



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CONTRACT: Residential Development, Main Street, Great Casterton

CONTRACT NUMBER: N/A

PREPARED BY: Matthew Meek

DATE: 18.07.2022

REVISION NO: 0

Health & Safety Plan - Amendments

Date	Reason for Change	Nature of Change	Comments



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6 Construction Phase Health and Safety Plan – Checklist



Introduction

To construct 4 traditional built two-storey 4 bed houses and access roadway.

Following an assessment by the client of The Principal Contractor as to their competence to carry out the management of the construction phase of this project The Principal Contractor has been appointed as Principal Contractor.

As part of our duties under the Construction (Design and Management) Regulations.

We have satisfied ourselves that the client is aware of their duties under the Regulations.

Confirm that a Principal Designer has been appointed.

Confirm that the HSE have been notified by the Client. The project notification (F10) will be displayed on site.

We will ensure that the client is aware that the construction phase will be properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk of activity.

We will ensure that the designers and contractors we appoint are competent and adequately resourced.

A suitable and sufficient construction phase plan will be prepared before works commences, it will be communicated to every contractor working on the project.

Contractors will be informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.

Ensure safe working and co-ordination and co-operation between contractors.

Provide suitable welfare facilities from the start of the project.

Take steps to prevent unauthorised access on to the site.

Enforce site rules via red and yellow card policy.

Liaise with the Principal Designer on all design works carried out during the construction phase, both permanent and temporary.

Every worker on the project will be inducted before they start work.

Provide the Principal Designer with information relevant to the health and safety file.



1. Description of Project

1.1 Residential development to Construct 4 traditional stone and block build house and garage.

1.2 Programme of Details

Construction Phase Program has been agreed.

Start on site: September 2023

Completion Date: August 2025

Working hours Monday – Friday 7am to 5.30pm & Saturdays 7am to 2pm

1.3 Client: Oakwood Homes Ltd.
Project Manager: Paul Coleman
Address: Construction House
Fengate,
Peterborough
PE1 5BH

Telephone No: 07415109573

Email Address: paul@oakwoodhomesltd.co.uk

1.4 Principal Contractor: Oakwood Homes Ltd
Address: Construction House
Fengate
Peterborough
PE1 5BH

Telephone No: 07415109572

Email Address: paul@oakwoodhomesltd.co.uk

1.5 Principal Designer: Oakwood Homes Ltd.
Address: Construction House
Fengate
Peterborough
PE1 5BH

Telephone No: 07415109573

Email Address: paul@oakwoodhomesltd.co.uk



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- 1.6 Designers: Design and Architecture Ltd
Address: 10a High Street
Market Deeping
PE6 8EB
- Telephone No: 07713003441
Email Address: shayne@designandarchitectureltd.co.uk
- 1.7 Structural Engineer / Designer: Shields Wilson Limited
Address: Bank House
Broad Street
Spalding
PE11 1TB
- Telephone No: 01775 729252
Email Address: mark@shieldswilson.co.uk
- 1.8 M & E Consultant / Designer: TBC as contractor not appointed.
Address:
Telephone No:
Email Address:
- 1.9 Temporary Works Designer: Various depending on elements of work. Please refer to the separate temporary works register on site. The Construction manager will allocate the designer as site requires.
- Address:
Telephone No:
Email Address:
- 1.10 Quantity Surveyor: Oakwood Homes Ltd
Address: Construction House
191 Fengate
Peterborough
PE1 1BH
- Telephone No: 07548614695
Email Address: matthew.meek@oakwoodhomesltd.co.uk
- 1.11 Health and Safety Manager: NJS Safety Ltd
Address: 2 Melford Close
South Wootton,
Norfolk
PE30 3XH
- Telephone No: 07745727235
Email Address: office@njssafety.com



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- 1.12 Extent and Location of Existing Records and Plans Relevant to Health and Safety on Site (including information about existing structures). Existing site drawings plans, and layouts will be provided by the Client.

Information has been obtained by the Client from the statutory service providers and plans indicating approximate location of services.



2. Management of the Works

2.1 Management Structure and Responsibilities

Job Title	Name	Responsibility
Director	Mark Nicholls	<p>Provide support to the site team in order that they can comply with the requirements of the Safety & Environmental Management System.</p> <p>Ensure that each site does not commence construction activities until there is a site-specific Safety & Environmental Plan in place.</p> <p>Keep under review the training requirements of all staff.</p> <p>Visit sites from time to time and complete a Safety & Environmental Report.</p> <p>Review Safety & Environmental reports and act as appropriate.</p>
Construction Manager	Paul Coleman	<p>Ensure that suitably qualified staff are appointed on each contract and provide them with support.</p> <p>Assist with the compilation of a project specific Site Safety & Environmental Plan and that the necessary appointments have been made.</p> <p>Ensure that competence assessments are made of all contractors and supervision is increased to take account of any resultant shortfall in numbers or expertise.</p> <p>Regularly monitor the implementation of the Safety & Environmental Plan and ensure that short comings are rectified.</p> <p>Carry out Safety & Environmental inspections in accordance with the current strategy.</p>
Site Manager / Site Agent	Sam Eyett	<p>Ensure implementation of the Site Safety & Environmental Plan.</p> <p>Ensure that an adequate level of supervision is in place commensurate with risk.</p> <p>Ensure that Risk Assessments are carried out and that suitable precautions and controls are planned for all work.</p> <p>This is to include assessments and documentation required for C.O.S.H.H. Manual Handling and H.A.V.S.</p>



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		<p>Ensure co-ordination of all contractors.</p> <p>Compile and up-date the site safety and environmental rules.</p> <p>Take disciplinary action against offenders of site rules.</p> <p>Ensure close liaison with the Safety & Environmental Advisor.</p> <p>Produce and authorise environmental requirements of this plan.</p> <p>Provide First Aid Cover.</p>
Site Supervisor / Working Foreman	Sam Eyett Dave Stevens	<p>Ensure that safety of all personnel and the public is always the priority.</p> <p>Fulfil their duties in accordance with the Safety & Environmental Plan requirements.</p> <p>Ensure that no work commences until a Risk Assessment has been carried out and that they understand the hazards and controls involved.</p> <p>Ensure that the results of each Risk Assessment have been communicated to those involved/affected and operatives are instructed as to the precautions and controls deemed necessary.</p> <p>Inform the Site Manager of any area of work where in your opinion a satisfactory level of supervision cannot be achieved or maintained.</p> <p>Carry out inspections and make reports as required by the Site Manager.</p> <p>Ensure cleanliness and tidiness of the sites.</p> <p>Reprimand any person who fails to work safely or whose actions may result in environmental damage.</p>
Site Engineer	Mark Matthews	<p>Stop any person who appears to be at risk of personal injury, causing risk to anyone else, or whose actions may result in damage to the environment.</p> <p>Report all such incidents to the Site Manager/Foreman.</p> <p>Set a personal example.</p>



