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BLAZE CONSTRUCTION

Safety Documentation For Taylor Wimpey South Thames Ockham Road North, East Horsley, KT24 6NX

Construction of Bridge & Works near the Stratford Brook

Site Ref: 668

Issue Rev: 0; Issue Date: 24/01/2023; Issue By: CFH

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Issue	Completed By	Approved By	Notes
0	Paul Broderick [redacted] 24/01/2023	Chas Howe [redacted] 24/01/2023	Original Issue

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Safety Documentation Contents for: Ockham Road North, East Horsley, KT24 6NX

For: Taylor Wimpey South Thames

Contract number: 668

1.0 GENERAL STATEMENT OF POLICY

It is the policy of this company that it will take all reasonable and practical steps to ensure that its general undertakings and operations do not in any way endanger the safety, health and welfare of its own employees of other contractors on site and members of the public who may be affected.

Whilst this Company fully acknowledges its duties and obligations under the Health and Safety at Work Act and relevant construction regulations, it can only fulfil its responsibilities with assistance and full co-operation from its employees.

The Company will provide where it is reasonably practical safe and healthy working conditions, safe systems of work and safe plant and machinery. Where necessary, the Company will provide suitable training and instructions to enable its employees to carry out their respective tasks in a safe manner, in addition where necessary suitable protective clothing and equipment will be provided.

The Company will liaise with the principal contractor's representative on site to ensure that contractor's activities do not endanger this Company's employees and that any hazards that may exist are made known to this Company before it commences work.

Drugs & Alcohol Policy

Drugs (both legal and illegal) & alcohol can effect perceptions, physical abilities & response times, meaning individuals are putting themselves and their colleagues at risk.

This policy applies to all of our employees as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises.

We would urge anyone who feels that they may have a drug or alcohol problem to seek professional advice & support.

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Rules

- Individuals must not under any circumstances be under the influence of drug or alcoholic substances whilst on our sites or premises. Note that previously consumed drug or alcoholic substances can affect your performance at work & you may still be considered to be under the influence
- Individuals must not be in possession of any illegal drugs whilst working on our sites or premises.
- If prescription drugs are being taken for any medical reason, please inform your supervisor or manager and highlight the possible side effects which may affect your ability to work safely.
- If supervisors or managers believe that individuals are under the influence of drugs or alcohol whilst on our sites or premises, they will be asked to leave and reported to Blaze Management.
- There may be circumstances where we will ask you to provide a test sample to screen for drugs and/or alcohol. This may be as part of testing for ourselves or our clients, random or for cause. Any refusal to provide a test sample will result in you being asked to leave site and may lead to disciplinary action.

BREACH OF THIS POLICY MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION OF CONTRACT.

05/01/2023
Date of issue

Eugene Broderick - Director

2.0 ORGANISATION

The Safety Director is responsible for all aspects of safety within this Company.

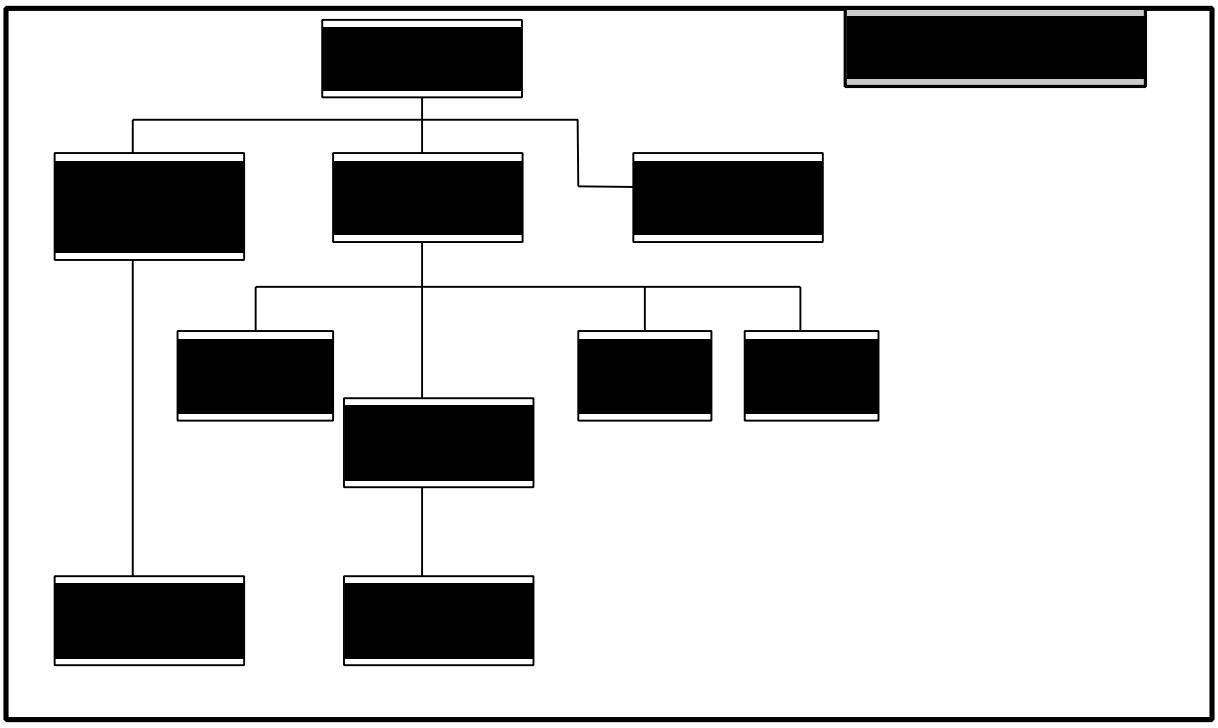
Contracts Managers and Engineers are responsible for implementing the Company policy and are accountable to the Safety Director.

Surveyors are responsible for ensuring adequate allowance is made within tenders for safety and that subcontractors comply with the relevant safety legislation

Site Foremen are responsible for ensuring that their respective teams carry out their tasks in accordance with Company policy and they are accountable to the Contracts Manager

The Finance Director is responsible for the quality and safety in the office and is accountable to the Safety Director.

Site operatives and office employees are expected to thoroughly read and understand the Company policy and to involve themselves in safety matters and to report any unsafe equipment or dangerous situations to their immediate superior.



3.0 INDIVIDUAL RESPONSIBILITIES

3.1 Safety Director

Main responsibilities are to:-

a) Initiate the Company policy for accident prevention, prevention of damage and reduction of wastage and set targets for the reduction of accident frequency.

b) Administer the policy and know the requirements of construction regulations and any other relevant legislation and ensure that they are all observed on site.

c) Provide adequate finance when necessary to purchase suitable protective clothing and equipment.

d) Ensure that all staff receives suitable training and instruction relevant to their allotted tasks and insist that safe working practices be used on site.

e) Liaise with principal contractor's agents with regard to health and welfare facilities provided and to establish whether hazards exist prior to start.

f) To seek professional safety advice from outside safety companies or members of the Health and Safety Executive as and when the need arises.

g) Set a personal example to employees with respect to PPE by wearing a safety helmet, Boots and Hi-Vis jacket at all times and other risk assessed, appropriate PPE when necessary.

3.2 Contracts Managers

Kevin Sullivan

Main responsibilities are to:-

a) Ensure that method statements, risk assessments and this project specific health and safety arrangement plan is developed and implemented to cover all works carried out on site.

b) Know the broad outline and requirements of the construction regulations and other relevant legislation.

c) See that the above regulations and requirements are observed on sites and that all necessary registers and records are completed regularly and that the person making the entries is competent to do so.

d) Give Site Managers precise instructions on their responsibilities for correct and safe working procedures and see that they do not ask persons to take unnecessary risks.

e) Agree storage and delivery plans with the Site Manager to ensure safe access to the working area.

f) Co-ordinate health and safety information and disseminate such information to the site teams giving tool box talks when necessary.

g) Ensure that sub-contractors employed on projects are competent and comply with the Company's Safety Policy and Procedures.

h) Monitor risk assessments, audits and reports and ensure that unsatisfactory arrangements and conditions are actioned and/or rectified.

i) Set a personal example to employees with respect to PPE by wearing a safety helmet, Boots and Hi-Vis jacket at all times and other risk assessed, appropriate PPE when necessary.

j) Maintain and update Quality Assurance Manual.

3.3 Surveyors

Main responsibilities are to:

a) Understand the Company policy and appreciate the responsibility allocated to each grade.

b) See that tenders are adequate to cover sound methods of working.

c) Determine at the planning stage:-

i) The most appropriate order and method of working in conjunction with Construction Director, Contracts Manager and Site Foreman

ii) Lines of communication with the principal contractor.

iii) Hazards that might arise from overhead or underground power lines and other services if applicable.

iv) The provision by the principal contractor of welfare facilities.

d) Set a personal example with respect to PPE by wearing a safety helmet, Boots and Hi-Vis jacket at all times and other risk assessed, appropriate PPE when necessary.

3.4 Site Engineers

Tom Waddell

Main responsibilities are to:

a) Know the broad outline of the construction regulations and other relevant legislation

b) Understand the Company Safety Policy and to appreciate the responsibility allocated to each level.

c) Understand the safe working practices stipulated by the Company.

d) Discourage firmly the use of alcohol, drugs.

e) Report any safety incident or potential hazard to the Site Manager.

f) Set a personal example to colleagues with respect to PPE by wearing a safety helmet, Boots and Hi-Vis jacket at all times and other risk assessed, appropriate PPE when necessary.

g) Attend safety training and briefings

3.5 Supervisors and Foremen

Initial Stage (Roads and Sewers) – Neil Keenan

Main responsibilities are to:

a) Know the broad outline of construction regulations and other relevant legislation.

b) Understand the Company Safety Policy and to appreciate the responsibility allocated to each level, liaising with safety advisors where necessary.

c) Understand the safe working practices stipulated by the Company and ensure that their respective gangs understand and use them.

d) Discourage firmly the use of alcohol and drugs.

e) Prevent their men from entering an unsupported excavation, using incomplete scaffold or undertaking hazardous activities.

f) Ensure that only competent persons operate machinery.

g) Set a personal example to operatives and colleagues with respect to PPE by wearing a safety helmet, Boots and Hi-Vis jacket at all times and other risk assessed, appropriate PPE when required.

h) Attend safety training and briefings and give tool box talks when necessary.

3.6 Financial Director (acting as Office Manager)

Main responsibilities are to:

a) Understand the Company Safety Policy and its objectives and ensure that the staff under his control work within guidelines

b) Be familiar with manufacturers and suppliers instructions for safe working procedures in respect of any equipment in the office and ensure that his staff are informed

c) Plan office layout with due regard for safety providing adequate access between desks, filing cabinets etc

d) Establish 1st Aid and emergency and evacuation procedures and instruct staff accordingly

e) Report any defects or potential hazards to the Safety Director

f) Ensure that any equipment that is not required to operate over night is switched off and isolated from the mains at the end of each working day and that any potential fire risks such as cigarette ends or overfull waste bins near heaters are removed.

3.7 Operatives

Main responsibilities are to:

a) Use the correct tools and equipment for the job in hand, wear protective clothing and use safety equipment as and when necessary.

b) Keep tools in good condition and report any defects to their immediate superior.

c) Develop a personal concern for safety and also for others particularly newcomers and young people.

d) Avoid improvising that entails unnecessary risks.

e) Warn new men of known hazards.

f) Read and understand the Company Safety Policy and put into practice what it states for safer working.

g) Refrain from indulging in alcohol and drugs.

h) Not enter any unsupported excavations, use incomplete scaffold or undertake any other hazardous activity.

i) Report to their immediate superior any member of their gang working in an unsafe or dangerous manner.

j) Not abuse any welfare facilities provided.

k) Wear relevant PPE as per appropriate risk assessment to the job in hand and maintain it in good working order. As a minimum, at all times this will comprise of Safety Helmet and boots and high vis waistcoat.

l) Attend safety training and briefings.

