



PETE MARQUIS
CONTRACTORS & PLANT HIRE

DEMOLITION PHASE HEALTH & SAFETY PLAN

Wadacre Farm
Chapel Lane
Melling
Liverpool
L31 1ED

Pete Marquis Contractors
Bryars Farm
Lea Lane
Lea
Preston
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Amendment Record

Revision	Amendment	Date

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Introduction

It is the intention of Pete Marquis that this project shall be executed with the highest regard for Health, Safety, Welfare, Fire, and Environmental matters and as such this document sets out performance requirements and procedure to be implemented on the Project. Pete Marquis, as Principal contractor appointed under the Construction (Design and Management) Regulations 2015 (CDM), shall be responsible for project Health and Safety Co-ordination

This plan shall apply to all personnel on the project, including the client, Contractors and persons under the direct or indirect control of either throughout the construction phase of the works.

A controlled copy of this plan shall always be available in the office for inspection by any person.

This plan and any resultant procedures and rules, shall be continuously reviewed by the project team and updated as required.

Section 1 –Description of Project

1.1 Project Description and programme details including any key dates

Contract Name:	Wadacre Farm
Description of Works:	Demolition of farm houses outbuildings and kennels
Site Address:	Chapel Lane Melling Liverpool L31 1ED
Contract Commencement Date:	24 th April 2023
Contract Completion Date	22 nd May 2023
Contract period:	4 weeks approx.

1.2 Details of Client, Principal Designer, Principal Contractor

Client:	Rowland Homes 1Farington House Stanifield Lane Leyland PR25 4UA
Contact:	George Rowley
Tel:	01772 621166
Email	[REDACTED]

Principal Designer:	Ironside Farrah 3, Worsley Court High Street Walkden Manchester M28 3NJ
Contact:	
Tel:	0161 703 8801
Mob:	
Email	manchester@ironsidefarrah.co,

Principal Contractor

Pete Marquis Contractor
Bryars Farm
Lea Lane
Lea
Preston
PR4 0RN

Contact: Pete Marquis
Tel: 01772 722649
Email: [REDACTED]

HSE

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Local Authority

Sefton Metropolitan Borough Council
Bootle Town Hall
Oriental Road
Bootle
L20 7AE

Tel: 0345 140 0845
Email:

1.3 Extent and location of existing records and plans and that are relevant to Health and Safety on site, including information about existing structures when appropriate.

- Scope of Work:** The scope of work within this contract is to deconstruct all the buildings within the site, which included farmhouses, outbuildings and kennels
- Existing Environment:** The buildings on situated on Chapel Lane. This consists of a two detached farmhouses with outbuildings and kennels. There are neighbouring properties on the access lane to the farm.
- Existing Structures:** All buildings in this site are to be demolished, and the site cleared to prepare for the new buildings
- Existing Services:** All services are to be removed prior to the demolition commencing, and certification provided
- Notifiable Asbestos:** The asbestos survey has now been carried out. Some notifiable asbestos has been identified, this is to be removed by licensed contractors prior to demolition being carried out. If any other is found later, it is to be disposed of by others prior to any demolition work taking place, and certification provided. The other asbestos identified is cement asbestos roof sheeting to the agricultural buildings

Section 2 –Management of the Works

2.1 –Management Structure and Responsibilities

Director Responsible for
Health and Safety Pete Marquis
Responsible for: The Management of Health and Safety throughout the company

H&S Advisor John Mee
Mobile Number 07969 574805
Responsible for: Liaising with the Principal Designer and reviewing Construction Phase plan.

Site Foreman Mark Bell
Mobile Number 07944 432020
Responsible for: Controlling site activities and implementing safety policies on a day to day basis.

2.2 –Health and Safety goals for the project and arrangements for monitoring and review health and Safety performance

Pete Marquis Contractors has been appointed as the Principal Contractor to undertake the demolition work on this project. This Health and Safety Plan describes the responsibilities and duties of Pete Marquis Contractors for compliance with legislation namely the Construction (Design and Management) Regulations 2015

The construction phase plan will be monitored continuously throughout the project and updated as necessary. The site foreman is responsible for on-going monitoring of Health and Safety.

Pete Marquis Contractors also employs the services of a Health and Safety Advisor, John Mee, who will visit site on a weekly basis based upon his findings.

Objectives

- To promote a consciousness of safety on site
- Communicate, share and maintain a flow of project information to all relevant parties involved in the project.
- Prevent injuries to workers, or any other visitors to site or it's vicinity
- Environment and Sustainability-protecting the future interests of all stakeholders in the projects we undertake by embracing the concept of sustainable construction

Standards

All work will be carried out in accordance with the statutory regulations, namely

- The Health and Safety at Work Act 1974
- The Construction (Design and Management) Regulations 2015

- The Management of Asbestos Regulations 2012
- The Workplace (Health Safety & Welfare) Regulations 1992
- The Provision and use of Work Equipment regulations 1998
- The Working at height regulations 2005
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control Of Substances Hazardous to health Regulations 2006
- The Management of Health and Safety at Work (amendment) Regulations 2006
- The Manual Handling Operations Regulations 1992
- Hazardous Waste Regulations 2005
- Clean Air and Clean Neighbourhoods Regulations 2005
- Personnel Protective Equipment Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Safety Signs Regulations 1980
- The Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005

Regular reviews of health and safety will be carried out relating to this project. This will involve Operations manager, its foreman and will be carried out throughout the project.