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Fire Safety Co-ordinator	Paul Coleman	Compile, distribute and keep under review a Fire Plan for the site, also have an up to date Fire Risk Assessment in place for that site. Ensure that the Plan fulfils the requirements of the Code of Practice for Fire Prevention on Construction Sites. Check that supervisors address fire in their risk assessments.
Deputy fire co-ordinator.	Foreman/telehandler.	Decide which work activities will be subject to a Hot Works Permit. Ensure that adequate firefighting equipment is on site. Ensure that fire escape routes are properly marked and free from obstruction. Ensure that waste and combustible materials are stored safely. A fire risk plan has been completed and displayed on the H&S Notice board.
Lift Co-ordinator	Contract lifts with the Carpenter's Contract as part of the Carpenter's Package (yet to be appointed)	Ensure that an Appointed competent person plans every crane lift. Ensure that a suitably qualified competent slinger/signaller is assigned to each lift. Ensure that all parties likely to be affected have been or will be made aware of the lift. Oversee the planning and control of fork truck usage on site with a fully qualified driver being in place.



Site Safety and Environmental Co-ordinator	Health and Safety Supervisor. NJS Safety Ltd. Kings Lynn, Norfolk,	Ensure that all supervisors are aware of their duties to carry out a risk assessment and establish the necessary precautions prior to allowing any work to commence. Make periodic inspections of the site with a view to identifying hazards, bad practices, and non-conformities with agreed methods of working.
Construction Manager	Paul Coleman	Ensure that task/toolbox talks are being carried out.
Site Manager	Sam Eyett Dave Stevens	Ensure that the site is being kept tidy. Ensure that only authorised persons are operating ride on plant. Ensure that members of the public are not endangered by site activities including vehicular movement to and from the site. Ensure that statutory inspections are being carried out. Ensure that site work is not adversely affecting the environment. Implement and monitor environmental requirements as described in of this plan.

2.2 Health and Safety Goals for the Project

The Health and Safety goals for the project are to support the site goals and targets:

No Lost Time Accidents as part of this project

All health and safety actions and investigations to be completed within 48hrs of generation

There shall be no incidents that pose a risk to contractors, Clients Employees, operatives, visitors to the site or the public outside the confines of the site.

We will ensure that operations do not affect any safety systems or impede any escape routes at any time during the project.

Monitoring of safety issues will be by notification of any incidents, accidents or near misses to the Client and our in-house Health and Safety Advisor, also where required, to the HSE.

Within the Contractors Monthly Report a full Health & Safety update will be reported.

Zero accidents and harm

2.3 Arrangements for Monitoring and Reviewing Health and Safety Performance.

The safety performance on site will be monitored via daily walkaround/visual inspections made by the Site Manager, supported by weekly site safety reports by Site Manager (kept in Site Office), monthly safety reports from Contract's Manager and monthly external audits by the Health and Safety Manager (NJS Safety Ltd). A written report is produced by the Health and



Safety Manager, a copy is kept on site and a copy is issued directly to the Construction Manager to ensure that the necessary action is taken. A copy is also included in the Contractor's Monthly Report.

Any accidents are immediately reported to our Health and Safety Advisor who produces a detailed written report.

All aspects of H&S and progress will be included in the Contractor's Monthly Report and discussed with the Client at the monthly site meetings.

2.4 Arrangements for:

2.4.1 Regular Liaison

Regular meetings will be held by Construction or Site Manager (as required) and any major changes to the Contract or site progress will be discussed by all parties concerned (sub-contractors etc) to ensure there is no adverse effect on the health and safety of all persons affected by the work.

Monthly Contractor meetings with the Client will be taking place as per the Contract Agreement and regular contractors meeting will be carried out as required on site, including the pre-starts.

2.4.2 Consultation with the Workforce

At the site Induction it is to be stressed to all operatives that any safety issues must be raised with the Site Agent. Meetings on Health and Safety issues will be held as appropriate.

2.4.3 Exchange of Design Information

Co-operation and co-ordination can only be achieved if there is good communication between all parties involved in the project. The Principal Designer (Oakwood Homes Ltd) should manage the flow of information between team members through internal communication and will be included in Oakwood Homes' Contractor's Monthly Report, submitted at the monthly Client/Team Meetings.

2.4.4 Handling Design Changes

Any changes in design work which may affect the sequence of working of the resources necessary to comply with the Health and Safety Legislation shall be referred to the Principal Designer via internal communication and agreed with the Client in writing before the change is implemented. Included in the Oakwood Homes' Contractor's Monthly Report.

2.4.5 Selection and Control of Contractors

Sub-contractors are selected from an approved list of specialists who either have a recognised quality and safety accreditation or who have a history of carrying out satisfactory work for us.

A copy of the Construction Phase Health and Safety Plan is issued to all sub-contractors and pre-commencement meetings are held with their representatives.

Self-employed contractors are treated the same as our employees and are given an initial induction course to ensure that they understand site procedures.



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2.4.6 Exchange of Health and Safety Information

Individual sub-contractor site meetings to take place as works progress to update the Safety Plan and when written instructions/any variations to Contract are issued. Main monthly (as appropriate) group site meetings with major sub-contractors and the Project Team to be held by either Construction or Site Manager and minuted.

2.4.7 Site Security

Site boundary will be completely hoarded/Heras fenced with correct signage, with locked gates overnight.

2.4.8 Site Induction

All operatives, both direct labour and subcontractors, will have an induction briefing (including RAMs) by the Site Manager on initial arrival on site. The standard induction form will be completed, and the inductee will sign as proof that the induction has been carried out. An Induction Register will be completed by the Site Manager with a record of relevant training that is needed.