3.8 Office Employees

Main responsibilities are to:

a) Conduct their work in a safe and efficient manner and not endanger themselves and others

b) Be familiar with safe working practices for their office and with manufacturers and suppliers guidance regarding any equipment they use in the course of their employment.

c) Familiarise themselves with relevant fire drills, location of first aid boxes, fire-fighting equipment, evacuation procedures and other necessary information.

d) Not abuse welfare and sanitary facilities provided for their use.

e) Report to the office manager any act or omission that has led or may lead to injury.

f) Co-operate fully in any scheme developed for the prevention of accidents and suggest ways to make the office a safer working environment

3.9 HEALTH AND SAFETY AT WORK ACT 1974

Duties of employees

It is the duty of every employee whilst at work to:-

a) Take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and:-

b) As regards any duties or requirement imposed on his employer or any other person by or under any of the relevant provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

c) No one may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

4.0 BLAZE CONSTRUCTION LTD – SAFETY MANAGEMENT PROCEDURES

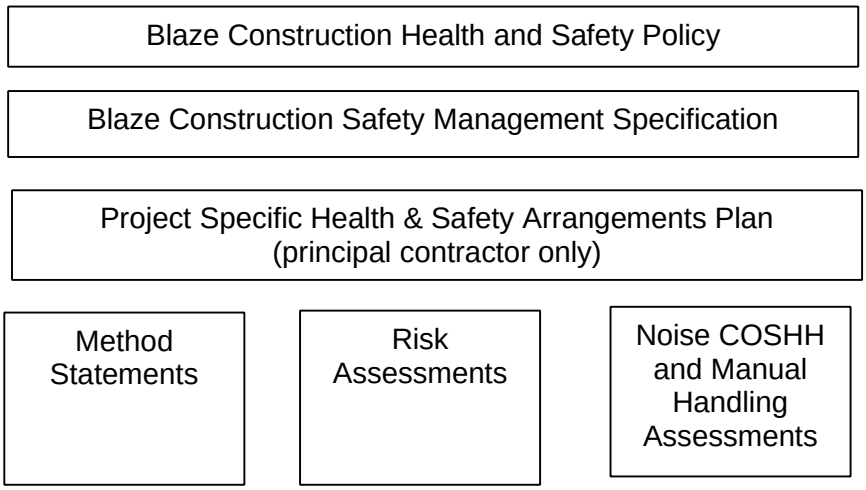
4.1 Introduction

This document details the procedures and minimum requirements to be followed to ensure the development and maintenance of the Project Specific Health and Safety Arrangements Plan. Blaze Safety Arrangements have been vetted and the company is registered with CHAS and SMAS

The Contracts Manager must manage safety on the project in accordance with the Project Specific Health and Safety Arrangements Plan and these Procedures.

The Project Specific Health and Safety Arrangements Plan must be reviewed and revised at regular intervals.

4.2 Hierarchy of Documents



4.3 Notifications

It is the Principal Contractors responsibility to ensure that a copy of Notification form F10 is displayed in a readable condition in a position where the particulars on the form can be read by any person working on the project.

4.4 Company Safety Rules

Blaze Construction Ltd enforces the rules identified below across the whole company and they apply to all personnel wherever employed including contractors. Non-compliance with the safety rules will lead to termination of employment or contract (in the case of sub-contractors).

Company Safety rules are imposed by the Directors of Blaze Construction Ltd. They take recommendation from their Safety Consultants and Advisors.

Contracts Managers are required to ensure that compliance with the Safety Rules is promoted as a safety culture.

Rules:

i. Statutory requirements are viewed by the Company as being the minimum acceptable standards.

ii. Where Personal Protective Equipment needs to be worn as required by the Personal Protective Equipment at Work Regulations, it will be worn correctly, without exception. Site Foremen will give instructions to operatives where the rule applies. All persons on site wear safety helmets, high visibility jackets and safety footwear.

iii. Safety belts, lanyards, lifelines and/or safety nets are to be used by persons working at heights when it is impracticable to provide working platforms.

iv. All ladders and steps will be of industrial class and kept in good order and inspected in accordance with the regulations.

v. Only competent persons are permitted to erect, dismantle or alter scaffolding.

vi. Abrasive wheels and cutting discs may only be changed by persons who have been trained and hold a certificate of competence.

vii. All access equipment must be kept in good repair.

viii. All injuries, no matter how slight, must be reported immediately. Major Injuries must be reported to Blaze Construction Ltd's Head Office immediately.

ix. Materials are to be stacked so that they cannot fall, roll or otherwise move resulting in potential injury.

x. The requirements of the Provisions and Use of Work Equipment Regulations will be adhered to. Adequately trained operatives only shall use the necessary work equipment.

xi. No person under the age of eighteen will be permitted to operate any item of plant unless under strict supervision and training.

xii. All plant operators must have been given adequate training in the safe operation and associated hazards for the item of plant in use. The operator must hold the relevant CPCS, NPORS or equivalent qualification.

xiii. When mechanical equipment is being operated, no person will be in the cab other than the operator, unless the driver is under instruction.

xiv. No person other than the driver shall ride on any plant unless it is on a properly constructed seat.

xv. Any additional safety rules and advice covering specific work areas and/or systems of work will form part of the Project Specific Health and Safety Arrangements Plan as required.

xvi. The use of personal mobile phones on site is prohibited unless at break time in an office, canteen or smoking area. Plant operators are reminded that under NO CIRCUMSTANCES are they to use a mobile phone when using any machine.

4.5 Safety Responsibilities

The responsibility for implementing the Safety Policy and Safety Plan lies directly and personally with the Line Management from the Contracts Manager through to every employee.

Those named in the Safety Management Organisation Chart for particular activities must be competent to fulfil the functions given to them. Competency is to be assessed by reference to a combination of formal training and experience. Any qualifications will be audited to ensure validity. Responsibilities are briefed to each member of the team and the individual's competency to carry out their duties is assessed by their line manager during this process.

When Blaze Construction Ltd is Principal Contractor the Contracts Manager has ultimate responsibility for the safe co-ordination of the following hazardous operations:

Temporary Works
Excavations
Access and Egress
Site Tidiness
Delivery of equipment, plant and materials

When Principal Contractor duties are undertaken by another contractor the Blaze Contracts Manager will establish which responsibilities are held by which party.

4.6 Project Safety

Blaze Construction Ltd's policy is for project safety to be managed by the Contracts Manager. The Contracts Manager has available to him within the company extensive construction management experience. The company employs the services of competent safety advisors who are able to offer help and advice with regard to specialist safety matters. Technical consultants are employed to provide specialist construction advice on methods and risks as required.

The Contracts Manager is responsible for Operational Safety in as much as he is:

i. responsible for liaising with the Directors on matters of Safety and Health
ii. responsible for arranging access to the site area
iii. responsible for ensuring that employees or contractors have the necessary competence and medical fitness requirements to work on specific projects.

The Site Foreman is responsible for Site Safety in as much as he is:

i. responsible for liaising with safety advisors
ii. responsible for controlling access to the site
iii. responsible for ensuring that the safety rules, policies, procedures and arrangements are adhered to.

4.7 Project Health and Safety Arrangements Plan

A Project Health and Safety Arrangements Plan is developed by the Contracts Manager. Implementation of the Plan is the responsibility of the Site Foreman.

The project aim is:

To have zero injuries, service strikes, or pollution incidents. This will be measured by reviewing project incident reports.

To achieve a safety score on monthly site inspections above 85%

4.8 Risk Assessment

Blaze Construction Ltd will provide a Project Specific Health and Safety Arrangements Plan, which will detail the anticipated operations and associated risks. New and existing tasks will be continually evaluated so that all risks are identified and suitable control measures developed and implemented.

Management is responsible for the continual analysis of tasks so that risks may be assessed quickly and reduced to a level that is as low as reasonably practicable. Assessment of risk is carried out by the Contracts Manager or Site Foreman. Where necessary, safety and technical advisors will provide a supporting role.

All Managers with responsibility for others will ensure that all operatives have been informed of the relevant requirements of the Health and Safety Plan, Method Statements and Risk Assessments. Risk Assessments and Method Statements are drawn up for works and operations in advance of commencement and filed within the Project Specific Health and Safety Arrangements Plan.

4.9 COSHH

The Site Foreman will be issued with a file containing a number of generic COSHH assessments.

It is up to the Contracts Manager to ensure that this file is updated with the appropriate assessment sheets before a substance is used on site. COSHH assessment sheets should be sourced from the appropriate supplier/manufacturer.

4.10 Noise Assessments

Site Foremen must ensure that the operations carried out on their sites do not present a hazard to the environment or to the hearing of people at work.

Action is to be taken where noise exposure is likely to be above 85dB(A). As a rule of thumb this is indicated when normal conversation cannot be heard at a distance of 1-2 metres.

4.11 Contractors Safety

Blaze Construction Ltd has adequate resources and expertise to allow it to be a well-informed buyer in placing sub-contracts.

Contractors, consultants or other persons working on, or invited to, premises or worksites controlled by Blaze Construction Ltd are made aware of specific risks to their safety and health by the manager responsible for the contract.

Adequate resource will be available to manage all contracts.

Contractors are required to provide evidence of their company safety policy, staff training and relevant competency records and accident performance statistics.

In order to ensure that contractors use safe methods of work, the Blaze Contracts Manager must ensure that the contractors engaged by the company provide written safe systems of work or method statements. Prior to work commencing, these safe systems will be agreed by the Blaze Contracts Manager.

During pre-commencement discussions Blaze management will ensure that the following safety requirements are made known:

Specific risks to their health and safety, including use of personal protective equipment.

Ensure that their employees who will work on the project have received appropriate training on all processes, areas or activities, which could affect their own safety or that of other staff.

Adhere to systems for recording arrival and departure on the Company's premises.

4.12 Welfare

Managers will determine the requirements of a particular location or site and ensure that sufficient resources are provided to ensure compliance with regulations.

Sanitary conveniences

(1) Suitable and sufficient sanitary conveniences must be provided or made available at readily accessible places.

(2) So far as is reasonably practicable, rooms containing sanitary conveniences must be adequately ventilated and lit.

(3) So far as is reasonably practicable, sanitary conveniences and the rooms containing them must be kept in a clean and orderly condition.

(4) Separate rooms containing sanitary conveniences must be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities

(1) Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, must, so far as is reasonably practicable, be provided or made available at readily accessible places.

(2) Washing facilities must be provided—

(a)in the immediate vicinity of every sanitary convenience, whether or not also provided elsewhere; and
(b)in the vicinity of any changing rooms required by paragraph 4, whether or not provided elsewhere.
(3) Washing facilities must include—

(a)a supply of clean hot and cold, or warm, water (which must be running water so far as is reasonably practicable);
(b)soap or other suitable means of cleaning; and
(c)towels or other suitable means of drying.
(4) Rooms containing washing facilities must be sufficiently ventilated and lit.

(5) Washing facilities and the rooms containing them must be kept in a clean and orderly condition.

(6) Separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.

Drinking water

(1) An adequate supply of wholesome drinking water must be provided or made available at readily accessible and suitable places.

(2) Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign.

(3) Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers
(1) Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker—

(a)has to wear special clothing for the purposes of construction work; and
(b)cannot, for reasons of health or propriety, be expected to change elsewhere.
(2) Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.

(3) Changing rooms must—

(a)be provided with seating; and
(b)include, where necessary, facilities to enable a person to dry any special clothing and any personal clothing or effects.
(4) Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away—

(a)any special clothing which is not taken home;
(b)their own clothing which is not worn during working hours; and
(c)their personal effects.

Facilities for rest

1) Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.

(2) Rest rooms and rest areas must—

(a)be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
(b)where necessary, include suitable facilities for any woman at work who is pregnant or who is a nursing mother to rest lying down;
(c)include suitable arrangements to ensure that meals can be prepared and eaten;
(d)include the means for boiling water; and
(e)be maintained at an appropriate temperature.

Site Foremen will ensure that the day-to-day compliance with regulations and company rules is adhered to.

4.13 Selection, Recruitment and Placement of Employees

The Blaze Construction Ltd Policy for selection, recruitment and placement of employees requires that the employing managers ensure that prospective employees are competent, knowledgeable and sufficiently experienced for the work, as well as being medically suitable for the job requirements. Sometimes operatives are recruited who do not speak English as their first language. The Company ensures that the employee has sufficient knowledge of the English language to understand and react to safety instructions. Where applicable an interpreter will be employed to enhance communication.

The company uses standards set by CITB and other relevant training bodies as the basic standards of competence for employees. A process of on the job assessment by the employee's line manager augments this. Even if certification is in place this practical assessment will be the overriding test.

The safety performance of new or promoted employees will be measured against the safety standards set for the work they are required to undertake by their Line Manager.

If an employee is tasked with safety responsibilities then the Project Health and Safety Plan shall be amended to reflect the new employee and their responsibilities shall be briefed to them by their line manager.

4.14 Safety Training of Employees

Blaze Construction Ltd is committed to reviewing the training needs of all its employees on a regular basis. It is company policy to provide training for all levels of employees to ensure that adequate safety standards are met and maintained.

The H&S Advisor ensures that the relevant training programme is implemented and assesses the safety training requirements on a regular basis. Additional job specific training will be undertaken to meet the needs of particular projects as required (eg water regulations training if required by water authority).

Toolbox Talks are carried out by foremen in advance of each new type of task, when conditions on site change, or on a monthly basis (whichever comes first).

4.15 Monitoring

It is Blaze Construction's policy to monitor safety performance. This monitoring is carried out both pro-actively and re-actively.

Pro-active monitoring is carried out via safety inspections and audits. On more complex schemes and for technical operations Blaze Construction Ltd shall employ a chartered engineer to provide advice and review processes and procedures.

Re-active monitoring is carried out as follows:

1. Reviewing accident statistics, accuracy and promptness of accident reports and investigations
2. Reviewing accident investigations to ensure that the basic and immediate causes are identified and addressed correctly in any remedial action plans.
3. Monitoring of accident books, employee absenteeism and claims to identify unreported events.
4. Identifying adverse trends in accident data.

5.0 GENERAL CONTROLS

Certain hazards are prevalent throughout the work undertaken by the company. The following general controls are a minimum requirement and form the basis upon which the Site Specific Health and Safety Arrangements Plan is developed. These general controls are to be enforced at all times regardless of specific situation.