It should be noted that the degree of detail required in the Construction Phase Plan and the time and effort in preparing it should be proportionate to the nature, size and level of Health and Safety risks involved in the project.

2.3 –Arrangements for:

2.3.1 - Regular liason between parties on site

All matters relating to health and safety throughout the project must be communicated through the principal contractor. All operatives on site must liase with the site foreman regarding health and safety issues whether it is to raise a matter of concern, or to request information.

2.3.2 - Consultation with the workforce

Consultation with employees on Health and Safety matters is a legal requirement for employers, particularly in respect of:

- The introduction of any measure which may substantially affect Health and Safety
- Arrangements for appointing competent persons to assist the employer to meet statutory requirements
- The provision of information specifically required by regulations
- The planning and organising of training required by regulations
- The consequences of introducing new technology

Anybody on site wishing to express a view on health and safety can do so through the site foreman.

Toolbox talks are held on a regular basis, these are forums at which comments are invited from the workforce, particularly with regards aspects of health and safety.

2.3.3 - Exchange of design information between consultants and contractors on site

Through site meetings

2.3.4 –Handling design changes during the project

Through site meetings

2.3.5 –The selection and control of sub-contractors

For Pete Marquis to assess the competence of a sub-contractor with regard to health and safety, they must complete a PAS91 PQQ. All companies with five or more employees are required by law to prepare and maintain a written safety policy. A copy of their safety policy is to be submitted with the contractors appraisal questionnaire. These documents are required annually.

As principal contractor, Pete Marquis will co-ordinate the activities of sub-contractors and ensure that they comply with relevant Health and Safety Legislation and with the developed Construction Phase Plan.

The sub-contractor also bears certain responsibility in relation to the provision of information, training and consultation with employees, including the self-employed and sub-contractors.

Sub-contractors are required to co-operate with Pete Marquis Contractors and provide details on the management and prevention of Health and Safety risks created by their work.

No sub-contractor may commence work on any site unless their safety method statement and risk assessments have been provided to the office in advance and have been approved.

2.3.5.1 –Safety Equipment and PPE

It is the responsibility of sub-contractors to provide safety equipment for their operatives and this is closely monitored.

It is the duty of sub-contractors to provide their operatives with the necessary PPE as defined in risk assessments. Failure to provide it will result in either the operative being sent away to obtain these items, or if available, to be provided by the principal contractor. Certain items of PPE such as ear defenders, safety boots, high visibility vests, goggles and gloves will be readily available.

2.3.6 –The exchange of Health and Safety information between contractors

Sub-contractors will be required to submit risk assessments and method statement for approval prior to commencing on site. This information will be available for all contractors.

2.3.7 –Site security

Suitable and secure access to the site will be maintained. Suitable robust fencing will be erected and thereafter maintained at all times to enclose the work area. This is to be 'heras' type fencing, double clipped for security, to secure the site. Supplied and erected by Rowland Homes

The site foreman will be responsible for skip removal, deliveries, enforcing no parking or waiting on roads other than for delivery purposes.

Temporary skips will be located in areas where they will not constitute a hazard in respect of fire or access.

2.3.7.1 –Visitor parking

There is ample parking on site. Vehicles are not to obstruct the Chapel Lane at any time

2.3.8 –Site Induction

Normal company induction, and operatives signing form kept on site.

2.3.9 –Site Training

As required

2.3.10 –Welfare Facilities and First Aid

Covid-19 restrictions will limit the use of the welfare facilities. Please read information and risk assessment within the RAMs information pack.

Welfare unit is to be brought to site. This will consist of toilets and kitchen / rest room. There is a generator attached will provide heating and hot water. This is to be situated in a n agreed area away from the demolition

Mark Bell will be the nominated first aider on site, he will in attendance throughout the project.

All Pete Marquis operatives are first aid trained, and refresher courses held every three years.

First aid boxes are available in all vehicles and the site office

2.3.11 –The reporting and investigation of accidents and incidents, including near misses.

Reporting of any incident will be carried out under RIDDOR guidelines

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) were introduced to generate reports to the HSE and local Authorities to enable them to collate information. This information will enable these bodies to perform their accident and ill health prevention activities by indicating where and how problems arise and by showing up trends.

Although the provision of this information is a statutory duty imposed on every contractor, it is also of benefit to this company for the same fact finding and prevention exercises.

All accidents are entered into the Accident book located in the main office, these are monitored by the Health and Safety advisor who also carries out any investigations to all accidents..

2.3.12 –The production and approval of risk assessments, and written systems of work.