Toolbox talks will also be carried out by the site manager regularly. These will vary depending on progression on site and any potential accidents/incidents/hazards (if any occur) and variations to the Contracts.

2.4.9 On Site Training

Training will be ongoing as necessary/required for staff and works on site. Construction Manager will decide upon the requirements and the below form will be updated as required.

Oakwood Homes (Peterborough) Ltd CONTRACT TRAINING REQUIREMENTS			
CONTRACT NAME	CASTERTON	REQUESTED BY	Paul Coleman
CONTRACT NO		DATE REQUESTED	

NAME	TRAINING REQUIRED	DATE REQUIRED BY	TRAINING BOOKED



2.4.10 Welfare Facilities and First Aid

A site office, canteen/drying room and toilets will be on site. First aid facilities will be in the main site office and the Site Manager and site foreman will be the First Aiders on site. All accidents must be recorded on Standard form.

Site Plan in Appendix K shows positioning of the site accommodation and storage. All Statutory H&S notices will be displayed on our Site safety notice board in the site office.

2.4.11 Reporting and Investigation of Accidents

Accident and incident reporting procedure

To set out the procedures for reporting and investigating accidents and incidents resulting in either injury, environmental damage or unsafe acts or conditions.

Responsibilities

The Site Manager/Agent has the responsibility to ensure that all staff are aware of and comply with the following procedure.

Procedure

Minor Injuries Definition

When a person has reported an injury for which First Aid treatment may or may not be necessary and does not lead to time off work.

All injuries to site staff, members of the public, must be recorded by the Management Team.

Over seven-day accident definition

“Where an employee is incapacitated from work for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) with a minor accident. “

Major/ Serious injury definition

A full list of injuries as defined under the RIDDOR Regulations, can be found in Section 2 of the Site Managers Safety Manual. As well as covering operatives and staff, it covers any incident in which a member of the public has been injured.

Reporting Procedures

Minor accidents

Completed Incident Report Form must be returned to Head Office.

Over seven-day accident

Completed Accident Investigation Form and notify Health and Safety Advisor with information requested.

Health and Safety Advisor to notify HSE Reporting Centre and carry out investigation with Site Manager.

Major or serious injuries



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Notify as soon as possible the following: -

- i) Head Office – Construction Director.
- ii) Health and Safety Advisor.

The Health and Safety Advisor will notify the HSE Incident Contact Centre and carry out an Investigation with the Construction Manager. Accident Investigation Form to be completed.

Do not alter or change anything at the scene of the accident unless it is a risk to life or until instructed to do so by the HSE or Health and Safety Advisor.

Witnesses should be kept apart before any statements are given.

Photographs taken of the accident/incident as soon as possible after it has happened.

If a sub-contractor on site has an over-seven-day or major accident it is their duty to report it and provide us with the incident number, Investigation Report. Again, contact immediately Health and Safety Advisor and Head Office.

Dangerous occurrences

For a list of dangerous occurrences which are reportable under RIDDOR refer to Section 2 of the Health and Safety Manual.

Procedure for reporting: -

- 1 Contact Head Office
- 2 Contact Health and Safety Advisor

The Health and Safety Advisor will notify the HSE and carry out the investigation with the Construction Manager.

Reporting of Notifiable Diseases

contact the Health and Safety Advisor

Observations – Unsafe Acts/Conditions

All observations should be reported immediately to the Site Manager who will record them and inform the Health and Safety Advisor.

Environmental incidents

All incidents of spillage or accidental discharge of pollutants (including muddy water) which are liable to cause a detrimental effect to the local environment shall be recorded and reported immediately to Head Office and the Construction Manager.

This will be covered in the Contractors monthly reports to the client.

2.4.12 Risk Assessments and Method Statements


Risk assessments and method statements will be required for the following work operations: - All Construction Activities Prior to those activities taking place on site.

All RAMS will be reviewed /approved and signed off by the site manager and signed by all contractors which will be in the RAMS Folder in site office.



2.5 Site Rules

Site rules will be explained to all operatives at the Site Induction, which will include Principal Contractors standard site rules: -

1	<p>Access</p> <p>Access to the site is only via the nominated access points. Do not enter barriered off areas unless authorised in writing to do so. No excavation is to be entered unless authorised to do so by the Site Manager</p>
2	<p>Induction</p> <p>All staff and sub-contractors must be inducted by a senior member of the Management Team before starting work.</p>
3	<p>PPE</p> <p>On this site hard hats, hi-vis jackets, safety gloves and footwear will always be worn . Other PPE may be required to be worn to carry out certain tasks and will be identified in the Risk Assessments.</p> <div style="text-align: center;"></div>
4	<p>Alcohol, Drug and Solvent Abuse</p> <p>Anyone suspected of being under the influence of alcohol, drugs or solvents will be removed from site.</p>
5	<p>Welfare</p> <p>Keep welfare facilities clean and tidy and put all rubbish in the bins provided. Urinating or defecating on site except in the toilet facilities provided is strictly prohibited. Consumption of food on site is prohibited except within offices and welfare facilities. Smoking is prohibited within the buildings under construction, in the project offices and welfare facilities.</p>
6	<p>Plant</p> <p>The project has a speed limit of 5 mph. Plant is only to be operated by trained, competent and authorised personnel aged 18 or over who have signed the Plant Log. Passengers must not be carried on items of plant except where fitted with passenger seats. Engines to be switched off when not in use. Keys to be removed from plant when not in use. Faults with plant and machinery must be reported immediately to the Site Agent. Reversing on site is forbidden except under the control of a trained banksman. Do not walk or drive through a crane-slewing radius if there is material suspended from the crane hook.</p>