The areas of most concern are:

- Slips trips and falls
- Flying objects
- Struck by/against machinery
- Manual Handling
- Noise induced hearing loss
- Hand Arm Vibration
- Falling from heights
- Crane operations
- Excavations
- Working adjacent to Public Highways
- Plant and Machinery
- Silica Dust
- Accident reporting and investigating
- Major injuries
- Health surveillance
- Temporary works (Trench shoring and formwork only)

5.1 Slips Trips and Falls

The potential for injuries, albeit generally minor injuries, is great and so the following basic controls will be instigated:

i. Rubbish and debris will be removed to skips and then off site. Enforcement of this will be by the supervisors.

ii. All operatives will be briefed on the necessity to keep the site tidy.

iii. Defined access ways will be de-marked and Site Supervision are to ensure that they are kept clear of obstructions

5.2 Flying Objects

Adequate eye protectors to be provided
All operatives carrying out works which could involve the risk of eye injury to be instructed in the correct eye protection and its use. Supervisors are to ensure compliance.

5.3 Struck by/against machinery

i. Vehicle routes must be clearly marked/fenced

ii. All site operative to be informed of the designated walking routes and crossing points

iii. Reversing vehicles must be under the control of a designated banksman

iv. Site speed limit is not to be exceeded

v. Visitors are to be accompanied.

vi. Pedestrians shall be segregated from plant. In working areas only operatives fully briefed in the risks of working near or around operational plant shall enter the work area.

5.4 Manual Handling Injuries

i. General training to be given to all operatives by their supervisors on the requirements of safe handling techniques

ii. Supervisors to utilise mechanical lifting aids whenever practicable

iii. Supervisors to ensure adequate resources available for all manual handling operations

iv. Where identified site specific manual handling assessments to be completed and communicated to all relevant operatives and contractors

v. Supervisors to ensure adequate PPE is available for all operatives

5.5 Noise induced hearing loss

i. Zones for noisy work to be established and de-marked as appropriate

ii. Adequate PPE to be provided where it is impracticable to reduce levels below 85dB(A)

5.6 Hand Arm Vibration

i. Contracts Managers to identify operations likely to require sustained use of vibrating hand tools.
ii. Specific method statements and risk assessments to be provided for all such operations.
iii. Jobs to be planned to allow break periods. Operatives to be encouraged to exercise hands and fingers regularly.
iv. As a guidance the following generic exposure times can be used for planning purposes. Specific times to be calculated for specific tools and taking into account ambient air temperature (colder weather makes HAV worse). Exposure levels should not be planned to exceed A(8) level of 2.5m/s^2

Machinery	Speedy Hire ref	Daily aggregate exposure limit
Hausherr pick	Hausherr ref H11AN	21 minutes
Light Breaker (20kg)	19/0125	73 minutes
Medium Breaker (30kg)	19/0115	144 minutes
Heavy Breaker (34kg)	19/0105	71 minutes
Needle gun	19/0230	76 minutes

All plant shall be selected from a supplier who provides vibration data (eg Speedy Hire Centres) and exposure times calculated in accordance with HSG 88.

5.7 Falls from heights

The preferred means of working access for all work at height is fully boarded work platforms. When the provision of this is impracticable then the following safety arrangements are to be put in place:

Safety belts and harness with fall arrestors
Lifelines anchored securely and located to ensure adequate operation of arrestors with a minimum free fall distance of 0.6 metres.
Safety nets where practicable
Cherry pickers, mobile elevating work platforms

During the construction of scaffolds and other working platforms safety harnesses will be worn and used.

Prior to use each day harnesses shall be visually inspected. Thorough examination shall take place every 6 months. Issuing of safety harnesses shall be controlled such that they are returned to secure storage at the end of each working day or when the operation is complete.

Ladders will not be used as working platforms. They are to be used for access to working areas. It is appropriate to use a tied and footed ladder as a means of access to install a single component as long as the relevant risk assessment has been completed. All ladders are to be secured. They are to be of sufficient length to ensure safe access and egress to the ladder and work area.

5.8 Crane and lifting operations

i. All lifting operations shall be undertaken in accordance with the “Lifting Operations and Lifting Equipment Regulations 1998”

ii. Where Blaze Construction Ltd is principal contractor they shall appoint a ‘crane co-ordinator’ who will co-ordinate the arrangements for the safe use of all site cranes where required.

iii. When Blaze are employed as a contractor working for a principal contractor they shall appoint a ‘crane lifting supervisor’ who shall be responsible for the effective planning and control of lifting operations in accordance with the requirements of LOLER and BS7121. The ‘crane lifting supervisor’ shall liaise directly with the ‘crane co-ordinator’

iv. Cranes and lifting appliances to be operated by trained and competent operators. Copies of certificates of competence shall be inspected prior to work

v. Cranes and lifting appliances are to be tested and maintained in accordance with the relevant regulations.

vi. All chains, slings and man riding cages are to be fully tested and have current certificates.

vii. Trained and competent banksmen and slingers are to be used for all crane lifts. Copies of certificates of competence shall be verified prior to work commencing.

Blaze Construction issue restricted certificates of competence to “Load Handlers” for certain operations where the operative does not already hold a recognised training qualification.

viii. There is to be only one designated banksman per crane at any time – they are to be identified to the crane operator.

ix. All items being lifted that are capable of significant windage are to have a guide rope attached to them.

x. All lifts shall be planned in advance and for complicated lifts specific method statements written and briefed to all personnel.

5.9 Excavations

i. All excavations shall be assessed by a competent person at the start of every day, after any event likely to have affected the strength or stability of the excavation and after any material unintentionally falls or is dislodged.

ii. Any activity involving excavations of any kind should be controlled by an in date permit to dig issued by the site manager to the machine operator or banksman

iii. Excavations over 1.2 metres deep will be fully supported or battered back at 45 degrees unless the on site assessment by a competent persons deems otherwise. Excavations less than 1.2m deep shall be assessed and shored/battered according to the competent persons’ recommendation.

iv. If operatives are required to bend down in excavations the depth at which support or battering is required shall be reduced accordingly.

v. Slopes for batters steeper than 45 degrees are acceptable when assessed by a competent person and subject of a specific risk assessment taking account of soil stability, soil parameters and surcharge loading.

vi. Access to excavations is to be via tied ladder (ladder access platform attached to trench/manhole box) or excavated ramp.

vii. Where plant has to approach excavations stop blocks or bunds shall be used to ensure that there is no risk of the plant falling into the excavation. Similarly if surcharge loading is not allowed stop blocks shall be placed to keep plant and machinery away from the no load zone.

viii. Excavations shall be protected by a physical barrier system comprising as a minimum orange safety fencing securely supported and positioned one metre from the excavation edge. If the topography of the site means that barriers to each individual excavation are not practicable then the whole area is to be fenced and access restricted to fully briefed and competent essential work operatives only.

ix. Entry into confined spaces shall be carried out in accordance with the regulations and by fully trained and competent operatives. Particular risk assessments are required for confined space entry.

x. Manholes (new or existing) that have the concrete cover slab in place shall be considered a confined space unless demonstrated otherwise.

5.10 Working adjacent to Public Highway

i. High visibility clothing shall be worn when working adjacent to the highway or in an area of manoeuvring plant and machinery.

ii. All works on or adjacent to the highway are to be protected, signed and barriered in accordance with Chapter 8 of the Traffic Signs Manual.

iii. Excavations shall be supported as above.

iv. Before excavations commence, all plans, drawings and information relating to the position of services and statutory undertakers plant and equipment shall be sought. Electronic scanning and tracing augmented by physical trial holing shall be used to establish the position of all services.

v. Works on adopted roads will utilise NRSWA trained supervisor and operative(s).

5.11 Plant and Machinery

i. No persons under the age of 18 years will be permitted to operate any item of plant unless under strict supervision/training

ii. All operators shall have a current certificate of competence. Certificates will be subject to random audit to verify their validity. Operators shall not use mobile phones or personal music players whilst operating machines.

iii. Where plant is fitted with “Quick Hitches” the driver shall be fully briefed on the operation of the “Quick Hitch”. The company procedure for using these appliances will be kept on each machine and referred to by the driver.

iv. All plant shall be left in a safe place and condition so as to cause no obstruction or danger to other employees or the general public.

v. Operators are responsible for completion of the statutory registers. The driver will record his weekly inspection of the “Quick Hitch” along with the rest of the machine

vi. All plant will have current relevant test and inspection certificates.

vii. Maintenance records for all plant and machinery shall be available for inspection with relevant copies held on site. Hired plant and machinery shall be hired from a reputable supplier who shall furnish certificates and maintenance records on demand.

viii. The Contracts Manager is responsible for ensuring plant and machinery suppliers comply with these requirements

5.12 Silica Dust

i. When cutting activities take place a dust control system must be used at all time

ii. NO dry cutting is ever to take place

iii. An FFP3 face mask must be worn at all times EVEN when water suppression is being used

iv. Each type of FFP3 filtering face piece must be face fit tested to the user

5.13 5.13 Accident Reporting and Investigating

i. In the event of an accident causing a major injury (see list below) the office should be contacted immediately.

ii. Any accidents to an employee or any other person as a result of a work activity must be recorded, as soon as possible in the accident book.

iii. The company will notify the Health and Safety Executive of accidents directly reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

iv. You should also report any event, not causing harm, but which has the potential to cause injury or ill health to the contract manager at the earliest convienience. Please consult the safety advisor if further clarification is required

v. When necessary, accidents and near misses shall be investigated by the Safety Advisor and recommendations made to avoid reoccurrence.

5.14 Major Injuries

i. Fractures, other than to fingers, thumbs and toes

ii. Amputation of an arm, hand, finger, thumb, leg, foot or toe

iii. Any injury likely to lead to permanent loss of sight or reduction in sight

iv. Any crush injury to the head or torso causing damage to the brain or internal organs

v. Serious burns (including scalding) which: covers more than 10% of the body, causes significant damage to the eyes, respiratory system or other vital organs

vi. Any scalping requiring hospital treatment

vii. Any loss of consciousness caused by head injury or asphyxia

viii. Any other injury arising from working in an enclosed space which: Leads to hypothermia or heat-induced illness, Requires resuscitation or admittance to hospital for more than 24 hours

5.15 Health Surveillance

Any documentation regarding health issues (Weil's disease cards, HAV monitoring, Lead level monitoring, face fit testing etc) shall be kept on record at Blaze Construction Head Office attached to the personnel records of the employee. If operations that require Health Surveillance are planned then authorisation to proceed shall be obtained in writing from the Managing Director.

5.16 Temporary Works

For the scope of these works, the only temporary works permissible shall Class 0: Basic Construction Methods - lower risk, as designated in BS5975:2019 (Shallow trenches and pits, not exceeding 1.2m depth with no significant surcharge or groundwater. Low-rise formwork at ground/excavation level, max 2.4m double sided, 0.9m single sided, Standard scaffolds to TG20:21 tables, Site hoarding and fencing up to 2m high. Single storey welfare cabins.)

The temporary works coordinator (TWC) will be Paul Broderick and Blaze shall only conduct works within the designed parameters of the standard equipment used in each of the situations scheduled above.

All temporary works shall be listed in the temporary works register located in the CPHS file, the user guide for the equipment shall be added to the register, the equipment shall be checked by a competent person and the works shall be authorised by the TWC.

6.0 PROJECT SPECIFIC HEALTH & SAFETY PLAN

6.1 Introduction

This Health and Safety Plan is prepared in accordance with the Construction (Design and Management) Regulations 2015. Reference needs to be made to the appendices for Risk Assessments and Method Statements

The Blaze Construction Safety Management System identifies Policy, Organisation, Safety Responsibilities, Safety Management Procedures and General Controls relevant to all Blaze construction projects.

It is the intention of Blaze Construction Ltd that their works be constructed in such a way that the risks to the health and safety of all persons engaged in the construction and maintenance are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan and to provide Blaze Construction Ltd with any information which they have that is needed to keep the plan up to date.

6.2 Project Description and Directory

Description, Location and Timescales

The works consist of the construction of roads, sewers and associated groundworks for a new development of 110 units for Taylor Wimpey South Thames at Ockham Road North, East Horsley, KT24 6NX.

This involves:

- Connection into existing FW manhole, and construction of new permanent access on Ockham Road North (S278 works – dates TBA).
- Construction of the site roads (including bridge on main spine road), foul & surface water sewers and attenuation ponds / swales. Excavation for installation of mains services (installation by others).
- Construction of houses upto DPC / oversite ready for construction by others.
- Completion of plot externals following on from superstructure works & final surfacing to roads and footpaths.

Works are expected to start on 30/01/2023 and last approximately 24 months, although this is subject to Taylor Wimpey Programme.

Blaze will be PC for a period of approximately 12 weeks, to include construction of the spine road upto the bridge and the foundations upto the bridge, with Taylor Wimpey South Thames taking on the PC role after this.