Prior to commencing on site sub-contractors must provide detailed method statements and site specific risk assessments. Sub-contractors must consider the identified risks and specific procedures noted in the construction phase health and safety plan.

Method statements, risk assessments, and COSHH information must be prepared before any work commences.

Arrangements need to be made for the identification and effective management of activities with risk to health and safety, by carrying out risk assessments, incorporating those prepared by other contractors, and also safety method statements which result

Method statements and risk assessments will be forwarded to the Principal Designer for comment.

2.3.13 –Site rules including drug and alcohol policy

Pete Marquis Contractors standard site rules apply to this project. The rules have been issued to every operative.

The following rules are based on current regulations and are the minimum requirements for site operatives.

If any matter relating to Health, Safety and Welfare is not specifically mentioned, it does not imply the abdication of your duty of care.

Failure to observe these rules may result in disciplinary action being taken. All persons for whom these site rules are made may approach the site foreman at any time to discuss them with a view to their need and/or effectiveness and to consider new and additional rule that may be necessary in the interest of site health and safety.

The following site rules will apply:

1. Personal protective Equipment (PPE)
 - High visibility vest of jacket must be worn at all times
 - Hard hats (to EN397) must be worn at all times
 - Safety footwear must be worn at all times
 - Eye protection, gloves, ear defenders and other appropriate PPE must be worn where necessary, as identified on the method statement, risk assessment or COSHH assessment. Operatives should seek advice or help to the site foreman with regards to PPE if they have any doubts or concerns.
2. A workmanlike, professional attitude is to be encouraged among all personnel
3. Horseplay on site will not be tolerated, neither will abusive or threatening behaviour of any kind.
4. Shouting or fraternising between operatives and the public will not be allowed.
5. Lewd behaviour towards members of the opposite sex will not be tolerated and will lead to instant exclusion from the site.
6. Racist or homophobic abuse will not be tolerated and will lead to instant exclusion from site.
7. Alcohol and/or the taking of drugs, is strictly forbidden. Any person who is suspected of being 'under the influence' of either drink or drugs, due to taking substances during working hours or before, will be required to leave site or be refused entry.
8. Contractors must never endanger the public through their actions or omissions.
9. All operatives must follow specific instructions given by the site foreman, e.g. emergency procedures, access or use of client facilities, working hours etc.
10. At cease of work each day, or when left unattended, machines are to be safely parked with keys and starting handles removed.
11. Each operative / sub-contractor shares responsibility for all tools and equipment on site.
12. Smoking is not allowed on site.
13. Personnel must not enter into any of the other clients areas, if any.
14. No operative is to leave tools lying around unattended, even for short periods. No tools are to be left in a position that may cause a trip hazard.
15. Burning of any waste material on site will not be permitted. Waste transfer documents must be kept for any waste removed from site.
16. Parking of vehicles is not permitted within the site boundary

Alcohol and drug abuse by employees and sub-contractors including supervisory and management staff can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that any person suspected of such abuse or displaying and unusual behavioural symptoms will be removed from site.

Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.

2.3.14 –Fire and Emergency procedures

The contact telephone numbers of the local emergency services are kept in the vehicle and site cabin.

Imminent Danger

- Activity to be stopped by person in control
- Plant in use to be immobilised
- Power source to be removed, without causing further risk
- Report incident as a near miss to site foreman
- Consider remedial action to be taken as directed by the site foreman

Dangerous Occurrence

- Power source to be disengaged without causing further risk
- Evacuate immediate areas
- Report to site foreman
- Leave the scene undisturbed
- Cordon off the affected area
- Site foreman to contact the office so formal reporting procedures can be taken
- Remedial action only when authorised by management

Injury Incident

- The site foreman is the appointed first aider
- Any accident must be reported to the office
- Site foreman to contact the office so formal reporting procedures can be taken
- The attending first aider will take control and remain with the casualty until safely removed from the scene and treated, or the ambulance service arrives
- Operatives are required to report to the first aid point should any treatment for minor injuries be required.

Fire

- The risk of fire is principally confined to the building, and areas within the site
- Fire extinguishers will be provided on site
- Should a fire occur, personnel in the immediate area will evacuate to the car park
- Small local fires may be dealt with by using portable extinguishers if there is no risk in doing so
- The site foreman will summon the fire brigade

IN THE EVENT OF A FIRE, THE DESIGNATED ASSEMBLY POINT IS AT THE SITE ENTRANCE

Section 3 –Arrangements for Controlling Significant Site Risks

3.1 –Safety risks. Including

3.1.1 –Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public for example during access or egress to the site.

The site is accessed off Chapel Lane. A banksman will be on site to watch vehicle entering or leaving site. The site has easy access, but a banksman will be used to assist with traffic movement to and from site.

The only vehicles entering site will be lorries removing debris from site, or delivering and removing plant. These will all be company vehicles arriving at arranged times.

All roadways are to be kept clear of mud debris and materials arising from the works, by means of regular sweeping by road sweepers where appropriate.