	<p>Do not stand at the back of, or on the blind side of, machines, plant, or vehicles; they can move without warning. Make sure the driver knows you are there. Seatbelts must be worn, and green flashing lights must be on when operating dumpers.</p>
7	<p>Housekeeping A high standard of housekeeping must be maintained with rubbish and debris being cleared from the building to skips daily. Keep your workplace tidy and do not leave materials or equipment where people can fall over them. All timbers to be de-nailed and disposed of properly. Holes/voids in floors must be identified and are not to be uncovered until suitable barriers have been erected.</p>
8	<p>Radios and Walkman's Radios and Walkman's including music playing machines are not allowed to be used on site.</p>
9	<p>Mobile Phones Mobile phones must not be used whilst driving or operating plant or when it may endanger the user or others.</p>
10	<p>Scaffolds and Ladders Scaffolds must not be altered except by trained scaffolders. Mobile towers are only to be erected or altered by a trained person (PASMA). Edge protection and guard rails are to be used when there is a risk to injury from falling. Always ensure that ladders are tied and properly footed before use.</p>
11	<p>Electrical Equipment All portable electrical tools, lights and leads used on this site must be 110 volt. An electrical test certificate for each piece of electrical equipment is required to prove that the equipment has been tested within the last three months and is safe.</p>
12	<p>Behaviour Personnel are requested not to cause a public nuisance, keep swearing to a minimum and generally assume a non-confrontational manner. Any person found abusing or damaging any work, equipment or the welfare facilities will be removed from site. Under no circumstances must any person interfere with or misuse any item of plant or equipment provided for the health, safety, and welfare of site personnel. Do not indulge in horseplay. Have due regard for others' safety, workplaces, and respect other contractors' work.</p>
13	<p>Accident Reporting Diabetics, asthmatics, epilepsy sufferers and persons using drugs for medication are required to report their condition to their Managers to allow suitable work to be allocated. This information will be treated confidentially.</p>



14	<p>Fire</p> <p>Hot works permits will be required for the following works: - Soldering, brazing, welding, asphaltting/felt roofing, disc cutting of metal. Under no circumstances should oil, paraffin or flammable solvents be kept in general store huts. A safe store area will be designated by the Site Manager. No fires allowed on site.</p>
15	<p>Site rules for COVID-19 See Appendix O</p>

Principal Contractors RED / YELLOW card scheme

This site operates a Red and Yellow Card Scheme to target certain high-risk breaches of their health and safety systems.

There will be two levels of breaches. Red Card for the most serious breaches, which will result in the immediate removal from site, and a Yellow Card for the less serious offences. For directly employed staff this procedure does not apply, and the Contractors Disciplinary Procedure will be followed.

Red Card Offences

The following actions will result in removal from the workplace: -

- Unsafe work at height.
- Abuse of and/or putting the public at risk.
- Flagrant disregard for the safety method statement.
- Urinating and defecating in unauthorised location.
- Drugs and alcohol abuse.
- Working within unsafe excavations and confined spaces.
- Misuse of scaffolding or access equipment.
- Unauthorised use of plant.
- Illegal discharges into drainage or water courses.
- Misuse of fire prevention equipment.
- Unauthorised work on asbestos-containing materials.
- Smoking in prohibited areas.
- Operating plant whilst using a mobile phone.
- Not using quick hitch safety pin
- Violent conduct

Yellow Card Offences - Warning Notice Issued

- Not wearing hard hats.
- Not wearing safety footwear.
- Incorrect use of PPE.
- Misuse of lifting appliances and equipment.
- Misuse of tools and equipment.
- Use of mobile telephone in unsafe areas.
- Misuse of welfare facilities.
- Use of 240v tools.
- Incorrect use of waste facilities
- Not signing in or out of site



Eating and drinking outside of canteen.

Note: This list is not exhaustive and may be amended as per site requirements.

2.6 Fire and Emergency Procedures

Signage for the escape routes and fire points will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and BS 5499 for compliance with the Regulatory Reform (Fire Safety) Order.

The method of raising the alarm will either be by shouting FIRE, FIRE, FIRE, using an air horn or by wireless alarm points.

Emergency procedures will be outlined in the site induction. Assembly point on the attached drawing (Appendix K). Assembly Point shown on the fire plan will be updated during the construction phase.

The fire wardens will be the Site Manager and working foreman.

A separate Fire Risk Assessment has been carried out and displayed on the site H&S Notice board.

Nearest Hospital is Johnson Hospital, Spalding Road, Pinchbeck, PE11 3DT, 01775 652000.

A Construction Management Plan has been marked up to incorporate the Muster point/Fire extinguishers and first aid locations which is displayed on the site H&S Notice board and will be updated as site progresses – coordinated by the Site Manager.

2.7 Permits

As part of a safe system of work for certain work operations the issue of permits to control the work will be required e.g. Permit to dig, Hot Works, Lifting Operations and Access into Confined Spaces.

The site manager will be responsible for all permits needed and displayed on the site H&S Notice Board.

2.8 Clients Restrictions

(Or special policies/procedures that may have to be considered/or have an impact on the project site.)



3. Arrangements for Controlling Significant Site Risks

3.1 Safety Risks

3.1.1 Delivery and Removal of Materials and Equipment

Deliveries to be timed from 7.30am to 4.00pm with the control of the site manager.

3.1.2 Dealing with Services

Check drawings and permit to dig system to be in place with Site Manager.

Services to be located by trained operatives using CAT or similar. A marked-up service plan drawing to be produced as a result and held in the Site Office.

3.1.3 Accommodating Adjacent Land Use

No adjacent land to be used. Site entrance/exit signage will be displayed to warn oncoming traffic and pedestrians:

- No public/unauthorised access allowed
- Visitors directed safely to Site Office

Pedestrian crossing to nearby supermarket is located south east of site entrance, i.e. residential area of Ramsey. Generally limited footfall on adjacent footpath westwards, as no residential or public footpaths, bridleways or byways of interest are located beyond the roundabout to the supermarket.

3.1.4 Stability of Structures

Ongoing inspections and monitoring

3.1.5 Temporary Works Design

Hoardings

Scaffolding

Propping

Signage

} to be carried out and recorded

A Temporary works coordinator, i.e. the Construction Manager or the Site Manager (once appointed) will record works in the H&S folder in the site office.

3.1.6 Preventing Falls

Safe systems of working will be employed to prevent falls from height as listed in the hierarchy of control in the Working at Height Regulations.

Fall protection by aid of fall protection bags at joist and roof stages.

Scaffolding contractor will carry out statutory inspections and record.

Toolbox talks to include that only licensed scaffolding contractors are allowed to manipulate with scaffolding.

Site Manager will also visually inspect scaffolding daily and inspections will be recorded in the H&S folder kept in Site Office.

WORK AT HEIGHT PROCEDURE

Conforming to the Work at Height Regulations 2005, Managers/Foremen will ensure that all persons under their control, including sub-contractors, always have adequate knowledge of this procedure and comply with it They must also ensure that all



operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Employees/Sub-contractors must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Also, they must not use any unauthorised access or working platform, improvised systems for access to height.