Directory

Client Tel: 01372 385 800
Taylor Wimpey South Thames
Thornetts House
Challenge Court
Barnett Wood Lane
Leatherhead

Surrey
KT22 7DE

Principal Contractor Tel: 02380 615888
Blaze Construction
93 Leigh Road
Eastleigh
Hampshire
SO50 9DQ

Principle Designer
Taylor Wimpey South Thames

HSE Area Office Incident Contact centre 0845 300 9923
Basingstoke

6.3 Emergency Procedures

Emergency services should be contacted by phoning 999

The nearest hospital is located:

St Peter's Hospital
Guildford Road
Chertsey
Surrey
KT14 0PZ
01932 872000

The hospital is 10.3 miles from site via road, accessed off Jcn 11 of the M25 (Route is Ockham Road North, A3 [N], M25 [clockwise direction] to Jcn 11, St Peter's Way, Guildford Road).

During the period of 27th March – 28th April 2023 (when Ockham Road North towards the A3 will be closed), the nearest hospital will be:

Royal Surrey County Hospital
Egerton Road
Guildford
Surrey
GU2 7XX
01483 571122

The hospital is 12.3 miles from site via road (Route is Ockham Road South, A246 Epsom Road,, The Street / Ripley Road, Tithebarns Lane, A3 [S], Egerton Road).

Blaze emergency contact:

Eugene Broderick
07976 722323

All accidents are to be recorded in the site accident book. Reportable accidents are to be notified to Blaze Head Office immediately where arrangements will be made to complete the relevant HSE return.

6.4 Health and Safety Arrangements

6.4.1 Policy
The Blaze Construction Ltd Health and Safety Policy is identified at section 1 of the Safety Management System. Each employee is also issued with a pocket sized handbook which contains the policy and responsibilities of employees.

6.4.2 The Safety structure and responsibilities of staff are indicated at sections 2 and 3 of the Safety Management System

6.4.3 Co-ordination of Subcontractors
The Contracts Manager will co-ordinate the works of domestic subcontractors prior to work starting on site. The Site Foreman will co-ordinate the day to day operations with respect to Health and Safety.

6.4.4 Safety and Technical Advice
Blaze Construction Ltd employ the services, from time to time, of specialist advisors who assist in the preparation of relevant safety details and carry out safety audits on their behalf.

6.4.5 Material Supply
Material orders are placed by Head Office staff. Site Foremen call off daily material requirements on an ad-hoc basis. Where safety information is required from material suppliers it is obtained and filed at Blaze Construction Head Office.

6.4.6 Plant and Equipment
All plant and equipment is supplied by either Allround Plant Ltd, the internal Blaze plant company, or by reputable plant hirers. Plant is checked on arrival on site and before use by a competent person. Maintenance of test certificates for lifting devices and plant is carried out at Head Office. Copies of certificates are held in the Contract Manager's site file. Certificates for hired in plant are held on site by the site foreman. Weekly visual checks of all plant shall be carried out by a competent person and reports kept on site in the CPHS file.

6.4.7 Training and Competence
Records of training for Blaze operatives and plant operators is maintained at Head Office. The training matrix is included at Appendix C together with evidence of competency certificates for relevant site personnel.

6.4.8 Site Rules
Blaze Construction Site Rules are developed from the standard company rules as noted at section 4.4 of the Safety Management System. The rules are amended as necessary to provide a set of site specific rules. These rules are to be communicated with the operatives during their induction:

1. All statutory requirements are to be complied with
2. All site operatives and all visitors shall be asked to report to the site foreman on arrival at the site. All trades should submit RAMS and COSHH prior to start.
3. The directions of the Site Management shall be followed at all times
4. All persons on site wear safety helmets, high visibility jackets and safety footwear. Any other PPE required shall be worn correctly as instructed by the site foreman
5. Safety belts, lanyards, lifelines and/or safety nets are to be used by persons working at heights when it is impracticable to provide working platforms

6. All ladders and steps will be of industrial class and kept in good order and inspected in accordance with the regulations
7. Only competent persons are permitted to erect, dismantle or alter scaffolding
8. Abrasive wheels and cutting discs may only be changed by persons who have been trained and hold a certificate of competence
9. When cutting activities take place:
   a dust control system must be used at all times
   no dry cutting is ever to take place
   an FFP3 face mask must be worn at all times EVEN when water suppression is being used
   Each type of FFP3 filtering facepiece must be face fit tested to the user
10. All access equipment must be kept in good repair
11. All injuries, no matter how slight, must be reported immediately to the foreman. Major injuries must be reported to Blaze Construction Ltd's Head Office immediately
12. Materials are to be stacked so that they cannot fall, roll or otherwise move resulting in potential injury
13. No person under the age of eighteen will be permitted to operate any item of plant unless under strict supervision and training
14. All plant operators must have been given adequate training in the safe operation and associated hazards for the item of plant in use. The operator must hold the relevant CPCS, NPORS or equivalent qualification
15. When mechanical equipment is being operated, no person will be in the cab other than the operator, unless the driver is under instruction
16. No person other than the driver shall ride on any plant unless it is on a properly constructed seat
17. All vehicular movement within the site must be to the traffic management system in place, with reversing being a last resort & where necessary supervised by the use of a banksman. Vehicles will be directed into final position on the site by a banksman
18. Site access is as indicated on the location and site plans
19. Roads and footpaths must be maintained within and adjacent to the site to prevent a build-up of mud and debris caused by the works
20. Material storage must be within the site compound & local storage areas and not on the site roads
21. Respect must be shown for other people at all times. This means no use of foul, abusive or racist language, no aggressive or violent behaviour, harassment or bullying
22. Safe use of mobile phones or similar devices must be employed at all times (see Blaze Policy)
23. No alcohol or drugs shall be consumed by personnel within the site boundaries
24. Prohibition on urination other than in provided welfare facilities
25. Health and welfare facilities shall comply with legislative requirements and shall be provided and operational on site
26. No smoking in any enclosed space

6.5 Pre-contract H&S Information

6.5.1 Adjoining sites and premises

Railway line and protected woodland to 2 boundaries, all other boundaries pre-existing residential usage. Network Rail requires that "No plant, materials or equipment are to be placed in a position where in the event of accident, malfunction or failure it could fall within 4 metres of railway boundary" (GN001 Asset Protection General Guidance Note revised Sept 2020) – 5m buffer from railway boundary to be fenced.

6.5.2 Existing Services

Existing MP Gas main to boundary with Lullesworth Woods (Blaze to carry out trial holes to confirm location and fence off 3m exclusion zone along whole length), services in carriageway and footway at site entrance including buried HV (to be exposed by Vac-Ex during works). TW have only provided a PAS128 survey of gas main at this time, **additional survey required for site entrance works**.

6.5.3 Site Neighbourhood

All vehicles delivering to the site will use the access from the A3 as CEMP. There are occupied houses on the route to the site and it is a busy access route to local train station. Glenesk Primary and Nursery schools in vicinity of site – consider carrying out S278 works in school holidays if roadspace available. Children likely to pass site – see section 6.7.5 ref fencing.

6.5.4 Design Information

Blaze Construction have no input in design of permanent features and will work to drawings issued by Client.

Blaze receive drawings from client via email to info@blazecon.co.uk, and these are subsequently reviewed prior to construction by contracts manager / engineer / site foreman, should there be any discrepancies or buildability concerns the contracts manager liaises with the client's contracts manager or technical department (who as principal designer further liaise with individual designers / consultants) via RFI / letter or in site progress meetings. Should minor changes (eg depth of foundation to reach suitable soils) be made on site these are recorded – upon completion of the site as built surveys are carried out of drainage and roads and forwarded to client for inclusion in the project H&S file.

Where temporary works details are required (eg timber shuttering for bridge, hardstanding for crane, scaffold working platform, etc) these will be requested from subcontractor (or TW technical department) by TWC, reviewed and once accepted forwarded to client & TWS.

6.5.5 Identification of Design Hazards (from PCI dated Oct 2022 & reports issued at tender stage including Designers Risk Assessment Rev A dated 09/12/2022)

High Water Level on Site, including presence of rivers and ditches
Existing services (MP gas mains by woods, existing services at entrance and services to existing dwellings which should have been removed)
Site access across busy footpath and in close proximity to nearby schools
Deep excavation required for drainage and foundations
Bridge deck beams – 11T weight

6.6 Meetings and Communication

6.6.1 Site Meetings

Progress meetings will be attended by Blaze Construction Ltd Contracts Manager as and when required by site. Head Office Management Team meetings take place on a monthly basis. Informal discussions between the Contracts Manager and Managing Director take place on a daily basis.

6.6.2 Communication

All formal communication with the Project Team, Client, Suppliers and Sub-contractors will be via the Blaze Construction Head Office or by email (info@blazecon.co.uk).

6.7 Management of Construction

6.7.1 Access Hours

The normal site access hours will be 08.00 to 17.00 Monday to Friday and 08.00 to 13.00 on Saturday.

6.7.2 Deliveries

Delivery drivers are to call ahead prior to arrival at site to enable gates to be opened, gates to be closed at all other times. Designated delivery routes shall be forwarded to suppliers at time of order. Delivery route to be as CMPMS (Ockham Road North to and from A3) – except for during the period of any road closures blocking this route (currently advised road closure in place from 27th March – 28th April 2023).

All skips and muckaway lorries leaving site to be sheeted to prevent causing a nuisance by spreading dust on the highway. Muck not to be brought onto the public road – roadbrushing to be carried out to maintain site roads and adjacent public roads in good condition.

6.7.3 Principal Subcontractors

From time to time Blaze Construction utilise the services of labour only subcontractors and for the purposes of Health and Safety they will be treated as if they were directly employed. Specialist subcontractors shall be utilised for contract lift crane operations, waterproofing, surfacing and block paving.

6.7.4 Site Induction

The Site Foreman will explain the site rules, hazards (particularly any services, temporary works, and areas of deep water or deep excavations) and safety procedures (including first and fire muster point) to all new employees, subcontractors and unaccompanied visitors prior to them entering the site and records of those inducted, including any competency cards, shall be kept within the CPHS file. It is the responsibility of all visitors to make themselves known to the Site Foreman. A signing in book will be available in the site office and must be filled in by all personnel and site visitors.

6.7.5 Security

The site will be made secure by heras fencing, double clipped with security clips (facing inward towards site) and debris netting fitted to prevent dust on local roads and remove visual interest for children. Gates to be kept closed when not in use, and locked with heavy chain and padlock when site is not open.

Plant is to have anti-vandal covers fitted overnight. Excavations to be fenced off using heras fencing and any nearby ladders removed from the area to site compound or enclosed within the fencing at the site of the excavation. Fencing to enclose any items that may be used for climbing.

6.7.6 Rubbish

Blaze Construction Ltd will ensure that the areas of works under their control are kept in good order and free from rubbish.

All waste to be removed to registered tip via EA Registered Waste Carrier.

6.7.7 Storage

Blaze Construction Ltd will establish storage areas for materials and plant. Gas Oil will be stored in bunded lockable tanks located away from water courses. Materials will be stored in such a way that they cannot move or roll and cause injury. Flammable materials will be stored in a secure steel store.

6.7.8 Traffic Management

Where practicable, Blaze Construction will ensure that vehicle and pedestrians are segregated. Vehicles reversing on site will be controlled by a banksman. Site gates to be kept closed when not in use.

6.7.9 Welfare

Welfare facilities are provided and maintained by Blaze Construction. They will consist of an Oasis unit with holding tank and bowser water supply. Taylor Wimpey South Thames to arrange for mains water supply as soon as possible.

6.7.10 Fire Safety

No flammable materials will be stored in offices and mess facilities. Steel storage containers shall be used for these materials. Offices shall contain water filled fire extinguishers. The alarm shall be raised by means of shouting and ringing the bell located on the fire extinguisher.

The person raising the alarm will inform the Site Manager who will advise the Fire Services by calling 999 from his mobile phone. Operatives should then congregate at the muster point until it is confirmed as safe to return to work. The Site Manager / Foreman will act as fire marshal and conduct a roll call of all operatives at the muster point.

Plans have been prepared showing the location of offices / welfare facilities and the muster point (on Ockham Road North, adjacent to site car park).

6.7.11 First Aid

First Aid facilities are available in the Site Manager's office. The appointed person for this site is the Site Foreman. First aid box shall be sized for 20-25 people, with additional boxes supplied if numbers on site at any one time are forecast to exceed this. Nearest public access defibrillator located at West Horsley Village Hall, The Street, West Horsley, KT24 6DD (NB – access code will be given by ambulance control if required).

6.7.12 PPE

All operatives shall wear Safety Boots, Hard Hats and High Visibility waistcoats at all times. Other PPE shall be worn as required by the relevant risk assessment or COSHH assessment. It is highly recommended that light weight, long sleeve and long leg garments be worn during sunny weather to combat the effects of UV radiation.

6.7.13 Dust and Mud

If in periods of dry weather excessive dust is created due to the construction work the affected area will be lightly watered to reduce the dust hazard.

In periods of wet weather where there is a risk of mud being deposited on roads used by members of the public sufficient road cleaning facilities will be employed to maintain the roads to a standard acceptable to the Highway Authority.

6.7.14 LPG
All LPG cylinders will be stored at ground level in the open air and not inside offices.

6.7.15 Public Protection
Site boundaries shall be maintained to ensure members of the public cannot gain access to the hazardous areas of the site and injure themselves. Within the site, pedestrian routes to be barriered off from work areas and excavations to be fenced (less than 1.2m deep can use pedestrian barriers or mesh fencing placed 1m back from edge of excavation, for deeper excavations use heras fencing panels).

