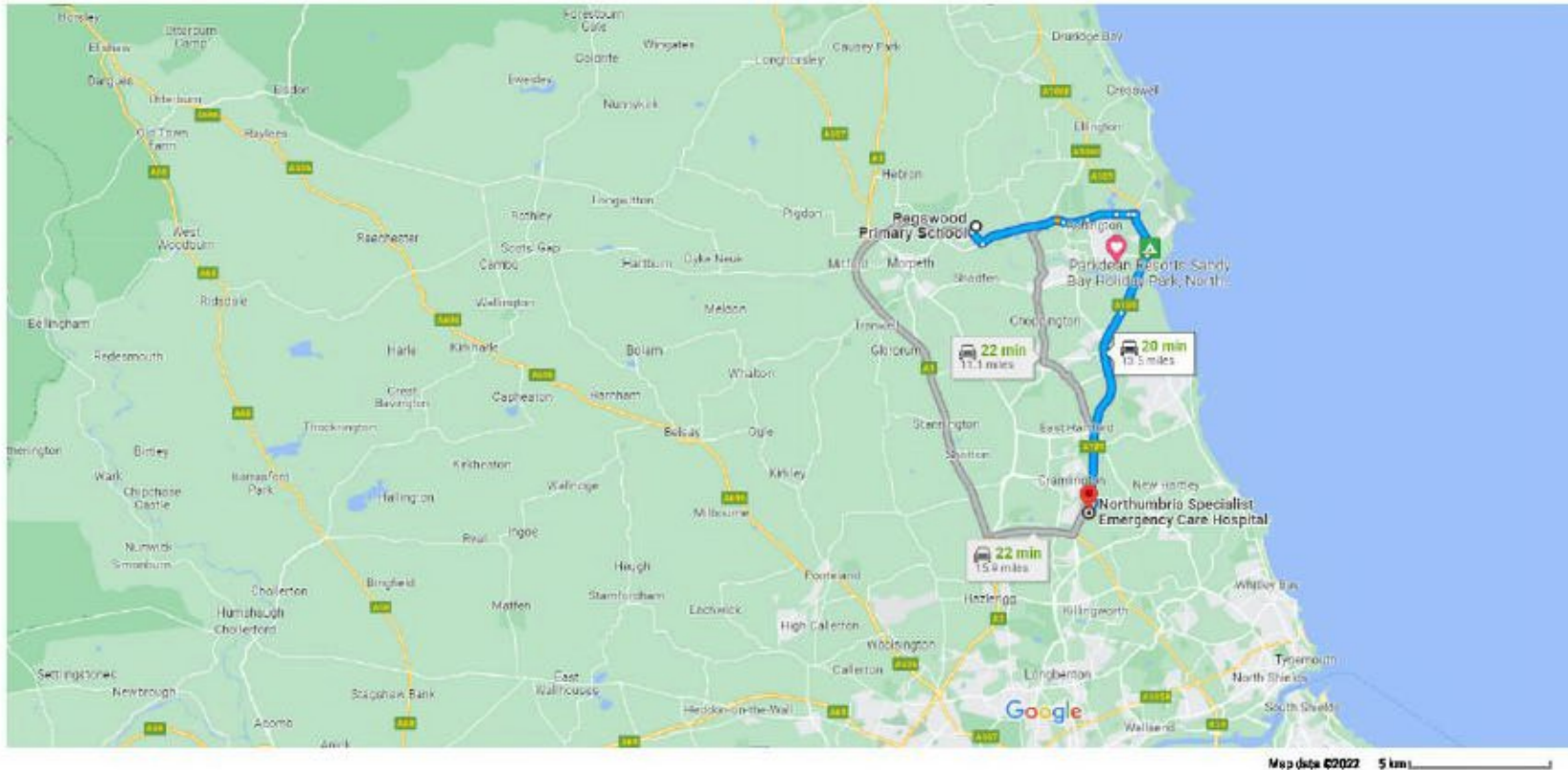
The following contact numbers should also be obtained and held in the Health and Safety Plan for future reference.

Emergency Services	
Fire	999 or Northumberland Fire & Rescue Service: 01670 621110
Police	999 or 101 for Non-Emergencies
Ambulance	999 or 111 for Non-Emergencies
Hospital A&E	Northumbria Specialist Emergency Care Hospital Northumbria Way Northumberland Cramlington Northumberland NE23 6NZ T: 0344 811 8111
Service Authorities	
Electricity	Northern PowerGrid – 0800 668877
Telecom	Openreach - 0800 0232023
Water	NWL Water Sewage Line - 0845 7171100
Gas	National Grid Gas Emergency Line - 0800 111999
Enforcing Authorities	
HSE Contact	Newcastle Office - 0191 2026200
EA Contact	EA Incident Line - 0800 807060
Main Contractor	
Out of Hours Contact	Peter Young – 07889 593870