Hierarchy of Control

Avoid work at height where it is reasonably practicable to do so.

Collective protection is given priority over personal protection, within that, equipment that prevents falls from height, e.g. Guardrails, must be given priority over equipment that arrests falls, e.g. netting.

Work Equipment to Prevent Falls

- Working Platforms
- Scaffolding
- Mobile Towers
- Staging's
- Powered Access
- Mast climbers
- Low Level Access Platforms
- Staircases
- Loading Bay Gates
- Guardrails/toe boards in all the above products and for edge protection.

Work Equipment to Collectively arrest falls

- Safety Nets
- Soft landing systems

Personal Fall Protection Equipment

- Harness

Other Work Equipment

- Ladders
- Steps

The prevention of falls is the best guarantee of safety when working at height. There is a clear legal obligation to consider prevention before arrest of falls. All the evidence demonstrates that well designed and installed fall prevention equipment saves lives. The equipment selected must give the maximum protection but not be out of proportion to the risk.

3.1.7 Fragile Materials

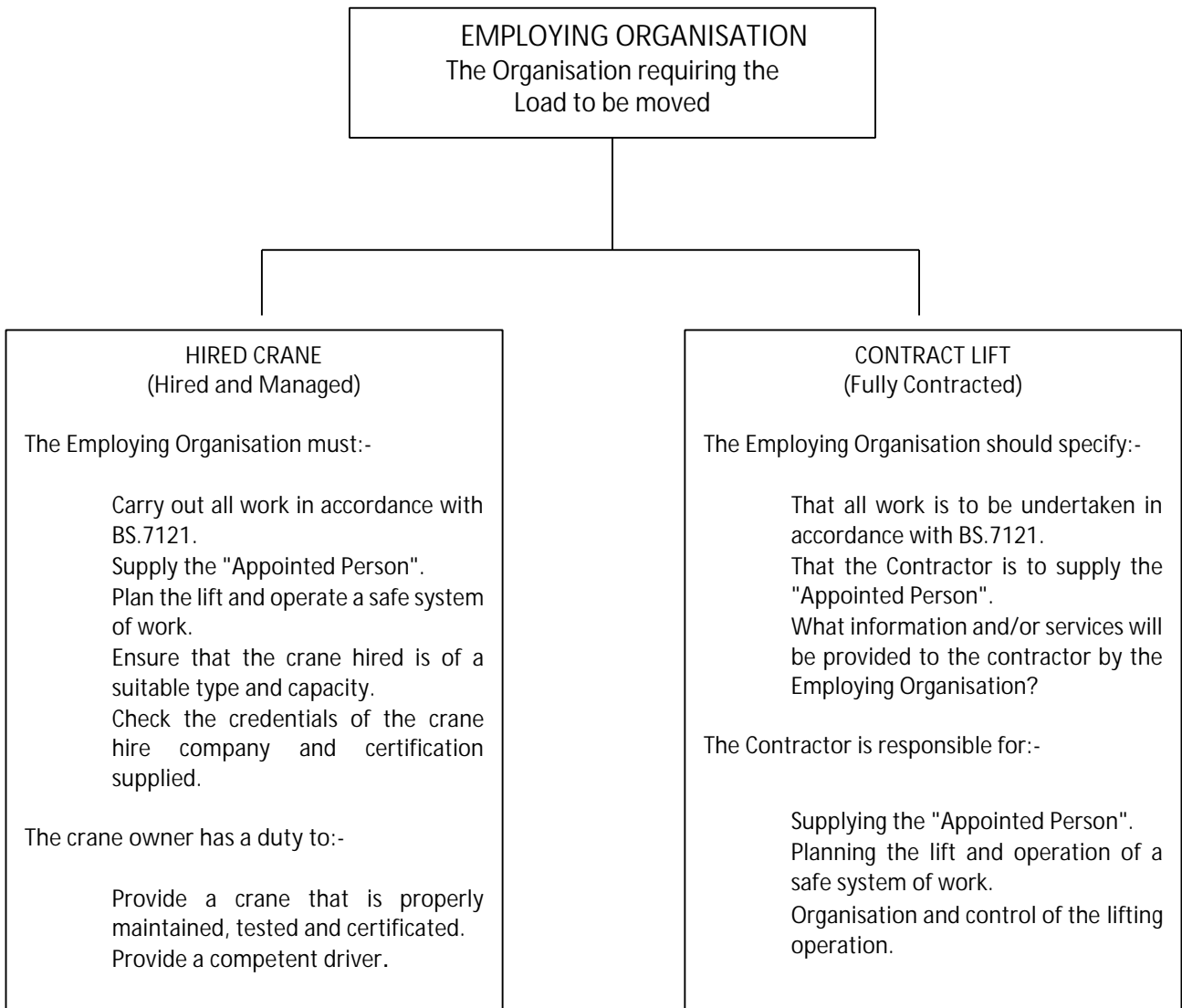
N/A



3.1.8 Control of Lifting Operations

All lifting operations will comply with BS7121.

CRANE LIFTING OPERATIONS





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PROCEDURE FOR LIFTING OPERATIONS USING MOBILE CRANES BY SUBCONTRACTORS