6.7.16 Risk Assessments and Methods of Work
Risk Assessments shall be produced based on the most recent revision of the construction drawings. Any updated drawing shall be reviewed to see if a material change to the Risks and Hazards has occurred. If this is the case a revised Risk Assessment shall be produced prior to work commencing.

Methods of Work shall be described in method statements issued to the supervisor and briefed to the workforce prior to any works commencing.

6.8 Design information and Health and Safety File

Blaze Construction has no design responsibility and any change to the design of the permanent works shall be issued to the Principal Designer (PD) directly by the Designer. In the case of temporary works design this information shall be passed to the PD as required by the Regulations.

Information required for the Health and Safety File will be collected and collated in a form that is in line with the requirements of the Health and Safety File as stipulated by the PD in the pre-construction information.

To comply with CDM regulations the Client must allow Blaze Construction sufficient time and information to enable them carry out their works in a safe, orderly and timely fashion.

Permanent materials specifications and data sheets, as built information and where relevant digital photographs will be gathered and form part of the submission to the Health and Safety File.

Information required for the Health and Safety File will be forwarded, if requested, at the completion of the construction phase. Prior to this the information will be held at Blaze Construction's Head Office.

6.9 Audit and Review
Health and Safety performance is reviewed informally on a weekly basis between the Contracts Manager and Safety Director. Health and Safety issues are discussed with the Site Foremen and Operatives during Management Site Visits. All staff are given an opportunity to have an input into safety matters. The size and nature of the site means that formal consultation is not necessary. All site personnel have full access to the Contracts Manager to discuss safety issues.

In addition Safety Audits are carried out by an independent consultant on a monthly basis or more frequently if the nature of the work requires.

Health and Safety is also reviewed at the Management Team Meetings held on a monthly basis.

6.10 Training

A copy of the latest revision of the training matrix is Appended to this plan at appendix C. Copies of training and competency certificates are kept at Blaze Head Office. All new operators shall hand a copy of their competency certificate to the Site Foreman.

Riverside Industrial Estate, Coneger Road, Eastleigh, SO50 6JQ
Ph: 02380 615888
E-mail: info@blazecon.co.uk

Registered in England No 2638533
Fax: 02380 615611
Website: www.blazecon.co.uk

Appendix A
Risk Assessments

Riverside Industrial Estate, Coneger Road, Eastleigh, SO50 6JQ
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Risk Assessment
Overall – The Site

Risk Assessment Nº
Gen/01

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Loading/Un-loading offices and stores	Persons struck by suspended load	Death/ Perm Disability	All persons in area of lift	Medium	Only those with "Certificate of Training Achievement" will operate Hiab or Crane	Safety method statement produced for complicated lifts	Low
	Failure of Ground under outrigger	Death/ Perm Disability	All persons in area of lift	Medium	Check for undisturbed ground and put down bearing pads. Do not surcharge excavations		Low
	Falls from heights when slinging loads	Death/ Serious	Person slinging load	Medium	Access to hook positions from footed ladder	If access required to top of stacked cabins then harness to be worn and anchored to crane hook	Low
	Falling from heights when unloading flatbeds (workers on flatbed)	Death/Serious	Person on lorry	Medium	Cushion bags on either side of lorry		Low
	Contact with overhead cables	Death	All persons in area of lift	Medium	Do not place any office or stores under overhead services		Negligible
Provision and fixing of temp supplies	Underground service strikes	Death/ Serious	People doing the work	Med/High	Plans of services obtained, CAT scan and hand dig to expose services		Low
Disposal of waste material	Illegal tipping of waste polluting the environment	Serious Illness	All persons on site	Medium	Domestic waste collected in rubbish bags and disposed of at household collection point	Effluent disposed of by registered waste carrier	Low
General site welfare	Poor hygiene	Serious Illness	All persons on site	Medium	Set up adequate welfare facilities with hot water and flushing toilets	Cleaning regime for toilets and canteen etc	Low
Vehicle movements on site	Person struck by moving vehicles	Death	All persons on site	Medium	Speed restrictions established on haul routes	All reversing vehicles to be controlled by banksman	Low
				Med/High	Pedestrians and vehicles segregated where possible		Low
Vehicles entering and leaving site	Persons struck by moving vehicles	Death	All persons at or near site entrance	Medium	Pedestrian access onto site totally separate from vehicle access	If segregation not possible pedestrians protected by solid barriers	Low
					"Warning Construction Site" signs in place near site entrance	Traffic control to direct vehicles on and off site in busy or hazardous locations	Low
					All persons on site will wear high visibility jacket or waistcoat at all times		Low
Heras Fence Panel Erection	Person struck by heras panel when it is being moved	Minor/Serious Injury	Adjacent operatives	Medium	Create safe movement zone during operation to keep unnecessary operatives out of the area		Low
	Manual Handling during movement	Muscular Skeletal	Person doing lifting	Medium	Manual handling assessment for panels and feet. Two people to lift items of 25kg weight and above	Operative doing lifting to wear appropriate PPE including gloves and long hard-wearing trousers to avoid scratching	Low
	Heral panels/ feet left strewn about prior to placing of fence panels causing trips and falls	Serious injury	All persons on site	Medium	The feet for the panels placed on the ground first so when fence panel is brought to the fence line it will be stood up immediately and not strewn across the floor acting as a trip hazard		Low
All operations	Untidy site, causing slips trips and falls	Serious injury	All persons on site	Medium	Site kept tidy with waste materials taken away regularly	Access routes kept clear of materials and rubbish	Low
	Injury to public	Death	Public	Medium	Restrict access by the public with appropriate fencing, eg Heras, Chestnut Pale, Chainlink, Plastic Netting		Low
Working adjacent to occupied houses / public pedestrian routes	The site and work activities	Injury	Children	Med/High	Site secured to prevent unauthorised access	Children considered when establishing site security.	Low

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Risk Assessment
Operating Mechanical Plant

Risk Assessment Nº Gen/02

Activity		Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
All mechanical Plant	Loading and off-loading plant	Equipment falling off transporters	Death / perm disability	Anyone in vicinity	Med/Low	All traffic and pedestrians stopped safe distance away until operations complete	Strict supervision required	Low
	Refuelling on site	Contact with fuel oils	Skin irritation,	Persons doing work	Med/Low	COSHH assessment for fuel used	Provision of suitable gloves and clothing	Low
	Not in use	Uncontrolled Movement	Death / perm disability	Anyone in vicinity	Med/Low	Ensure brakes applied when not in use (if fitted)	Check brakes regularly (if fitted), & report faults	Low
		Unauthorised persons using the plant	Death / perm disability	Anyone in vicinity	Med/Low	Remove keys when not in use		Low
Excavators	Operating excavators	Collision between plant/vehicles and site personnel	Death serious	All persons in work area	Medium	Operator trained on specific machine and competence certificate on file		Low
		Contact with existing live services	Electrocution Death	Plant operator and those in area	Medium	Existing services identified and marked, isolated, diverted where possible. Services in ground exposed by hand	Restrainers put on machinery operating under overhead electric cables	Low
		Noise	Long term hearing disorders	Plant operator	Low	Keep cab door closed. For open machines assess the requirements for ear defenders		Negligible
		Operating vehicles and plant near excavations	Death serious	Anyone in excavation and plant op	Medium	Provide stop boards or spoil heaps to prevent plant and vehicles overrunning into excavations	Competent person to supervise work	Low
		Struck by plant due to operators visibility restricted	Death serious	Anyone in and around operations	Med/Low	All personnel to wear high visibility jackets or vests. Plant to have mirrors fitted to PUWER regs	Induction to include hazards of working near plant and vehicles	Low
		Failure of Quick Hitch mechanism	Death serious	Anyone in vicinity of machine bucket	Med/High	Operator trained on specific “Quick Hitch” and given detail briefing from Blaze procedure.	Weekly inspections of mechanism. Working to Blaze procedure only	Low
Lorries and Large Dumptrucks	Reversing vehicles	Struck by vehicle due to operators visibility restricted	Death serious	Anyone in and around operations	Med/Low	All personnel to wear high visibility jackets or vests.	Vehicles to have banksman controlling all reversing operations when any operatives in work area	Low
Small Dumpers	Operating a dumper	Collision between plant and site personnel	Death serious	All persons in work area	Med/Low	Operator trained on specific machine and competence certificate on file		Low
		Noise	Long term hearing loss	Plant operator	Med/Low	Do not operate with faulty silencers		Low
		Operating near excavations	Death serious	Anyone in excavation and plant op	Medium	Provide stop boards or spoil heaps to prevent plant and vehicles overrunning into excavations	Competent person to supervise work	Low
		Struck by plant due to restricted visibility	Death serious	Anyone in and around operations	Med/Low	All personnel to wear high visibility jackets or vests. Plant to have mirrors fitted to PUWER regs	Induction to include hazards of working near plant and vehicles	Low
		Overturning	Death serious	Plant Operator	Med/High	Ensure centre of gravity remains within ‘footprint’ of plant – ie do not drive across slopes, ensure heaviest part of vehicle is uphill. Operator to get off plant whilst loading occurs.	Roll Over Protective System to be fitted Operator to wear seatbelt – plant to be fitted with green beacon to indicate seatbelt engaged.	Low

Ride on Rollers	Operating a roller	Collision between plant and site personnel	Death serious	All persons in work area	Med/Low	Operator trained on specific machine and competence certificate on file		Low
		Noise	Long term hearing loss	Plant operator	Med/Low	Do not operate with faulty silencers		Low
		Struck by plant due to restricted visibility	Death serious	Anyone in and around operations	Med/Low	All personnel to wear high visibility jackets or vests. Plant to have mirrors fitted to PUWER regs	Induction to include hazards of working near plant and vehicles	Low
		Overturning	Death serious	Plant Operator	Med/High	Ensure centre of gravity remains within 'footprint' of plant. Roll Over Protective System to be fitted	Operator to wear seatbelt – plant to be fitted with green beacon to indicate seatbelt engaged.	Low

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Risk Assessment **Risk Assessment Nº**
Operating Compressors and Pneumatic Tools **Gen/03**

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Using a compressor	All hazards associated with this work	Major	Operatives	Medium	Fully trained and experienced operatives to carry out work		Low
	Contact with rotating machinery	Major	Person doing work	Med/Low	All guards in place and covers closed		Low
	Exposure to noise	Long term hearing loss	All persons in work area	Medium	All plant to be run with covers and cowls closed		Low
Operating air powered hand tools	Working with compressed air	Death serious	All persons in work area	Med/Low	All hose connections checked daily, whip arrestors in place	Hoses routed to avoid risk of damage	Low
Using pneumatic tools	Exposure to vibration	HAV	Person doing the work	Medium	Use low vibration equipment	Exposure time limits to be advised at induction and in tool box talk	Low
	Exposure to noise	Long term hearing loss	All persons in work area	Medium	Ear defenders or ear plugs to be worn		Low
	Unauthorised use of tools	Major	All persons in work area	Low	Only trained and authorised personnel to operate tools	Air supplies on tools turned off when tools unattended	Low
Using diesel powered compressors	Exposure to exhaust fumes	Asphyxiation	All persons in work area	Med/Low	Engines run in well ventilated areas	Exhaust gases directed away from areas likely to put persons at risk	Low
Moving and Carrying Tools	Manual Handling	Muscular skeletal	Persons doing the work	Med/Low	Manual Handling assessment carried out – use two men to lift tools over 25Kg, Mechanical means only over 45kg	Always take physical competence and terrain into consideration, if in doubt seek mechanical lift	Low

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Risk Assessment **Risk Assessment Nº**
Operating Hand Tools (please also refer to Gen/21 (Respirable Crystaline Silica) for associated risks) **Gen/04**

Activity		Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Abrasive wheel cutters	Using an abrasive wheel	Incorrect storage of discs	Injury due to damaged disc	Operative	Medium	Ensure suitable storage facilities available at workplace for wheels and discs		Low
		Incorrect mounting, wrong disc	Injury due to damaged disc	Operative	High	Only trained personnel to change abrasive wheels	The correct wheel for the type of machine, speed and material to be cut will be ordered and supplied	Low
		Bursting of abrasive wheel or disc	Injury due to damaged disc	All persons in work area	High	Check abrasive wheels and discs prior to use. Ensure guards in place	Operators not to put undue pressure, and to use right wheel or disc	Low
		Contact with wheel	Lacerations	Operative	High	PPE will be worn as directed to included hearing, eye, body, head and foot protection as appropriate to the machine	Only to be used when standing on a firm base	Low
		Clothing entanglement with moving parts	Fractures, lacerations	Operative	High	Overalls to be worn, closed at wrist		Low
		Inhalation of dust	Chest injuries	All persons in work area	High	Dust mask to FP3	COSHH assessment	Low
		Eye injury from ejected particles	Blindness, eye damage	All persons in work area	High	Eye protection	Operator to ensure that all persons are kept away from areas where sparks and dust are directed	Low
		Noise	Hearing loss	All persons in work area	Medium	Noise assessments to be carried out if action levels are exceeded	PPE – ear defenders	Low
		Vibration	Vibration White Finger (HAV)	Operative	Medium	Tool and disc sufficient for the job	Low vibration tools purchased	Low
	Using Petrol Driven Cutters	Fire or explosion	Severe burns	All persons in work area	Medium	Petrol stored in safety cans	No smoking during refuelling. Do not refuel hot machinery	Low
		Exposure to exhaust gases	Asphyxiation	All persons in work area	Med/Low	Engines run in well-ventilated area		Low
Drills and Electric Hand Tools	Operating electrically powered hand tools	Electric shock	Death	Person using tool and in vicinity	Medium	110 volts only used	Minimise use of trailing extension leads, leads to be inspected	Low
		Electric shock	Death	Person using tool and in vicinity	Medium	Hand tools inspected and PAT tested		Low