All rubbish to be disposed of will be via skips provided by the company and taken to the waste recycling centre. All waste disposal tickets will be provided. Hardcore is to be crushed and left stock piled on site

3.1.2. –Dealing with services –water, electricity and gas including overhead power lines and temporary electrical installations.

All disconnections to services will be carried out by others, and certification provided, prior to any demolition work commencing. There are no overhead power lines.

3.1.3. –Accommodating adjacent land

Operatives and vehicles will access the site from Chapel Lane. Consideration to the neighbours is paramount.

All loading and unloading of vehicles will be kept within the site boundaries.

Care must be taken not to block the narrow lane

Disruption to other traffic within the area is to be kept to an absolute minimum.

3.1.4. - Stability of structures whilst carrying out demolition work, including temporary structures and existing unstable structures.

The building will be carefully taken down using an excavator with grab attachment, which will prevent any premature collapse. Banksman will also be in attendance to monitor the demolition process

3.1.5.- Preventing falls

There is no distinction made between low and high falls so far as working at height measures will be taken to prevent the risk of any falls that could cause injury. Work at height will only be carried out where it can be done safely.

Any working at height will be carried out using a MEWP, which will be a scissor lift.

3.1.6. –Work with or near fragile materials

Non identified at this time

3.1.7. –Control of lifting operations

Not applicable

3.1.8 –The maintenance of plant and equipment

All suppliers of hired in plant will be required to provide relevant health and safety information

Mechanical plant will be checked for safety upon arrival to ensure it is maintained correctly, brakes functional and suitable for the use intended

Hire plant will have safety use instructions provided

Operators will have suitable training and licences / certificates.

Operators will carry out daily and weekly checks on all plant

3.1.9. –Work on excavations and work where there could poor ground condition

There are no excavations within this contract, apart from the grubbing up of footings and foundations

3.1.10. –Traffic routes and segregation of vehicles and pedestrians

Suitable and secure access to the site will be from Chapel Lane. Suitable robust fencing will be erected and thereafter maintained to enclose the work areas.

There will be no through route on the site for either pedestrians or vehicles.

3.1.11. –Storage of materials (particularly hazardous materials) and work equipment

There will be no storage of materials on site apart from demolition materials in skips, or the stock piling of hardcore. These will be confined to the curtilage of the site.

All plant will be stored within the site and immobilised after use. Small tools and plant will be kept in the vehicle and removed from site each night.

3.1.12. –Any other significant safety risk

Dust suppression units will be available for use should the need arise. Mist cannons will be on site if required and the crusher has sprinkler bars fitted on conveyor belts. Tankers and sprays are available in dry weather. If the weather is inclement then dust suppression will not be required.

There will be no noise outside normal working hours. These are 07.00 to 17.00hrs Monday to Friday. 08.00hrs to 13.00hrs Saturday. There will be no work on Sunday.

Regular road sweeping will keep the adjacent roadways clear.

All site operatives are to be informed to keep the roadway clear and unobstructed

3.2. –Health Risks, including

3.2.1. –Dealing with contaminated land

There is no evidence of contamination of the land at this stage, but work will be monitored.

3.2.2. –Manual Handling

Manual handling will be avoided where this is reasonably practicable but there will be occasions when materials or equipment will be required to be moved manually.

Pete Marquis operatives are manual handling trained in safe ways of lifting, and are aware to seek assistance if and object appears to be too heavy to move by one person.

There will be machines on site to assist in moving any heavy or awkward objects.

3.2.3. –Use of hazardous substances, particularly where there is a need for health monitoring.

Not applicable

3.2.4. –Reducing noise and vibration

Noise will be controlled and monitored. The requirements of the Noise at Work Regulations 2005 will be adhered to. Heavy machinery will be fitted with silencers and noise levels monitored. Work will be restricted to the hours from 07.00hrs to 17.00 hrs. Monday to Friday. 08.00hrs to 13.00hrs Saturday. There will be no work on Sundays.

Work will be planned to minimise exposure including low noise, and low vibration. Employees will be warned of noise and vibration risks during toolbox talks, and given advice on effective control measures, and where appropriate provided with suitable PPE. The company also considers noise and vibration levels when purchasing new equipment.

3.2.5. –Exposure to UV radiation (from the sun)

Shirts and trousers must be worn at all times, along with safety helmets. Take regular breaks out of the sun, and drink plenty of water.

3.2.6. –Any other significant risk

None identified at this time, but will be constantly monitored.

Section 4 –The Health and Safety File

4.1. –Layout and format

Final content requirements of the health and safety file will be as per the pre-construction documentation.

4.2. –Arrangements for the collection and gathering of information

As no products are to be purchased, this section is not applicable

4.3. –Storage of information

The relevant information for inclusion in the CDM Health and Safety File will be stored at the office of Pete Marquis Contractors.