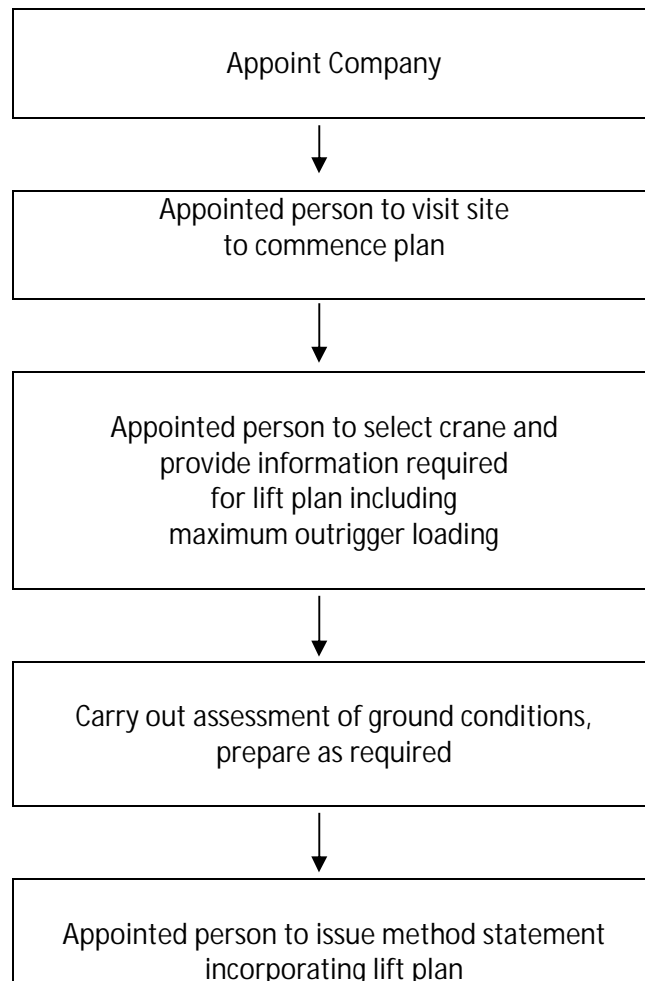
Prior to placing an order with a subcontractor that involves a lifting operation we must establish that they have the necessary experience to undertake lifting operations using mobile cranes. This information should be sought at enquiry stage.

Information that should be obtained/confirmed by enquiry return:-

- That the work is to be undertaken in accordance with BS.7121.
- That the subcontractor understands the responsibilities and is to supply the "Appointed Person".
- That he must supply a method statement incorporating all information as listed below.
- Ground conditions must be assessed.

Due to the procedure that is to be adopted the method statement should be available for checking a minimum of four weeks prior to the lift commencing.

Procedure:-





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DUE TO THE NATURE OF THIS PROCEDURE, METHOD STATEMENTS FOR LIFTING OPERATIONS MUST BE APPROVED AT LEAST TWO WEEKS PRIOR TO A LIFT COMMENCING.

Ensure method statements are in place and strictly complied with.

The method statement MUST include a lifting plan that clearly states: -

- 1 The loads to be lifted and their weight, crane safe working loads, the maximum radius of the lifts to be conducted etc.
- 2 Type of crane to be used, duty chart for the crane and maximum outrigger load*.
*NOTE: maximum outrigger is not available on duty charts. This information can only be obtained from crane hire company. They will need to know the information contained within item 1 above.

Drawings showing the positioning of the crane for every lift that is to be conducted.

Duties chart for the crane to be used.

Details of the appointed Person.

How the lift is to be supervised.

METHOD STATEMENT APPROVAL

This method statement MUST be approved by the Project Manager and Safety Manager, following checking by an Appointed Person, before work can commence.

PRIOR TO WORKS COMMENCING

Crane, driver and lifting gear certification is to be checked and copies taken.

IN THE EVENT THAT THERE ARE ANY CHANGES TO THE METHOD STATEMENT
ie CHANGE OF CRANE SIZE OR CRANE LOCATION CHANGES
THEN WORK MUST NOT PROCEED UNTIL THE APPOINTED PERSON
IS CONSULTED AND METHOD STATEMENT CHANGED



3.1.9 Maintenance of Plant and Equipment

All plant used on site will be in good condition, maintained as per the manufacturer's instructions. If test certification is required e.g. lifting equipment, current certification will be in the site register. Only competent and authorised operators will be allowed to operate plant on site.

Plant inspection records will be carried out daily and recorded in the site folder. On induction all records of machine certificates/cards/training are copied and recorded. Site Manager to ensure all above information is correct, up to date and recorded on site as required.

3.1.10 Excavations and Poor Ground Conditions

Temporary trench supports and/or fencing to be installed as required, with all materials to do so to be readily available on site in preparation. Inspections to be carried out daily by the Site Manager.

3.1.11 Wells Underground Earthworks and tunnels

N/A

3.1.12 Water and Risks of Drowning

N/A

3.1.13 Diving

N/A

3.1.14 Caisson or Compressed Air Working

N/A

3.1.15 Explosives

N/A

3.1.16 Traffic Management

See Appendix K for a site-specific Construction (Traffic) Management Plan and Construction Method Statement. These outline control of speed limits on site as appropriate and provide information for required signage, which shall be managed and maintained as required for the duration of the project.

The Construction Management Plan will also be displayed on the H&S Notice board in the site office.

Limited contractor parking provisions will be established on site with signage to direct operatives specific parking location.

Materials and equipment are to be delivered to site in accordance with the Construction Management Plan routes.

All plant movement will be monitored throughout the whole phase of the project by Oakwood Homes Site Manager.



3.1.17 Storage of Materials and Work Equipment

Materials storage area will be established adjacent the site compound located in a segregated location and in conjunction with delivery/pick up area.

Work equipment will always be stored in area next to operative parking allocation.

3.1.18 Any other Significant Risks

N/A

3.2 HEALTH RISKS

3.2.1 The Removal of Asbestos

N/A

3.2.2 Contaminated Land

Please refer to the separate ground investigation report.

No contaminated land needs to be managed as part of this project.

3.2.3 Manual Handling

Mechanical methods will be employed to reduce the amount of manual handling to be carried out. Where mechanical lifting is not possible – operatives will be trained in Manual Handling Techniques.

3.2.4 Hazardous Substances

Cement Dust: Dermatitis; skin burns; eye, mouth, and nose contamination from lime content

Gypsum Dust: (plasterboard and plaster) – irritant to throat, nose and eyes

Mould Oil Liquid: skin and eye irritant.

Wood Adhesives Liquid: skin and eye irritant.

Mineral Wool Fibre: skin and eye irritant, mouth and nose irritant.

Contact Adhesives Liquid: irritant to eyes, mouth, and nose.

Blocks Concrete Solid/Dust: irritant to eyes, skin, mouth and nose.

Bricks Solid/Dust: irritant to eyes, skin, mouth and nose.

Render Screens Dust/Liquid: irritant to skin and mouth.

Polythene Rolls: no special precautions, care in lifting.



Sand and Gravel	Solid/Dust: irritant to skin, eyes, and mouth.
Concrete (Ready Mix) Concrete (Ready Mix) Skin Cleaner	Solid/Dust: irritant to skin, eyes, and mouth. Liquid/Solid/Dust: irritant to skin, eyes and mouth. Liquid: eyes and mouth irritant.
Petrol/Oil	Liquid: irritant to skin, eyes, mouth. Flammable.