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Risk Assessment
Hand Arm Vibration Operations Limits and Manual Handling for Tools

Risk Assessment Nº Gen/05

Assessment schedule for risk of HAV from specific site tools

NB This information is based on manufacturers' and suppliers' data. If alternative suppliers are used specific data must be sought or equivalent items used. In all cases plan the work to ensure an average exposure of A(8) is equivalent to 2.5 m/s2

Generally 1 person can carry small items upto 25Kg, 2 People should be utilised for items between 25 and 45Kg and ONLY mechanical means should be used for items over 45kg. Only detailed lifting points should be used, PPE where necessary and at all time the physical characteristics of the operative and terrain should be taken into account

Item of Plant	Supplier/Manufacturer	Handle vibration	Max exposure time at A(8) = 2.5 m/s2	Example weight	Manual Handling
Pneumatic Pick	Hausherr H11AN	11.9	21 minutes	13Kg	1 Person Lift
Heavy Breaker	Speedy 19/0105	6.5	71 minutes	34Kg	2 Person Lift
Medium Breaker	Speedy 19/0115	4.6	144 minutes	29Kg	2 Person Lift
Light Breaker	Speedy 19/0125	6.4	73 minutes	25Kg	2 Person Lift
Petrol Disc cutter	Stihl 300mm dia	5.5	99 minutes	10Kg	1 Person Lift
Electric disc cutter	Makita 300mm Speedy ref 13/0240	3	333 minutes	11Kg	1 Person Lift
Power trowel	Petrol power Speedy ref 18/0380	4.63	140 minutes	80Kg	Mechanical Lift Only
High Freq Pokers	Separate power pack all manuf.	0	no limit	20Kg	2 Person Lift
Rollers - ride on & Pedestrian	Bomag & Wacker	0	no limit	1800Kg	Mechanical Lift Only
Vibrating plate compactor	Wacker VP1550	4.5	148 minutes	80Kg	Mechanical Lift Only
Reversable Vib Plate compactor	Wacker dpu 2440 & 2950	8.8	39 minutes	140Kg	Mechanical Lift Only
Skill saw electric	Makita and all manuf	<2.5	480 minutes	5Kg	1 Person Lift
Jig saw electric	Bosch GST	7 (Cutting Wood)	61 minutes	2Kg	1 Person Lift
Anti-vibration 3 headed floor scabbler	Macdonald	4.8	130 minutes	60Kg	Mechanical Lift Only
Anti-vibration long handled pogo scabbler	Macdonald	5	120 minutes	17Kg	1 Person Lift
Hammer drill	Hilti TE25	15.5 (Hammer drill on Concrete)	12 minutes	6Kg	1 Person Lift
Hammer drill	Hilti TE15	11	25 minutes	4Kg	1 Person Lift

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Risk Assessment **Risk Assessment Nº**
Drainage Gullies and Ducts **Gen/08**

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Stacking of materials	Pipes falling and striking people	Death/ Perm Disability	Anyone in vicinity	Medium	Concrete pipes not stacked. Pipes wedged to avoid rolling Materials in secure area to reduce risk if children accessing material store	Pipes stacks delivered banded	Low
Lubricating pipe ends	Pipe lubricant coming in contact with skin	Skin disorder	Person doing work	Medium	PPE, gloves worn, lubricant applied with applicator. COSHH assessment done	Adequate washing facilities available	Low
Lifting pipes/gullies	Collision between material and personnel	Serious	Persons involved in operation	Medium	Heavy pipes/gullies handled with excavator. Pipes slung from strop or chain attached to lifting point on machine	Hard hats to be worn. No operatives in trench under load	Low
	Strain injury and crushing of hands when manual handling	Serious	Persons involved in operation	Medium	Manual handling assessment carried out. Two people to handle pipes 150mm dia and above.	PPE to be worn	Low
Backfill of trenches	Collision between plant and personnel	Death/ Serious	Person doing the work	Med/High	No personnel in backfill area of trench when material being placed	PPE to be worn	Low

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Risk Assessment
Excavation

Risk Assessment Nº
Gen/11

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place	Residual Risk
ANY ACTIVITY INVOLVING EXCAVATIONS OF ANY KIND SHOULD BE CONTROLLED BY AN IN DATE PERMIT TO DIG ISSUED BY THE SITE MANAGER TO THE MACHINE OPERATOR OR BANKSMAN						
Operating the equipment	Struck by plant due to restricted visibility	Death/ serious injury	Anyone in immediate area	High/Med	All operatives to wear high visibility waistcoats. Access restricted to public by fencing and barriers Mirrors positioned on plant in accordance with PUWER regulations Pedestrians kept clear of work areas. Site induction to include hazards of site machinery Banksman with excavators where operatives have to pass in vicinity	Low
Digging excavations	Unstable sides falling in	Death serious injury	Person doing the work	Med/High	Sides of excavations battered at 45 degrees or fully supported in deeper than 1.8 metres. No operatives to enter unsupported steep-sided excavations Surcharging edges of excavations with plant or materials to be avoided All excavations inspected daily at start of work All excavations over 1.2m deep shall be assessed by a competent person	Low
	Falling into excavations	Death serious injury	Anyone in immediate area	Med/High	All excavations barriered off. Fully fenced and secure when left unattended Warning signs	Low
					Access into excavations by secured ladder or ramp Excavations to have solid barrier around open edges at least 1 metre high	Low
			Person doing work	Med/High	Dumpers and rollers approaching excavation sides kept back from edge by stop timber or by careful banking	Low

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Risk Assessment
Road Construction

Risk Assessment Nº
Gen/12

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Lifting and laying PCC Kerbs	Manual Handling	Muscular skeletal	Person doing work	Medium	Manual handling assessment carried out. Two people to lift kerbs	Stacks of bricks and blocks moved by lifting apparatus	Low
Working with concrete	Cement burns to exposed skin	Serious skin burns, dermatitis	Person doing the work	High	Wear gloves, boots and have skin covered on arms	Wear protective clothing outside Wellington boots	Low
Lifting and laying manhole covers and gully frames	Manual Handling	Muscular skeletal	Person doing work	Medium	Manual handling assessment. Two people to lift items over 25kg weight		Low
Laying bound and unbound materials	Reversing vehicles	Death serious injury	Anyone in immediate area	High/Med	All reversing operations under control of banksman	Induction to include hazards of reversing vehicles	Low
	Struck by plant due to restricted visibility	Death serious injury	Anyone in immediate area	High/Med	All operatives to wear high visibility waistcoats. Access restricted to public by fencing and barriers	Mirrors positioned on plant in accordance with PUWER regulations	Low
	Contact with hot materials	Burns and serious injury	Person doing work	Medium	PPE, gloves to be worn. COSHH assessment for hot bound materials		Low
Laying thermoplastic white lines by pram trolley and hand	Contact with hot materials	Burns and serious injury	Person doing work	Medium	Operatives to be specialist sub-contractors trained and competent in use of hot thermoplastic material	PPE, gloves, steel toe cap boots, long sleeves and long trousers to be worn	Low
	Struck by traffic	Death or serious injury	Person doing work	Medium	Traffic management to be utilised in accordance with Chapter 8 Type B works layout 4	Wearing of high visibility jackets and use of flashing beacons	Low

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Risk Assessment Formwork — **Risk Assessment Nº Gen/16**

Activity		Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Construction of Formwork	Fixing ply to secondary supports	Handling heavy bulky materials	Muscular skeletal injuries	Person doing the work	Med/Low	Manual handling assessment to provide sufficient people for the lifts		Low
	Make up proprietary systems	Handling heavy bulky materials	Muscular skeletal injuries	Person doing the work	Med/Low	Manual handling assessment to provide sufficient people for the lifts	Ensure all components fully fitted before moving the shutter	Low
	Applying release agent	Splash of chemical in eyes and on skin, inhalation of fumes	Serious not life threatening	Person doing the work	Med	PPE including gloves and safety goggles as COSHH assessment	Apply in open spaces	Low
	Fixing together formwork	Panels falling and striking people	Serious possible life threatening	Person doing the work	High	Temporary bolting and supports in place before lifting appliance disconnected	Competent banksman in charge of lifting operations	Low
Lifting Formwork Panels	Slinging and lifting panels	Panels falling and striking people	Serious possible life threatening	Person doing the work	High	Trained banksman slinger using proper slinging points and fixings	Guide rope fixed to larger panels or do not undertake operations in windy conditions	Low
	Access to lifting points	Fall from height	Serious possible life threatening	Person doing the work	High	Safe means of access to be used at all times. Ladders to be footed by second operative	High shutters use harness attached to top of shutter or other secure anchor	Low
	Striking formwork panels	Panels falling and striking people	Serious possible life threatening	Person doing the work	High	Maintain minimum bolting and fixing until panel attached to lifting device	Guide rope fixed to panel do not undertake operation in windy conditions	Low

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Risk Assessment Concreting — **Risk Assessment Nº Gen/17**

Activity	Hazard	Worst Case	Person at Risk	Initial Risk	Control Measures to be put in place		Residual Risk
Placing fresh concrete	Slips trips and falls	Serious muscular skeletal	Person doing the work	Med/Low	Ensure work area free from snaking hoses and debris	Boards as walkways over reinforcement to provide access ways	Low
	Cement burns to exposed skin	Serious skin burns, dermatitis	Person doing the work	High	Wear gloves, boots and have skin covered on arms	Wear protective clothing outside Wellington boots	Low
	Striking by moving skip, hose or bucket	Serious not life threatening	All people in work area	Medium	PPE and trained banksman controlling lifting appliance	Pump operator positioned in full view of the works	Low
	Handling heavy bulky materials	Muscular skeletal injuries	Person doing work	Med/Low	Tag lines on pump hoses	Use proper fully functioning concrete skips	Low

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Risk Assessment **Risk Assessment Nº**

Respirable Crystalline Silica (RCS) (please also refer to Gen/04 (Operating Hand Tools) for associated risks) **Gen/21**

Activity	Hazard	Worst Case		Risk	Person at Risk	Control Measures to be put in place for the Activity		Residual Risk
Cutting kerbs, flags, bricks and concrete	Cutting of these materials produces very fine RCS particles in the airborne stone dust which can't always been seen. This produces the danger of inhaling too much RCS	**Death**	**Silicosis** with an increased chance of developing lung infections(early symptoms: breathlessness on exertion, mucous cough, chest pains. Later stages: impaired lung function which puts a strain on the heart. Death usually results from a combination of lung and heart failure)	*High* usually follows many years of exposure but exceptionally high exposures over a few months or years can cause these symptoms	All persons in work area	Damp down the dust	Attach pressurised water bottle to the abrasive wheel to create water suppression **A minimum water flow rate of 0.5 litres per minute** is necessary to damp down the dust effectively	Low
			Lung Cancer	*High* heavy and prolonged exposure		Wear a suitable dust mask (respirator)	**FFP3 filtering facepieces must be used for this activity.** Any other type of face mask will not protect your lungs. Respiratory protective equipment must be face fitted **Each type of FFP3 filtering facepiece must be face fitted and a pre-use fit check carried out each time the facepiece is worn and before entering a hazardous environment** **FFP3 must be worn at all times when cutting activities are taking place** even whilst water suppression is being used	
			Chronic obstructive pulmonary disease (COPD) (symptoms: severe breathlessness and prolonged coughing. The disease is slow to develop but can be very disabling and is a leading cause of death)	*High* prolonged exposure		Maintain equipment by checking machinery and safety equipment regularly	Make sure the water jets are working properly. **This should be done at least every time the blades are changed** Replace worn cutting discs to reduce the cutting time Maintain hoses and bottles Inspect and maintain masks	

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Appendix B
Method Assessments

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Safety Method Statement **Contract Overview**	**Method Statement N°** **SMS/00**

Site Location	Ockham Road North, East Horsley, KT24 6NX
Description of Work	construction of roads, drainage, foundations and associated groundworks for 110 new dwellings
Start Date	30/01/2023 (ON SITE) 20/02/2023 (PROJECTED START OF BRIDGE WORKS)
Working Restrictions	Working hours: o Monday – Friday: 8am to 6pm o Saturday: 8am to 1pm Delivery restrictions: *All construction traffic to follow designated route from A3 (shown in CEMP) – no access to site via railway bridge.* *There will be a road closure on approved route approx 1 month in duration (April 2023) – TW to advise if any preferred secondary route agreed with council for forwarding to suppliers.*

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Safety Method Statement **Contract Overview**	**Method Statement N°** **SMS/00**

Sequence of the work and how operations are controlled

Blaze Construction is Principal Contractor for first stage of works. Blaze personnel to comply fully with Taylor Wimpey South Thames safety procedures particularly permits to work systems

All operative and operator competency tickets to be presented to the Principal Contractor prior to work commencing

The Blaze method statements are designed for easy briefing to the workforce by the site supervisor

For each type of operation the Blaze supervisor shall refer to this overall method statement and the specific task orientated method statement

Access to the works is from residential roads and care shall be taken to ensure minimal disruption to local residents

No vehicles shall reverse along residential roads. Vehicles shall drive onto and off the site giving way to any local traffic

Any machine using Quick Hitch adaptors shall work in accordance with SMS 100. A copy of this method statement shall be in each machine cab and the driver shall ensure he is fully familiar with this procedure before commencing work. All machines shall have a label indicating the type of Quick Hitch fitted

The site is deemed to have been warranted free from contamination

If topsoil is to be provided by the Client (ie generated from the site) Blaze Construction assumes that the topsoil conforms to the required standards for the site and will not carry out any further testing of the topsoil. If topsoil must be imported, Blaze Construction will provide the Supplier's analysis of the topsoil for the Client's approval. If this is not considered to be sufficient evidence of suitability then it is the Client's responsibility to carry out further analysis before the topsoil can be deemed fit for purpose. Blaze Construction does not accept any responsibility for the failure of topsoil assuming the above approval procedure has taken place

All de-watering from excavations to be via settlement tank into on site attenuation ponds / swales or in accordance with EA Regulatory Position Statement RPS261 to main river.