Section 5 –Basic Risk assessments & Safe Working methods (to be referred to when producing ‘task specific’ risk assessments)

5.1. –Demolition

Activity: Demolition

Potential Hazards: The five main causes of fatal accidents due to demolition:

- Falls through fragile material
- Falls from workplace
- Falling materials
- Structural collapse
- Plant and transport

Safe Working Method: There are three main types of demolition:

1. By hand
2. By mechanical means
3. By explosives

Demolition by explosion is never used by the company

Do not enter demolition sites without first getting permission from both the person in charge and your manager.

The HSE produces a series of guidance notes on demolition- references GS21/1 to GS29/4

Key points to include:

- Safe distances from the structure must be established to eliminate the hazard of debris falling onto workers or the public during explosive demolition of a factory chimney or multi storey block.
- The public and workers must be protected from falling materials.
- Safe places of work must be provided.

Before demolition work starts:

- A written method statement must be prepared and agreed
- A competent person in charge of the operation must be nominated in writing
- A competent person must inspect the building
- Particular attention must be paid to insulation. If asbestos is found, it must be removed by a licensed contractor.
- Plans of the building structure should be obtained where possible.
- Utility companies must be contacted and all services disconnected or diverted
- Existing floors, planned to be used as working platforms, must be suitable for that purpose.
- Where glass is to be removed, it should be stored safely prior to disposal.
- All necessary shoring, lighting, signs etc. Must be planned and the work carried out at the correct time.
- Suitable PPE must be provided and used during the operation.

During operations:

- Adequate protection and safe access for workers must be provided at all times, including protection from dust and noise hazards.
- All employees must be fit and trained for this work
- All machines must be suitable and placed in safe working positions.
- Overloading of the structure must not be permitted.
- Detection of any sign of weakness that may lead to structural instability must be referred to management immediately. All plant must be robust with shatterproof glass,
- The method statement must be monitored and updated as necessary.

5.2 Discovering suspected hazardous asbestos materials

Activity: Discovering suspected asbestos material

Potential Hazards: Asbestos of the lung
Lung cancer
Mesothelioma
Laryngeal cancer

Safe Working Method: Pete Marquis Contractors insist on the clarification with regard the presence of asbestos in any building within which its personnel are asked to work. Generally this information is requested from the client and Principal Designer well in advance of project commencement. For any buildings likely to have been constructed prior to 2000 Pete Marquis insists upon sight of a 'Demolition and Refurbishment Survey' (formerly type 3 survey) and proof of clearance of asbestos containing materials.

In the event that certain areas have not been investigated these will be clearly marked and zoned so as not to be entered in error. No 'invasive' work of any kind will be undertaken in such areas until a survey has been undertaken and the results confirmed and acted on.

All Pete Marquis Contractors staff have received training on asbestos awareness. All personnel including those of sub-contractors are instructed not to disturb any materials they suspect might contain asbestos.

If asbestos is discovered (or suspected)

1. Stop work
2. A sample of the suspected material is to be removed from the site and scientifically analysed in a laboratory.
3. If test results exceed those laid down in the 'Control of Asbestos Regulations 2012' a licensed contractor for the removal of asbestos must be appointed.

5.3 Electricity

Activity:	Electricity
Potential hazards:	<p>33kv overhead power lines</p> <p>11kv buried cables</p> <p>110v power tools</p> <p>Energised installations in partly completed structures</p> <p>Overhead / underground cables</p>
Safe Working Method:	<p>Consider the location of overhead / underground cables at the planning stage of a project. Overhead wires are not insulated. Electricity can 'jump' air gaps and current can be induced in metal structures parallel to power lines.</p> <p>The precise position of buried cables must be determined from the utility plans and confirmed using cable locators and hand digging. Electric cables do not lie in straight lines, they snake about within a trench.</p> <p>These rules should be followed:</p> <ul style="list-style-type: none"> • Consult the electricity company to arrange isolation • Erect clearly marked barriers to protect overhead power lines which remain live. Provide a 6 mtr clearance as directed by the electricity company. • Report any damage to the insulation of underground cables to the electricity company. <p>Electricity distribution on site:</p> <ul style="list-style-type: none"> • Use portable electric tools powered by 110v maximum • Do not use home-made extension leads • Do not use multi-way adapters of 13 amp plugs • Never make temporary repairs to electrical equipment • Check the condition of plugs, leads power tools • Check fuses are correctly rated • Ensure that temporary electrical systems are properly installed and tested. • Use RCDs (earth leakage circuit breakers) at the point of supply for 240v hand held equipment.