Accident & Emergency Directions

Google Maps Pegswood Primary School, Longhirst Rd, Pegswood, Morpeth NE61 6XG to Northumbria Specialist Emergency Care Hospital, Northumbria Wy, Cramlington NE23 6NZ Drive 13.5 miles, 20 min



Pegswood Primary School
Longhirst Rd, Pegswood, Morpeth NE61 6XG

Take A197 to A189 in Ashington

- 9 min (4.8 mi)
- ↑ 1. Head south-west on Longhirst Rd towards Langwell Ter
- 0.2 mi
- ← 2. Turn left
- 0.4 mi
- ↻ 3. At the roundabout, take the 1st exit onto A197
- 2.3 mi
- ↻ 4. At the roundabout, take the 3rd exit onto Booths Rd/A197
- 210 ft
- ↻ 5. At the roundabout, take the 1st exit onto Rotary Pkwy/A197
Go through 2 roundabouts
- 0.6 mi
- ↻ 6. At the roundabout, take the 2nd exit onto A197
Go through 1 roundabout
- 0.8 mi
- ↻ 7. At the roundabout, take the 2nd exit and stay on A197
- 0.3 mi
- ↻ 8. At the roundabout, take the 1st exit and stay on A197
- 0.1 mi

Follow A189 to Northumbria Wy in Cramlington. Take the exit towards Cramlington Town Centre/B1505/E Cramlington Industrial Estate/Northumbria from A189

- 9 min (8.3 mi)
- ↻ 9. At Woodhorn Roundabout, take the 3rd exit onto A189
- 1.3 mi
- ↻ 10. At N Seston Roundabout, take the 2nd exit and stay on A189
- 1.7 mi
- ↑ 11. Continue straight to stay on A189
- 5.2 mi
- ↻ 12. Take the exit towards Cramlington Town Centre/B1505/E Cramlington Industrial Estate/Northumbria
- 0.2 mi
- ↻ 13. At the roundabout, take the 4th exit onto Northumbria Wy
Go through 1 roundabout
Destination will be on the left
- 2 min (0.4 mi)



21. The Notifications & Investigation of Reportable Accidents & Dangerous Occurrences

Details of all accidents are recorded in the site accident book.

It is the responsibility of the Employer report any RIDDOR accidents and dangerous occurrences to the HSE and to ensure an appropriate investigation is undertaken with a view to preventing recurrence.

Accidents to direct employees, single person labour only subcontractors should be notified by using form F2508 and within ten days of the accident occurring. A copy of the F2508, the company accident report form and accident investigation should be sent to Carney Consultancy Ltd.

In the case of death or major injury initial notification must be made by telephone to the HSE as soon as practicable after the accident has occurred. (HSE may be notified by telephone either via the local HSE office or via their Incident Contact Centre at Caerphilly 0845 300 9923.)

As an employer, it is the subcontractors' responsibility to report any accidents sustained by those working for them. Copies of the subcontractors completed F2508 notification form must be retained by the Main Contractor for company records. If the subcontractor is unwilling or unable to complete form F2508, the main contractor's manager or their equivalent must notify the HSE.

Following any reportable accident or dangerous occurrence, the relevant risk assessments and any relevant method statement should be reviewed to determine whether they need changing in the light of the incident.

For full details of company accident and/or incident reporting procedure please refer to CDL SHE Management System section 5.0, Accident Incident Reporting and Investigation Policy located in Appendix F.

22. Site rules

Site rules will be communicated to all site personnel and visitors at induction and posted on the site notice board.

Site rules (not exhaustive)

The following rules apply to all persons entering the site.

- 22.1. Anyone working on the project must have a current Asbestos Awareness training certificate and it must be seen by the Compass site manager before they will be allowed to start work on site.
- 22.2. No unauthorised person on site.
- 22.3. All operatives entering the site for the first time must report to the site office for safety induction and accreditation.
- 22.4. All operatives must sign in and out of site each time they enter/exit site.
- 22.5. All visitors are to report to the site office and shall sign the visitors' book. All visitors will be always escorted on site.