Blaze to arrange regular roadsweeper visits to ensure public and site roads remain clean. All tipping to be off-site.

All work to be in natural daylight – no night time working to be carried out.

1. Prior to work commencing, Blaze Construction to fence off site boundaries all in accordance with Gen 01 Rev B – to include buffer zone fencing to railway (5m from base of railway embankment) and tree protection fencing shown on drawing NHA_1007_02 Rev G (Tree Retention & Removal Plan).
   Clear vegetation to level ground prior to erecting
   Fencing to be unloaded at site entrance and carried to position by 360 degree excavator using fork attachments
   Erect fencing with standard feet and clip together
   Brace as required
   Note: heras panels, feet, clips and bracing all supplied by Taylor Wimpey South Thames)
2. Stone up area to be used as compound (including turning head, area for cabins/containers, and bulk storage).
3. Form bunded area for diesel tank to TW standard detail.
4. Install Silt Protection fencing (to be on site side of heras to allow for clearing of silt) – alongside line of ditches in accordance with Terrastop Details.
5. Install flotation device / rescue lines in vicinity of river and fence off area (using double clipped heras panels) along line 10m back from river, returning into crossing point. Install silt fencing to river (as item 4 for Ditches)

<u>Site Works (particularly for road within 8m of river to both sides)</u>

6. Set out
7. Using record drawings supplied by Client and a Cable Avoidance Tool, mark up any expected service positions and any additional services identified with the CAT. See Risk Assessment Gen/06 for Underground services.
8. Strip and bund topsoil (base of bund to be at least 11m from main river and 5m from railway boundary)
9. Arrange to carry out CBR tests to formation
10. Install drainage in accordance with SMS 01, SMS 02, SMS 06 and Risk Assessments Gen/02, Gen/08, Gen/09, Gen/11. Ensure that trenches are stable and supported as assessed by the drainage supervisor
    As a general rule, trenches deeper than 1.2m would normally be fully supported unless they have been battered back at a safe angle to preclude failure of the sides.
    All adoptable drainage to be inspected by the appropriate inspector prior to backfill
11. Excavate road footprint using 360 degree machines loading material into stockpile using dumpers for disposal on completion of blacktop or directly into lorries for disposal if ground conditions permit access for road lorries. At no stage should lorries reverse without a banksman present. Place capping and sub-base by 360 degree excavator compacting thoroughly with twin drum vibrating roller
12. Install ducts using 360/180 degree machines to Client's specification and location as per Client's drawings
13. Place temporary kerbs on fresh concrete race to the correct line and level. Temporary kerbs shall consist of blocks. The manual handling assessment indicates that a single operative can handle individual blocks unaided
14. Install road gullies as required
15. Place remainder of stone sub-base to underside of block using 360 degree machine, material to be end tipped by road wagon. Material shall be thoroughly compacted using twin drum roller operated by a competent person. All lorries to be controlled by a banksman
16. Lay basecourse
17. Install walkways for access alongside road as works progress.
18. Steps 28-39 to be repeated until road is within 5m of start of bridge.

Bridge Works

19. Once road is constructed upto bridge, place temporary culvert into river (extending existing culvert) and backfill around using stone to enable access across for excavator & operatives, and construction of pile mat.
    Culvert to extend 3m beyond bridge supports in both directions.
20. Construct pile mat to design issued by TW, including any testing if required.
21. Piling (by others)
22. Excavate out to form pile caps, install steelwork and shutter bridge supports in accordance with plan.
    Contractor to forward Temporary Works Details for inclusion in site file once specification for shuttering and any propping agreed with TWC
    Bridge supports to be concreted using pump. Concrete cubes to be taken.
    Dewatering of excavation to be in accordance with EA Regulatory Position Statement RPS261 to main river
23. Once concrete has cured sufficiently, strike shuttering.
24. Waterproofing to external face of bridge supports by specialist contractor.
25. Backfill external face of bridge supports and excavate out stone from area of river under bridge and around culvert. Remove temporary culverts and break out existing culvert. Backfill / grade off to design levels.
26. Install temporary scaffold working platform (platform to be set 0.5m below soffit of bridge, with handrails to edges).
    Scaffold contractor to forward Temporary Works Details for inclusion in site file once specification agreed with TWC.
27. Lift bridge beams into place using crane (contract lift) operating from newly constructed carriageway.

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28. Extend handrails to bridge deck (built off working platform).
29. Install stainless steel ducts between beams for service crossings (size and location as drawings).
    Ends of ducts to be capped off to prevent entry of animals or dirt prior to use for service crossings.
30. Construct shuttering for sides of bridge
31. Install concrete topping & in-situ sides/parapets.
32. Waterproofing to bridge deck by specialist contractor.
33. Continue to construct road across bridge in accordance with details issued, including kerbs and armco barriers.
34. Remove temporary working platform and culvert / dams.
35. Erect Heras fencing from boundary to bridge on both sides to prevent access to river.
36. Re-erect silt fencing if required.

Supervision arrangements and responsibility

Contracts Manager: Kevin Sullivan
Site Supervisor / Foreman: Neil Keenan
Blaze Engineer: Tom Waddell
Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
No entry into confined spaces unless in accordance with SMS 04
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
Dumpers
Pipe lasers
Rollers and compactors
Vibrators
Road lorries
Trench boxes and support for deeper trenches
Abrasive Wheel Cutter

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:

Gen 01
Gen 02
Gen 03
Gen 04
Gen 05
Gen 08
Gen 11
Gen 12
Gen 16
Gen 17
Gen 21

Full list of COSHH assessments issued to each foreman and available for inspection on site

Manual handling assessments:

See Example Tool Weights (Gen/05)
Heras Fencing and feet – refer to data sheet on delivery. If over 25kg will require 2 operatives
100mm dia clay pipes – 1 operative
150mm dia clay pipes – 2 operatives
225mm dia and above – mechanical handling
Manhole components – mechanical handling
Gullies (concrete) – mechanical handling
Dense blocks (singles) – 1 operative
Plastic drainage – 1 operative

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- Edgings – 15kg per unit – 1 man lift (no more than 30 per hour)
- HB1 kerbs – 97kg per unit – mechanical lift
- HB2 kerbs – 69kg per unit – mechanical lift
- HB3 kerbs – 42kg per unit – generally mechanical lift but on occasions a 2 man lift with proprietary lifters lifting no more than 10 per hour may be allowed depending on site conditions
- Generally 1 person could carry small items upto 25Kg, 2 People should be utilised for items between 25 and 45Kg and ONLY mechanical means should be used for items over 45kg. Only detailed lifting points should be used, PPE where necessary and at all times the physical characteristics of the operative and terrain should be taken into account.
- In the event that the above is not practical, a task specific manual handling assessment should be undertaken and approved by experienced, competent manager.

Safety of third parties

- Fence and barrier excavations
- Deep excavations signed
- Excavations kept free from water
- Pipes stored so that they cannot roll or fall
- Manholes to be covered.

Environmental controls

- Noise restrictions apply to plant – all plant to be operated with engine covers closed
- Any pumped discharge to designated discharge point
- Pumps to be fitted with drip trays
- Generators to be fitted with drip trays
- Gas oil stored in double bunded bowsers kept locked at all times
- Roads to be kept clear of mud
- Dust suppression by water as required
- Waste to be disposed of in accordance with Client's Waste Plan

PPE and special 1st Aid

- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves worn for any work associated with wet cement
- Ear protection for any breaking out activity and noisy environments
- Eye protection for any cutting and breaking activity
- FFP 3 filtering face piece for any cutting activity
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Placing Readymix Concrete**	**Method Statement N°** **SMS/09**

Description of Work

The work consists of the delivery and placing of readymix concrete in foundations, drainage bases and surrounds, walls and slabs
The method statement must be read in conjunction with the method statement for the specific area of work eg drainage, columns etc

Sequence of the work and how operations are controlled

1. Prior to work commencing the foreman in charge will designate a delivery route and discharge point. This will consider the effects of traffic movements on any adjacent activities
2. All reversing vehicles will be controlled by a banksman who will make himself known to the delivery driver. Where possible delivery vehicles should not leave the haul road or hardstanding
3. Any readymix concrete discharged from the truck mixer must not be allowed to free fall more than 2 metres to limit splatter and segregation
4. Lorries and excavators discharging into un-supported excavations should be positioned such that wheels and tracks are a distance back from the edge at least equal to the depth of the excavation
5. Lorries and truckmixers discharging into supported excavations should not impose any loads on the support greater than that considered in the design of the support
6. If applicable stop timbers should be used. They should be used when dumpers are used for discharge of concrete
7. If dumpers or excavators are used for discharge of concrete then all personnel shall be clear of the discharge point to avoid excessive splatter and risk of striking by moving machinery
8. If readymix concrete is discharged into a concrete pump then the pump driver or banksman shall supervise the operation
9. If readymix concrete is discharged into a skip then the skip shall be landed on a firm flat base for filling. Prior to lifting the banksman shall check that the skip is securely closed
10. Compressors and vibrating poker drive units will be positioned away from the edge of excavations
11. Manual handling is to be minimised by the use of concrete pumps, skips and excavator buckets
12. All concrete delivery vehicles will wash out in a designated wash out area.

Supervision arrangements and responsibility

Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
Crane driver certificates to be inspected prior to work commencing
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
Dumpers
Compressors
Air pokers
Petrol driven units and pokers
(possibly concrete pump and cranes)

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
- Gen 02
- Gen 03
- Gen 04
- Gen 05
- Gen 11
- Gen 14
- Gen 16
- Gen 17

COSHH assessment for readymix concrete

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Safety Method Statement **Placing Readymix Concrete**	**Method Statement N°** **SMS/09**

Safety of third parties

- Fence and barrier excavations. Erect suitable signage
- Deep excavations signed
- Banksman required to control reversing of concrete lorry

Environmental controls

- Designated wash out point positioned not to contaminate water courses
- Operate plant with engine covers closed
- Gas oil stored in double bunded bowsers kept locked at all times
- Roads to be kept clear of mud

PPE and special 1st Aid

- NO EXPOSED SKIN
- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves worn for any work associated with wet cement
- Ear protection for noisy environments
- Eye protection
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Installation of Kerbs and PC Drainage Units**	**Method Statement N°** **SMS/10**

Description of Work

The work consists of the installation of pre-cast concrete kerbs and drainage units on to a mass concrete bed

Sequence of the work and how operations are controlled

1. The bed for the kerb or drainage unit shall be formed from fresh concrete discharge into a windrow either directly from the mixer truck or by hand from a stockpile. All reversing vehicles shall be controlled by a banksman
2. Kerbs or drainage units shall be positioned as close to the place of work as possible using mechanical means
3. Kerbs or drainage units shall be positioned onto the fresh concrete as below and adjusted to their final location utilising a rubber maul or timber tamper
4. Manual handling assessments indicate that the following means of lifting is appropriate:
   Edgings - 15kg per unit – 1-man lift no more than 30 per hour
   HB1 kerbs - 97kg per unit – mechanical lift
   HB2 kerbs - 69kg per unit – mechanical lift
   HB3 kerbs - 42kg per unit – generally mechanical lift but on occasions a 2-man lift with proprietary lifters lifting no more than 10 per hour may be allowed depending on site conditions
   PC drainage units – mechanical lift
5. Mechanical lifting shall utilise either mechanical or vacuum lift device suspended from an excavator or proprietary lifting device.
6. Backing and haunching concrete shall be placed and finished manually
7. Any cutting of components shall be carried out using abrasive wheel or diamond cutter by trained operatives

Supervision arrangements and responsibility

Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
Dumpers
Abrasive wheel cutter

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
Gen 02
Gen 04
Gen 12
Gen 17
Gen 21
COSHH assessment for readymix concrete