5.4 Manual handling- General Principals

Potential Hazards:	<p>Crush injuries</p> <p>Strains and sprains</p> <p>Cuts and abrasions</p> <p>Hernias</p>
SafeWorking method:	<p>Examine object to determine weight</p> <p>Check for grease oil of sharp objects</p> <p>Ensure path to be taken is clear</p> <p>Determine whether or not to employ other methods such as team lifting</p> <p>Ensure object may be deposited without trapping fingers</p>

5.5 Pre-Start Site Survey

Activity:	Pre-start site survey
Potential Hazards:	<p>Access and egress for plant and equipment</p> <p>Contaminated ground</p> <p>Overhead and underground services</p>
Safe Working method:	<p>Ensure adequate access and egress for plant and machinery is provided, and where required, is clearly marked with warning signs.</p> <p>Gain all available information on previous uses and possible contamination. Take samples if required.</p> <p>Gain all available information on services on and around site. All services should be marked where identified. If exposure is required, this must be carried out by hand digging.</p>

5.6 Use of Excavators

Activity:	Use of Excavators
Potential Hazards:	<p>Overturning, collapse or failure of machine or equipment</p> <p>Striking existing overhead or underground services</p> <p>Striking vehicles or persons</p> <p>Loads falling from machine</p> <p>Persons being trapped by hydraulic or mechanical operations</p>
Safe Working Method:	<p>Only nominated, trained and certificated personnel to operate machinery</p> <p>The machine must be maintained in good working order and is to be inspected by the operator prior to each use, be in possession of a current examination certificate and be examined every seven days by a competent person, usually the operator, who will record the results.</p> <p>No excavator is to be used as a crane.</p> <p>All services must be located and identified prior to the commencement of work</p> <p>When not in use the machine must be safely parked with the handbrake applied and ignition key removed. At no time is the machine to be left running unattended.</p> <p>The operator must not descend from the machine with the blade or the bucket in the raised position except for servicing, in which case the equipment must be chocked.</p>

5.7 Use of Fork Lift Trucks

Activity:	Use of Fork-lift Trucks
Potential Hazards:	<p>Machine overturning</p> <p>Machine striking vehicles or persons</p> <p>Failure of machine or systems</p> <p>Loads falling from machine</p> <p>Persons being trapped by hydraulic or mechanical operations</p>
Safe Working Method:	<p>Only nominated, trained and certificated personnel to operate machinery</p> <p>The machine must be maintained in good working order and is to be inspected by a competent person, usually the operator, who will record the results.</p> <p>The SWL must be clearly marked on the machine and is never to be exceeded</p> <p>Loads must be transported near the ground</p> <p>The operator must have a clear view at all times. If this is not possible, a banksman must be used.</p> <p>Any damaged mirrors must be replaced before the machine is next used.</p> <p>Fork lift trucks must not be used as a working platform</p> <p>Machines are to be fitted with a reversing alarm.</p>

5.8 Working at Height

Activity:	Working at Height
Potential Hazards:	<p>Person falling</p> <p>Materials and tools falling</p>
Safe Working Method:	<p>Prior to any working at height an assessment of that work must be carried out and the potential hazards are to be made either by: the sub-contractor carrying out that work or the safety consultant.</p> <p>All operatives carrying out work at height are to be informed of potential hazards and the safe working method to be used as disclosed by the assessment.</p> <p>A suitable working platform and safe access is to be provided and maintained for the duration of the task.</p> <p>Persons other than those directly involved are to be prevented from working or passing beneath any working at height.</p> <p>Access is to be prevented outside working hours or when unattended.</p>

5.9 Loading / Unloading on Site

Activity:	Loading / Unloading on Site
Potential Hazards:	Death or injury to persons Damage to or from falling materials Falling from vehicles
Safe Working Method:	Unloading will take place in the allocated area. Particular attention will be given to hazards of working at height i.e. potential falls from the back of a vehicle. The only loading / unloaded expected to take place is using tipper lorries/ or roll on/off skips, and loading by excavator. Lorry drivers must keep clear of the loading area while mechanical loading takes place.

5.10 Working Alongside Existing Occupied Buildings

Activity:	Working Alongside Existing Occupied Buildings
Potential Hazards:	Damage to existing property Death or injury from existing services Injury to staff from the works Noise / dust disruption
Safe Working Method:	Prior to commencement, neighbours will be informed about the nature of the works Refer to any utility plans and conduct a visual inspection of the existing premises prior to any excavation or demolition works. Cat Scan all areas of excavation. Ensure all services are disconnected. Prior to any demolition or breaking into existing structures, refer to the demolition and refurbishment asbestos survey report (see separate risk assessment) Do not carry out any works which will undermine or affect the structure or strength of the existing building without first receiving guidance from a structural engineer. In the event of any suspected movement of damage being caused to the existing building, stop work immediately. Raise the alarm, evacuate the existing building then notify the emergency services and the structural engineer.

Section 6 - Fire Action Plan

Introduction

The fire action plan is intended to support the Construction Phase Plan developed for the project.

It has been written in accordance with the requirements of the Construction health, Safety and Welfare Regulations 1996 now incorporated into the CDM regulations 2015 in so far as they relate to;

1. Prevention of risks from fire
2. Emergency routes and exits
3. Emergency procedures
4. Fire fighting

The recommendations contained in the following documentation are also taken into account

1. Fire safety in Construction Work H.S.G.168
2. Fire Prevention on Construction Site

6.1 Organisation for Fire Safety

The fire safety co-ordinator will be the health and safety advisor. He will have the following duties regarding fire safety on site:

- Assessing the degree of fire risk
- Ensuring a Fire Safety Plan is formulated
- Monitor the Fire safety Plan is understood
- Ensure all persons on site comply with measures standards and controls in the fire safety plan.