The site manager is responsible for the aspects of hazardous substances on site. Copies of the COSHH Assessments will be part of RAMs, held in Site Folder in the Site Office.

3.2.5 Noise and Vibration

Noise levels will be monitored during the work, measures including the issue of PPE will be implemented if the noise reaches the identified levels in the Regulations.

Low vibration equipment will be employed, rotation of work activities to reduce the exposure. Record keeping will be carried out for all work using vibrating equipment.

The Site Manager will be responsible for both. HAVs Vibration Chart poster will be displayed in the Site Office, along with a Vibration Register. Information to be included in toolbox talks.

3.2.6 Ionising Radiation N/A

Cold drinking Water will be provided and rest breaks taken to protect workers in hot weather.

3.2.7 Dust

Dust and fine particle generation from construction activities can be substantially reduced through carefully selected mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding area. The most effective technique is to control dust at source and prevent it from becoming airborne, since suppression is virtually impossible once it has become airborne e.g. water suppression, dust extraction equipment on tools.

If cutting and grinding operations are carried out on site, equipment and techniques incorporating the best available dust suppression measures should be used to keep dust at a minimum. Method statements are to be checked including Risk and COSHH Assessments for the use of tools and materials for precautions on dust reduction. It is the responsibility of the sub-contractor to ensure all that is required by legislation is in place and subject to independent checks from the Principal Contractor.



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The guidance for cleaning set out below is the minimum standards required to reduce dust and particle problems. This has not been validated under controlled conditions and as such activities in cleaning dust will be risk assessed and suitable PPE afforded including respiratory protection to FFP3 or equivalent with the individual face fit tested for the mask worn.

Cleaning processes

Dry sweeping must not be used

Vacuum, fitted with M or H filter should be used rather than sweeping away residual dust as this can generate more dust.

Suitable RPE must be used with FFP3 grade protection. the operative must be face fit tested for the mask

Damp sweeping using fine mist should only be used in the event that a vacuum is not available.

Surfaces to be wiped down with damp cloth

Washing and damping down should be carried out whenever necessary

Dust compression will be carried out regularly on site with an attachment on our JCB Telehandler.

3.2.8 Any Other Significant Health Risks

To be assessed by Method Statement/Risk Assessments.

Roadways will be swept daily by machine.

Contaminated water (Leptospirosis, biological hazards, etc.)

Details will be provided by NJS Safety with a specialist RAMS provided if needed to cover the above hazards.

A waste management folder is in the site office to record all waste transfer notes/soil delivery notes/certificates/insurances and a waste management plan for recycling.

Skips will be in place for separation of different materials as necessary,



4. The Health & Safety File

4.1 Layout and Format

(Refer to pre-construction information from Principal Designer)
As required in the Client's/Employer's Requirements.

4.2 Arrangements for Collection and Gathering Information

(Refer to pre-construction information from Principal Designer)
As required to be set out in the Employers Requirements.

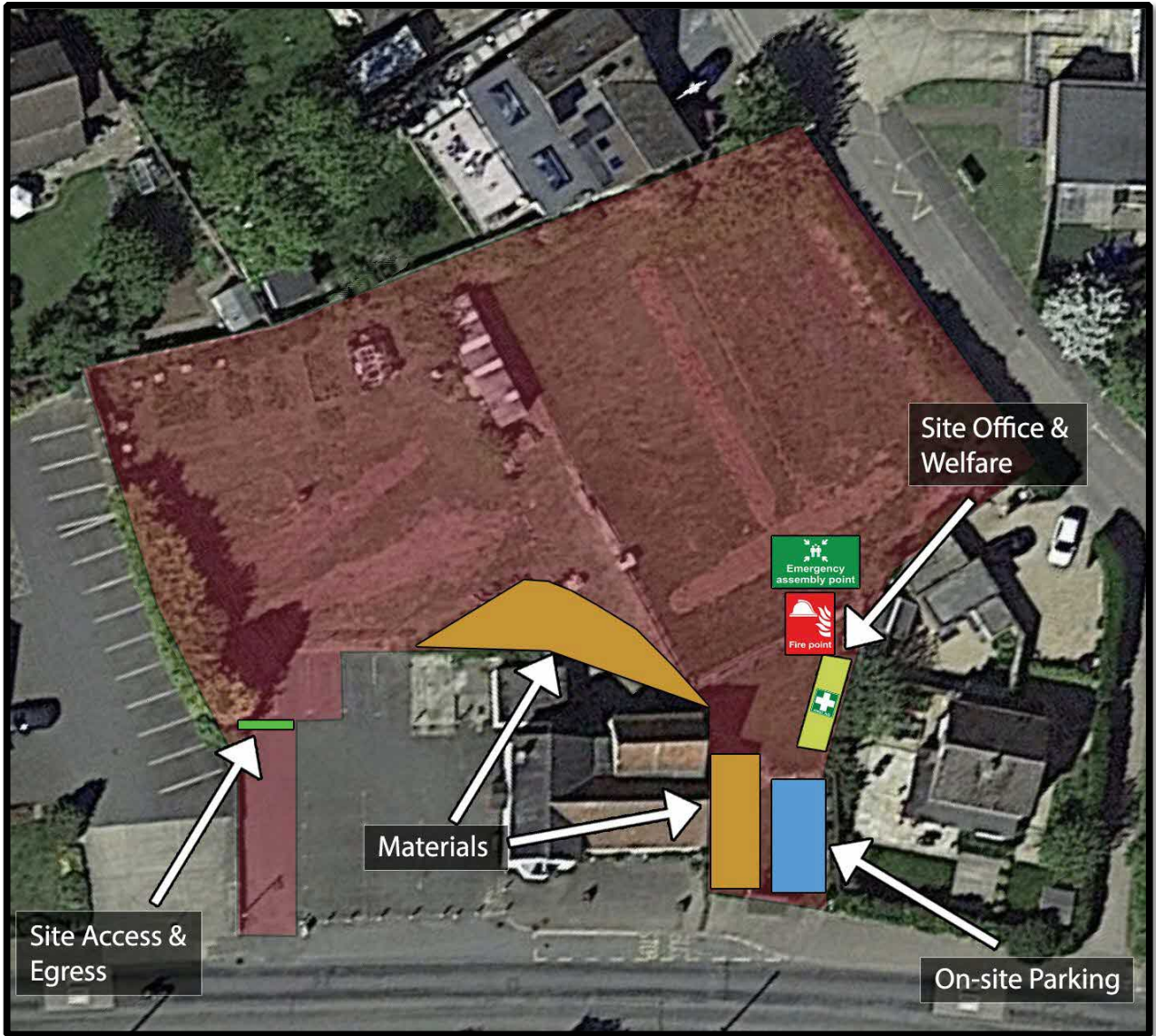
4.3 Storage of Information

(Refer to pre-construction information from Principal Designer)
As required to be set out in the Employers Requirements

All information to be compiled by Oakwood Homes Ltd, based on information provided internally and/or by the sub-contractors and other relevant parties.