- 22.6. All those entering the site shall wear a hard hat, hi-visibility, and safety boots at all times. Other appropriate personal protective equipment may also be necessary as detailed in the task specific risk assessments.
- 22.7. No unauthorised vehicles shall be allowed on site. Parking in designated areas only. Site plant and transport routes to be specified. Everybody has a duty of care.
- 22.8. All accidents and unsafe situation or occurrences must be reported to the site manager immediately.
- 22.9. The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
- 22.10. Adjustment or removal of any part of the scaffolding must only be carried out by those trained scaffolders authorised to do so.
- 22.11. Temporary signs shall not be removed or covered over.
- 22.12. No mains powered radios or similar equipment shall be played on site.
- 22.13. No temporary or permanent part of the works shall be damaged or defaced.
- 22.14. No Smoking on site, except in designated areas.
- 22.15. No vehicles reversing on site without a banksman.
- 22.16. Site speed limit of 10mph must be adhered to.
- 22.17. No plant, materials or material waste shall be removed from the site without the authorisation of the site manager.
- 22.18. Permits to be obtained from Compass to ensure necessary identification of services and isolations whilst contractors are working in relevant areas.
- 22.19. Permits for hot work must be obtained before commencement.
- 22.20. Plant and equipment must be operated by authorised and trained persons only.
- 22.21. Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the site manager before use.
- 22.22. All instructions and directions of the site manager must be complied with.
- 22.23. Risk assessments and method statements to be complied with.
- 22.24. Precautions for the prevention of fire, displayed in the canteen, must be complied with.
- 22.25. Waste management rules must be complied with, and hazardous and non-hazardous waste must not be mixed.



22.26. Disciplinary procedure for safety or environmental related breaches on this site consists of verbal and written warnings. Serious breaches will be treated as gross misconduct and liable to instant removal from site.

22.27. Communication and/or fraternisation with Staff and Pupils is forbidden

23. Induction

All persons prior to commencement of all operations on site shall receive induction training from the site manager or their representative to familiarise themselves with the site-specific health, safety, quality, and environmental controls adopted by the site but also to ensure that the company's safe systems of work are communicated to all site personnel.

Records of all inductions together with copies of all operative competencies will be maintained on site for the duration of the contracted works.

All site induction will be carried out remotely for the duration of the current pandemic or until social distancing restrictions are lifted. All operatives will be required to read the site induction prior to arrival on and will be tested for relevant knowledge by the site manager as part of the site daily safety briefing

As an addition operative will be required to complete a short wellbeing questionnaire as part of the daily briefing to confirm whether they have symptoms or have recently come in to contact with anyone who has symptoms associated with COVID-19.

A copy of site induction is in Appendix E of this document.

24. Consultation with People on Site

Any Health, Safety or Environmental matters that arise can be discussed with the Site Manager at any time. As a company there is an open-door policy for anyone with concerns/issues regarding Health, Safety or Environment. This will be communicated and actively promoted at site induction.

The company also actively promotes the reporting of any unsafe working practices by operating a 'Don't Walk By' system whereby the operatives can anonymously report any activities they feel have the potential to cause harm by completing a 'Don't Walk By' card and placing in the site mailbox.

A schedule of monthly progress meeting will be established with the client's representatives to coincide with the monthly valuation meeting in the last working week of each calendar month.

The Contractor internal health and safety team and/or external health and safety consultants will make monthly visits to site and produce SHE Management Reports for review by the project team and the client's representatives.

25. Evaluation of Subcontractors & Disciplinary Procedures

Prior to the appointment of any subcontractor the main contractor will ensure that the contractor is competent and will make adequate provision for Health and Safety. This will be achieved by completion of CDL Health and Safety Prequalification Questionnaire.



A pre-start meeting will be convened with the subcontractors prior to starting on site at which time all risk assessments and method statements will be evaluated by the site management team prior to commencement of the works package.

Subcontractors will be required to agree to and comply with the conditions set down in company Health and Safety policy documents.

Any breaches of Health and Safety conduct or performance will be dealt with in line with the company disciplinary procedures.

All subcontract personnel will be required to undertake the site induction and will be subject to the sanctions therein for breach of site and health and safety regulations and guidelines.

26. Communication and coordination

The Site management team will hold daily briefing each morning to inform all site personnel and visitors as to the operations and hazards of the day and what controls will be administered to maintain site productivity.

Communications with the project team and subcontractors shall be carried out through regular site meetings and daily briefings.

All requests for information will be formally submitted in writing to the client's representatives and recorded on the site technical query register for review at each of the site progress meetings.

There will be daily communication with the client representative to ensure all parties are aware of each other's daily activities and plan works accordingly.

Any variations to the contract will be issued in writing to the client's representative for authorisation and instruction.

27. Toolbox talks

Toolbox talks will be employed as a medium to engage workforce involvement and maintain a positive health and safety culture throughout the contracted works.

The site manager will deliver topical toolbox talks relevant to the project and use them as a forum to discuss any areas of site health, safety, environmental or welfare provisions that require consideration and establish points of action to be delivered by the site management team.

A register of all toolbox talks together with any actions will be recorded and maintained within the onsite register.

28. SHE monitoring

The ongoing monitoring of SHE on site is a line management and supervisory responsibility. In addition, in house SHEQ Department and external consultants will carry out safety inspections and audits on a regular basis with written reports being submitted to relevant levels of management for review and action.



Site management and supervision will be responsible for carrying out regular site SHE inspections including a formal documented weekly inspection.