Due to the size and scope of the work, fire marshals are not required.

The assessed fire risk on this site is deemed to be very low.

6.2 Site precautions, Warning Alarms and Extinguishers

A fire extinguisher will be located on site and in the company vehicle.

The operatives on site will raise the alarm to other staff should they discover a fire.

Using their mobile phones, the fire brigade will be summoned

The primary fire risk has been identified as ;

Class A –Carbonaceous (wood, paper, cloth)

Portable fire extinguishers of the correct type will be available.

Section 7 –Health and Safety Induction Training

Introduction

Pete Marquis Contractors recognises it has both a legal and moral requirement to train personnel in aspects of health and safety.

It is our company policy that all personnel must receive a level of training prior to commencing work on any Pete Marquis Contractors site.

Pete Marquis
Managing Director

March 2023

7.1 Site safety –General Rules

Safety is everybody's responsibility and everyone must work safely at all times

Any unsafe situations must be reported immediately

Any employee or operative who identifies any shortfall concerning Health, Safety and Welfare should immediately bring it to the attention of their immediate supervisor.

If suitable action is not taken, then representation is to be made to the management.

7.2 Legal Health & Safety Duties

Sections 7 and 8 of Health and Safety at Work Act 1974 impose a duty on all employees at work to take precautions for their health and safety and of other persons who may be affected by their acts or omissions.

1. Employees will co-operate with the employer as far as is necessary in order for them to apply their statutory duty in all safety matters.
2. No employee shall interfere with or misuse anything provided in the interests of Health and Safety for themselves or others and is duty bound to report or put right any hazards that could cause injury to themselves or others.
3. All employees are encouraged to make suggestions for improving safety at work, either personally or through the safety representative. Employees can freely consult the Site Foreman, Managers or the Safety Advisor on all matters to do with Health and Welfare.
4. Employees must carry out instructions given to them following risk assessments.
5. Employees must familiarise themselves with all Method Statements relating to their work and ensure that they follow them closely. A copy of all Method Statements relating to operations on a particular site will be kept in the office.
6. Any employee may seek instruction and training and must co-operate with the Employer in any arrangement made for such training.
7. Employees must not operate plant or machinery unless they have been properly trained in its use and operation.
8. Employees must seek first aid treatment for every type of injury and ensure an entry is made in the Accident Book
9. Employees must take good care of, and wear at all times, any protective equipment issued under statutory or work-place requirements.

7.3 Personnel

No person under the age of 16 will be allowed to work on site.

To minimize risks to personnel from the hazards of fire and passive smoking, **NO SMOKING IS ALLOWED ON SITE.**

No person will be allowed to remain on site who in the opinion of the Site Foreman is, or may be, under the influence of alcohol or drugs, or who is medically or physically unfit.

Report any medical conditions to site staff **before starting work** (i.e. epilepsy, heart conditions, diabetes, or any other condition that may affect the safety of the employee or others).

Please state any drugs or treatment that is being given.

7.4 Protective Clothing

Any sub-contractors shall ensure that where necessary their employees are provided with and use suitable protective clothing.

Basic protection, helmets, hi visibility vests, goggles, ear defenders and face masks are available from their manager

Sub-contractors and their employees who arrive on site without the appropriate equipment may be sent home or provided with the appropriate equipment for a small charge. Should they be sent home, no payment will be made for that day.

7.5 Footwear

Suitable footwear must be worn at all times. Pete Marquis Contractors provides protective footwear free of charge for all employees.

Only footwear with protected (steel) toe-caps and mid-soles are considered suitable for construction work.

Wellington boots must be worn when carrying out concreting work to avoid chemical burns.

If sub-contractors or their employees arrive on site without appropriate footwear they will be sent home. Should this happen no payment will be made for that day.

7.6 Eye Protection

Eye protection must be worn at all times when necessary.

Dust, shavings, splashes of cementitious materials such as mortar or concrete and other objects such as grinding sparks may not just affect the user of plant but also those nearby.

7.7 Head Protection

It is the policy of the company that all persons whilst on site must wear suitable head protection. Pete Marquis Contractors provides helmets free of charge for all employees.

Should sub-contractors arrive on site without helmets they will be provided, signed for, and a small charge will be made.

The wearing of head protection shall be readily enforced with no exceptions.

Anyone found to have removed their helmet will be dismissed from site.

7.8 Hearing Protection

Pete Marquis Contractors provides ear defenders free of charge for all employees

Any operation or tool on site that produces noise levels above 85db requires hearing protection to be worn. Ear plugs may be suitable at this level.

Should sub-contractors arrive on site without ear defenders they will be provided, signed for, and a small charge will be made.

Should the level exceed 90db then ear defenders **must** be worn.