Appendix A – Site Plan





Appendix B – Risk Assessments
To be inserted as works are procured.

Contractor	Activity	Date
	Ground works & drainage	
	Brick and block work	
	Scaffolding	
	Mechanical Electrical	
	Carpentry	
	Plastering	
	Roofing	
	Wall tiling	
	Decorating	
	Insulation	



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	Landscaping	
	Fencing	



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Appendix C – Pre-Construction Information



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Appendix D – Significant Incident Escalation Protocol



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Appendix E – GI Report



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Appendix F – Section 6 Welfare



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Appendix G – Handover Form



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Appendix H – Accident Reporting Form

In the Health & Safety folder located in the site office.



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Appendix I – Section 15 Permits

In the site Health & Safety folder located in the site office.



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Appendix J – Inspection and Examination

In the Health & Safety folder located in the site office.



Appendix K – Section 11 Traffic Management

The main access to the site is off Old Great North Road, Great Casterton.

- All deliveries will be via the Main Access Gate off B1081 as shown in the Site Plan
- Site vehicles will be reminded to stick to the site speed limit of 5mph
- All vehicles must stop on leaving the site to have wheels checked before exiting the site.
- Vehicles must be courteous of the surrounding areas at all times.
- If it is required for the vehicle driver to leave the cab at any time then full PPE must be worn, this will be explained to all involved with the project.





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Appendix L – Section 17 Excavations

Permit to dig is required and located in the Health & Safety folder in site office.



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Appendix M – Section 20 Temporary Works

In temporary works folder on site in the site office.



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Appendix N – Section 5 Issue of Safety Equipment

Oakwood Homes Ltd, will issue safety PPE for employees.



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Appendix O – Any other information



6. Construction Phase Health & Safety Plan – Check List

Element	Sufficient Yes / No	Comments	
Contract – CASTERTON			
Description of the Project New development of 4 traditional built stone and block house.			
1. Does the plan include the following?			
	A description of the project and programme details.	yes	
b.	Details of the Client, Principal Designer, Designers, Principal Contractors, and other Consultants.	yes	
c.	Extent and location of existing records and plans; information about restrictions which may affect the work (e.g... neighbouring buildings, utility services, surveys, vehicular and pedestrian traffic flows, and restrictions from the work activities of the client).	yes	
Management of the Work			
2. Does the plan include the following?			
a.	A management structure including contact details and responsibilities of the various members of the project team, whether based on site or elsewhere.	yes	
b.	Health and safety goals for the project including monitoring and review procedures.	yes	
c.	Arrangements for liaison between parties on site.	yes	
d.	Arrangements for consultation with the workforce.	yes	
e.	Arrangements for the exchange of design information between Client, Principal Designers, Designers, and contractors on site.	yes	
f.	Arrangements for the selection and control of contractors.	yes	
g.	Arrangements for the exchange of health and safety information between contractors.	yes	
h.	Arrangements for site security.	yes	




i.	Arrangements for site induction.	yes	
j.	Arrangements for welfare facilities.	yes	
k.	Arrangements for first aid.	yes	
l.	Arrangements for reporting and investigation of accidents and incidents including near misses.	yes	
m.	Arrangements for the production and approval of risk assessments and written safe systems of work.	yes	
n.	Details of site rules (including drug and alcohol policy)	yes	
o.	Details of fire and emergency arrangements for the site.	yes	
3. Arrangements for Controlling Significant Risks on Site			
Does the plan include the following?			
a.	Arrangements for the delivery and removal of materials (including waste from site).	yes	
b.	Arrangements for dealing with services both above and below ground.	yes	
c.	Arrangements for accommodating adjacent land uses.	yes	
d.	Arrangements for maintaining the stability of structures whilst carrying out construction work including temporary and existing unstable structures.	yes	To be included in subcontractor safety Method statements.
e.	Arrangements for preventing falls.	yes	
f.	Arrangements for work with or near fragile materials.	yes	
g.	Arrangements for the control of lifting operations.	yes	
h.	Arrangements for the maintenance of plant and equipment.	yes	
i.	Arrangements for work on excavations and work where there are poor ground conditions.	yes	



j.	Arrangements for work on wells, underground earthworks, and tunnels.	N/A	
k.	Arrangements for works on or near water where there is a risk of drowning.	N/A	
l.	Arrangements for work that involves diving.	N/A	
m.	Arrangements for work in a caisson or compressed air working.	N/A	
n.	Arrangements for work involving explosives.	N/A	
o.	Arrangements for the segregation of vehicles and pedestrians.	yes	
p.	Arrangements for the storage of materials (particularly those of hazardous nature) and work equipment.	yes	
q.	Arrangements for dealing with contaminated land.	yes	
r.	Arrangements for controlling risks associated with manual handling operations.	yes	
s.	Arrangements for the use of hazardous substances, particularly where there is a need for health monitoring.	yes	
t.	Arrangements for reducing noise and vibration.	yes	
u.	Arrangements for exposing ionising radiation.	N/A	
v.	Arrangements for controlling exposure to UV radiation (including the sun).	yes	
w.	Arrangements for any other significant hazards.	N/A	
x.	Arrangements for design of temporary works.	YES	
4. The Health and Safety File			
Does the plan include?			
a.	Details of the layout and format for the health and safety file.	yes	
b.	Arrangements for the collection and gathering of information.	YES	



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c.	Arrangements for the storage of information.	YES	Electronic storage with drop box access.		
General Comments on Construction Phase Plan:					
Recommendation for Improvement:					
Name	Matthew Meek	Signed		Date	18.07.2022