29. Records of inspection and registers

All relevant forms and statutory registers will be completed as required by the specific nature of the contract and will form part of this plan and kept available for inspection.

In addition, inspection test and work plans will be adopted to give assurance to the client and their representative that the relevant works activity has been correctly completed as in accordance with the specification documents.

Assurance is achieved by demonstrating, through written records, that "in-progress" inspections as well as final inspections have been made.

Early identification of problems is achieved by agreeing the Inspection and Test Activity Schedule at the pre-commencement stage; where the Delivery Team can consider the specification, and those requirements that are exceptional - e.g., above average acceptance criteria, tolerances, and final finish.

The Inspection and Test Activity Schedule will be compiled by the Contracts Manager or Project Manager and the Inspection and Test Plans by the Site Manager, in conjunction with the Specialist if appropriate. The Inspection and Test Records will be completed by the Site Manager and Specialist, together with any other person identified in the Inspection and Test Plan.

30. Permits

Compass Development (NE) Ltd will operate a permit system for the following activities:

- ✦ Hot Works
- ✦ Working at Height
- ✦ Confined Spaces
- ✦ Roof Works
- ✦ Excavation Works
- ✦ Use of Step Ladders

Any client permit systems will be adopted and included with our own.

Mechanical and electrical subcontractors are expected to utilise their own in-house permit system during the installation of their services.

31. Temporary works

Where temporary works have been identified and no standard solution available an independent design will be sought from our pool of structural engineering supply chain partners and subsequently implemented in accordance with their proposals.

All such works will be logged on the site temporary works register and signed off by the project appointed temporary works coordinator prior to issuing any permit to load. Once the solution is no longer required a permit to dismantle will be issued and once completed signed off by the temporary works coordinator on the site register.



32. Health & Safety Goals for the Project

The main health and safety objective is to ensure that adequate arrangements are implemented to prevent harm being caused to those carrying out construction work and others who may be affected. In addition, the following goals have been established over and above carrying out the works without incident:

- ✦ Ensure no unauthorised access to the site at all times.
- ✦ Maintain emergency escape routes at all times.
- ✦ Aim for zero incidents/accidents on site.

A further project goal is to eliminate, or where this is not reasonably practicable, to mitigate risks and hazards to:

- ✦ All operatives working on the project.
- ✦ Visitors and third parties.
- ✦ Adjacent residential dwellings and the general public.

Safety goals identified in the Pre-Construction Information plan are:

- ✦ All safety inductions to be held prior to commencement on site
- ✦ All risk assessments to be completed prior to commencing works
- ✦ All method statement to be completed prior to commencing works
- ✦ Daily H&S inspections to be carried out
- ✦ Submission of Near Miss forms if necessary
- ✦ Safety information / results to be advised at site meetings
- ✦ Strict enforcement of correct PPE on site for all contractors and visitors to site
- ✦ Strict enforcement of all proper and adequate safety notices for the site
- ✦ Works completed in a proper safe manner considering all existing site implications
- ✦ Zero accidents or incidents

33. Exchange of design Information

All information in the form of drawings, specifications and instructions will be registered by Compass Developments Project Manager. Originals will be retained at Compass Developments offices and a copy kept within the site office.

Compass Developments will disseminate this information to its subcontractors formally and record such distributions on the registers. Project Manager will be responsible for ensuring current information is issued to the relevant contractors prior to that works commencing on site and for communicating any feedback or queries back to the design team.

Any design information in the form of material samples will be resourced from the relevant contractor and formally issued to the design team by the Project Manager.

34. Handling Design Changes during the Project

All information in the form of drawings, specifications and instructions will be registered by Compass Developments Project Manager. Originals will be retained at Compass Developments offices and a copy kept within the site office.



Compass Developments will disseminate this information to its subcontractors formally and record such distributions on the registers. Project Manager will be responsible for ensuring current information is issued to the relevant contractors prior to that works commencing on site and for communicating any feedback or queries back to the design team.

Any design information in the form of material samples will be resourced from the relevant contractor and formally issued to the design team by the Project Manager.

35. The Health & Safety File

Compass Developments will collect and collate information on aspects of the design, the materials and the construction processes and forward information to Principal Designer as requested in the pre-construction health and safety document.

36. COVID 19 Standard Operating Procedure

All controls contained within the Construction Leadership Council – COVID 19 Site Operating Procedures Version 9 and HM Government, Working Safely during COVID-19 in Construction and other outdoor work, Guidance for employers, employees and the self-employed updated 24th February 2022 will be implemented throughout the delivery stage of the contract.



Appendix 1 – CDL Target Programme 001

Also included as a separate document



Appendix 2 – Site Layout Plan

Also included as a separate document



Appendix 3 – Asbestos Survey



Appendix 4 – Fire Risk Assessment



Appendix 5 – Site Induction



Appendix 6 – SHE Management System