Noise levels are generally attached to tools however if this is not the case ask the Site Foreman whether ear protection is needed. As a rule of thumb, if you have to raise your voice to speak to someone 2m away, ear protection is necessary/

IF IN DOUBT, PROTECT YOUR HEARING

Noise does not just affect the user of plant but also those nearby. The user of plant creating noise has a duty to ensure that any other people working nearby are also wearing ear protection.

7.9 Ladders & Step Ladders

Generally on Pete Marquis sites ladders will only be used as access to scaffold platforms. Other than this, ladders may only be used for inspection purposes of very short duration i.e. less than 15 minutes.

Ladders must be of sound construction, be securely tied at all times, be placed at the correct working angle of 75 degrees i.e. 1 in 4, and shall extend at least 1.1m above the landing platform.

If you have any doubts about the safety or stability of any ladder, do not use it and notify the Site Foreman immediately.

If a ladder becomes damaged in any way do not use it and notify the Foreman immediately.

7.10 Control of Substances Hazardous to Health

Any sub-contractor is to ensure that all his employees are aware of the hazards and to control the use of any substances used.

Hazardous materials are appropriately marked on the packaging in which they are supplied.

Anyone about to use a substance classified as hazardous on its packaging should ensure that the appropriate control measures or protective equipment are in place **BEFORE** opening the packaging or container.

If in doubt about the appropriate measures consult the Site Manager who is issued with a comprehensive list of C.O.S.H.H. assessment data sheets.

7.11 Asbestos Containing Materials

Pete Marquis Contractors does not carry out work in buildings built prior to 2000 until a 'Refurbishment / Demolition Survey' (formerly type 3 survey) has been undertaken and any materials containing asbestos have been identified and preferably removed. This will either have been done in the past by the building's owner or will be done prior to commencement of any construction work. In either case a copy of the relevant certificate will be posted on the canteen notice board for the reassurance of workers on site.

In the event that the work undertaken might involve opening up areas where the presence of asbestos is either known or suspected a full risk assessment will be undertaken.

If the presence of asbestos is known the area will be sealed off and work undertaken by a registered specialist contractor to make the area safe. Once this work is completed a certificate will be posted on the canteen notice board to reassure all workers.

IF IN CARRYING OUT ANY WORK ON SITE YOU DISCOVER ANYTHING THAT MIGHT RESEMBLE ASBESTOS CONTAINING MATERIALS DO NOT TOUCH IT AND INFORM YOUR SUPERVISOR IMMEDIATELY.

All relevant sites will have a regular toolbox talk on this topic together with posters to remind all on site of the potential hazard.

7.12 First Aid and Accident Reporting

Pete Marquis Contractors provides first aid and welfare facilities for persons working on all of its sites. It is the responsibility of all sub-contractors to make themselves aware of these facilities.

All accidents must be reported immediately to the office. The details of any accident to an employee of Pete Marquis Contractors or any sub-contractor employee will be noted in the Accident Book and on the Accident Record Form. Details of any accident to persons other than Pete Marquis Contractors employees will be noted separately for our own records.

Any person involved in an accident must ensure that it is also recorded in the accident book **of their own employer**.

7.13 Vehicles

Parking is permitted within the site boundary

All vehicles, once unloaded, should be parked safely

Pete Marquis Contractors will not accept responsibility for damage to or theft from any vehicle that has been parked on a site for the convenience of the driver.

When refuelling, the delivery vehicle, which carries a spill kit, will bring the fuel to site and pump it directly into the machine. Both tanks are bunded, and the chance of spillage is minimal. Refer to risk assessment and method statement

7.14 Fire

Everyone must be aware of their actions in case of fire in accordance with the site Fire Safety Plan.

Everyone should know location of fire fighting equipment

7.15 Plant, Tools & Machinery

All plant and tools are only to be used by operators competent to use them.

All operators must produce a copy of their certificate of training prior to working on site.

All plant and tools must be safe and maintained in good working order.

Electrical power tools must be tested on a regular basis.

When using the MEWP, harnesses are to be worn, clipped to the safety ring within the basket

Operatives must not leave the basket at height under any circumstances

Always follow instruction within risk assessment and method statement

7.16 Forklift Trucks

The competency of drivers must be checked and their Approved Training Certification kept up to date. A copy of all operator licences must be kept in the Construction Phase Plan.

As forklift trucks are used for lifting they are required to have weekly checks by the operator.

7.17 Cranes and Lifting Appliances

Drivers must be trained and hold a current Certificate of Training, a copy will be kept in the Construction Phase Plan

A banksman who is experienced in loading and signalling must always be used.

All cranes and lifting appliances must be inspected once a week and the results entered in the register kept in the office.

Cranes must be in possession of a 4 yearly Test Certificate and a 14 monthly thorough examination certificate. A copy of this certificate must be available for inspection by the Site Foreman.

All straps, slings, chains, ropes and lifting equipment must covered by a current 6 monthly test certificate. A copy of these certificates must be available for inspection by the Site Foreman

Appendix1 .