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Safety of third parties	• Banksman required to control reversing of concrete lorry
Environmental controls	• Designated wash out point positioned not to contaminate water courses • Operate plant with engine covers closed • Gas oil stored in double bunded bowsers kept locked at all times • Roads to be kept clear of mud • Dust suppression by water as required • Waste to be disposed of in accordance with Client's Waste Plan
PPE and special 1st Aid	• NO EXPOSED SKIN • High Viz Jackets worn at all times • Hard hats and safety footwear worn at all times • Gloves worn for any work associated with wet cement • Ear protection for noisy environments • Eye protection and FFP 3 filtering face piece for any cutting activity • 3 day First Aid by Principal Contractor

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Safety Method Statement **Hard Landscaping**	**Method Statement N°** **SMS/11**

Description of Work	The work consists of the construction of hard landscaping including footways patios and drives
Sequence of the work and how operations are controlled	1. Level and fill ground to formation level using suitable material compacted by roller or in small areas a plate compactor 2. Place unbound aggregate, type 1, type 2 or crushed concrete as appropriate. Compact in accordance with the specification 3. Install edgings and kerbs in accordance with SMS 10 4. For concrete slabs – position slabs on sand cement mortar tapping down to level with timber or rubber maul. Joint between slabs as designed with sand cement mortar 5. For block paving screed the sharp sand bedding course and lay blocks, compacting kiln dried sand into joints with plate compactor 6. For bituminous bound material spread and level the material by hand and roll or compact using plate compactor 7. Any cutting of components shall be carried out using abrasive wheel or diamond cutter by trained operatives
Supervision arrangements and responsibility	Excavator drivers certificates to be inspected before work commences Dumper driver certificates to be inspected before work commences Quick Hitches in accordance with SMS 100 All plant to comply with PUWER and LOLER regulations
Plant and Equipment	Excavators Dumpers Rollers and/or Plate Compactors Abrasive wheel cutter
Assessments (Risk,Noise,COSHH)	Relevant risk assessments: Gen 02 Gen 03 Gen 04 Gen 06 Gen 12 Gen 14 Gen 17 Gen 21 COSHH assessment for readymix concrete Manual handling assessment for hard landscape components
Safety of third parties	Reversing vehicles to be controlled by a banksman Barriers to be erected to all excavations
Environmental controls	Designated wash out point positioned not to contaminate water courses Operate plant with engine covers closed Gas oil stored in double bunded bowsers kept locked at all times Dust suppression by water as required Waste to be disposed of in accordance with Client's Waste Plan
PPE and special 1st Aid	High Viz Jackets worn at all times Hard hats and safety footwear worn at all times Gloves worn for any work associated with wet cement Ear protection for noisy environments Eye protection and FFP 3 filtering face piece for any cutting activity 3 day First Aid by Principal Contractor

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Safety Method Statement
Hard Landscaping

Method Statement N°
SMS/11

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Safety Method Statement **Road Construction**	**Method Statement N°** **SMS/12**

Description of Work

The work consists of the construction of roads and vehicle access

Sequence of the work and how operations are controlled

1. Level and fill ground to formation level using suitable material compacted by roller or in small areas a plate compactor
2. Place unbound aggregate, type 1, type 2 or crushed concrete as appropriate. Compact in accordance with the specification
3. Install edgings and kerbs in accordance with SMS 10
4. Install gullies, drainage and ducts in accordance with SMS 01, SMS 02, SMS 03
5. Place and compact sub-base in accordance with the specification
6. For bituminous bound material spread and level the material by hand and roll or compact using plate compactor
7. For block paving screed the sharp sand bedding course and lay blocks, compacting kiln dried sand into joints with plate compactor
8. Any cutting of components shall be carried out using abrasive wheel or diamond cutter by trained operatives

Supervision arrangements and responsibility

Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
Dumpers
Rollers and/or Plate Compactors
Abrasive wheel cutter

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
- Gen 02
- Gen 03
- Gen 04
- Gen 06
- Gen 12
- Gen 14
- Gen 17
- Gen 21

Manual handling assessment for hard landscape components
COSHH assessment for readymix concrete

Safety of third parties

Reversing vehicles to be controlled by a banksman
Barriers to be erected to all excavations

Environmental controls

Designated wash out point positioned not to contaminate water courses
Operate plant with engine covers closed
Gas oil stored in double bunded bowsers kept locked at all times
Dust suppression by water as required
Waste to be disposed of in accordance with Client's Waste Plan

PPE and special 1st Aid

High Viz Jackets worn at all times
Hard hats and safety footwear worn at all times
Gloves worn for any work associated with wet cement
Ear protection for noisy environments
Eye protection and FFP 3 filtering face piece for any cutting activity
3 day First Aid by Principal Contractor

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Safety Method Statement **Road Construction**	**Method Statement N°** **SMS/12**

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Safety Method Statement **Working with Cranes**	**Method Statement N°** **SMS/21**

Description of Work

The work consists of using cranes for lifting equipment and materials
This method statement applies to the use of:
- Tower Cranes
- Mobile Cranes
- Crawler cranes
- Excavators as lifting appliances

All operations shall be carried out in accordance with LOLER
This method statement applies to simple regular lifts eg drainage materials, reinforcement bundles, timber bundles, skips and palleted loads
Specific method statements shall be provided for complex lifts

Sequence of the work and how operations are controlled

1. All crane operating areas are to be certified as clear of underground services
2. The Site Manager, in conjunction with the Senior Engineer, are to satisfy themselves that the necessary hardstandings and outrigger supports are in place when applicable
3. A banksman/slinger is to be designated to each crane
4. Radio communications are to be used between the driver and banksman in the case of the tower cranes
5. The banksmen/slingers will be responsible for slinging loads and authorising the crane driver to commence lifting operations
6. When more than one crane is in operation a crane co-ordinator will be appointed who will detail procedures outlining priorities for crane and load movements
7. All loads subject to windage shall have a guide rope fitted to them
8. Proprietary lifting points shall be used when available. Timber bights shall be used to avoid metal on metal contact.
9. Crane operations are to cease once windspeed gets above manufacturers safe limit
10. All craneage operations are to be managed in accordance with Client's Project Lifting Plan

Supervision arrangements and responsibility

Crane and lifting appliance driver competency to be verified prior to work commencing by inspection of CPCS, CSCS or other Client approved certificate with telephone verification with crane supplier if necessary
Test and maintenance records to be held on site during duration of project
Competency of banksman/slinger to be verified by CPCS, CSCS or other Client approved certificate of training and practical test on site carried out by the supervisor
When contract lifting is used banksmen and slingers will be provided by the lift contractor.

Plant and Equipment

Tower Crane
Mobile Crane
Crawler Crane
Excavator

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
- Gen 02
- Gen 14
- Gen 16
- Gen 17

COSHH assessment for Gas Oil

Safety of third parties

Restrict access to crane operating area
Banksman required to control reversing of mobile crane and any lorries

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Environmental controls	• No special considerations
PPE and special 1st Aid	• High Viz Jackets worn at all times • Hard hats and safety footwear worn at all times • Gloves • Ear protection for noisy environments • 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Formwork and Reinforcement to bases and beams at ground level**	**Method Statement N°** **SMS/22**

Description of Work

The work consists of the preparation and fixing of formwork and reinforcement cages to bases and/or beams nominally at ground level

Sequence of the work and how operations are controlled

1. Formwork panels will be pre-fabricated in a designated work area removed from the construction zones. The area is to be barriered off and to consist of a firm foundation
2. Reinforcement cages will in the main be pre-fabricated in a designated work area removed from the construction zones. The area is to be barriered off and consist of a firm foundation
3. Formwork panels constructed from ply with sawn softwood backing timbers are to be constructed flat on the ground. Manoeuvring and lifting of large panels will utilise an excavator or crane
4. The work area is to be kept clear of debris and off-cuts. Nails and fixings are to be contained such that they are not left able to cause injury
5. All timber is to be de-nailed immediately to prevent puncture injuries particularly to feet and hands
6. Formwork panels will be transported to the work area by excavator, crane or dumper or a combination thereof
7. Sufficient working space is to be provided outside the line of formwork to provide safe access for construction of shuttering
8. Once lifted into approximate position the formwork will be temporarily propped to prevent it falling. Any make up pieces required will be fabricated insitu. All strutting is to be taken to a firm foundation
9. **TIMBER STRUTS ARE NOT TO BE USED AS A MEANS OF ACCESS**
10. Formwork shall be constructed such that it does not move or deform under loading from wet concrete
11. Vibrating poker drive units must not be supported from formwork
12. If concreting is to take place from within the plan area of the base then timber uprights and timber hand railing is to be fixed to any base shutters where it is possible to fall more than 1.2 metres
13. Access from outside the plan area of the base is to be from either blinding level or access platforms fitted with toe boards and handrailing
14. **NO CONCRETE IS TO BE PLACED WITHIN ANY FORMWORK WITHOUT PERMISSION TO LOAD BEING GRANTED BY THE SITE MANAGER OR HIS DESIGNATED REPRESENTATIVE**
15. Reinforcement cages are to be transported to the base location by excavator or crane. Lifting from double tied lacers is acceptable. In the case of base cages lifting lacers should be located in the bottom level of reinforcement
16. Where insitu fixing of reinforcement is required access is to be from blinding level or a suitable fully boarded and handrailed access platform. Reinforcement shall be lifted to close proximity by crane or excavator to minimise manual handling and the risk of slips trips and falls
17. Any exposed bar ends that form a hazard are to be fitted with protection caps
18. Boards shall be laid on top of reinforcement cages to provide access for concreting operations.

Supervision arrangements and responsibility

All crane operations are under the control of a competent crane co-ordinator and banksman/slinger
Where an excavator is used as a lifting appliance a banksman/slinger will supervise all lifts
Slinging of reinforcement cages will be supervised by the reinforcement supervisor
The Site Manager or his designated representative is responsible for granting permission to load formwork and falsework
Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

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Plant and Equipment

- Tower crane
- Mobile crane – all relevant certificates to be check prior to any works
- Excavators as lifting appliances
- Dumpers
- Circular saws
- Petrol disc cutter

Assessments (Risk,Noise,COSHH)

- Relevant risk assessments:
  - Gen 02
  - Gen 03
  - Gen 04
  - Gen 11
  - Gen 14
  - Gen 16
  - Gen 17
  - Gen 21
- Manual handling assessment required
- COSHH assessment for shutter release oil
- COSHH assessment for saw dust
- COSHH assessment for readymix concrete

Safety of third parties

- Ensure prefabrication areas are de-lineated by barrier to prevent unauthorised access
- Movement of plant around site through workspace of other contractors

Environmental controls

- Designated wash out point positioned not to contaminate water courses
- Operate plant with engine covers closed
- Gas oil stored in double bunded bowsers kept locked at all times
- Dust suppression by water as required
- Waste to be disposed of in accordance with Client's Waste Plan

PPE and special 1st Aid

- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves worn
- Ear protection for noisy environments
- Eye protection and FFP 3 filtering face piece for any cutting activity
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Pre-fabrication of Reinforcement**	**Method Statement N°** **SMS/23**

Description of Work

- The work consists of the pre-fabrication of reinforcement cages for bases, columns and walls

Sequence of the work and how operations are controlled

1. Reinforcement cages that are to be prefabricated will be done so at ground level in a designated area
2. The area is to be designated by orange safety fencing
3. The bundles of reinforcement bars are to be transported to the designated area by lifting appliance (crane or excavator)
4. Bundles are to be opened and bars handled manually to the cage position
5. Temporary support of the cage if required is to be provided by timber, scaffold or trestles
6. All reinforcement cages when complete are to be slung by the foreman steelfixer prior to lifting. All lifts will be supervised by the foreman steelfixer
7. Lifting points will be reinforced by double tying of intersecting bars to form the lifting location
8. Adjacent lacers will be double tied to provide additional security
9. Wall steel lifting is to utilise a spreader beam to minimise lateral forces on the ties
10. Prior to lifting the foreman steelfixer will ensure that the arc of the lift is cleared from all personnel

Supervision arrangements and responsibility

- All crane operations are under the control of a competent crane co-ordinator and banksman/slinger
- All slinging to be supervised by foreman steelfixer who shall check all prefabricated cages prior to lifting

Plant and Equipment

- Cranes
  - Tower Crane
  - Mobile Crane - all relevant certificates to be checked prior to any works
- Excavator

Assessments (Risk,Noise,COSHH)

- Relevant risk assessments:
  - Gen 02
- Manual handling assessment for individual bars and bundles
  - Large diameter bars (32mm and above) over 3 metres length to be lifted by two persons
  - All other single bars can be lifted by an individual
  - All bundles to be handled by crane or other lifting appliance

Safety of third parties

- No personnel under the arc of the lift
- Fenced designated area for prefabrication.

Environmental controls

- No special considerations

PPE and special 1st Aid

- Gloves for handling steel
- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Striking Formwork**	**Method Statement N°** **SMS/24**

Description of Work

- The work consists of striking timber and system formwork after concrete has cured

Sequence of the work and how operations are controlled

1. All formwork, struts, bracing etc will be stripped by hand using hand tools
2. The formwork is to be temporarily supported during this operation, either by prop, bolt or suspended on a lifting appliance
3. All timber shall be de-nailed immediately to ensure reduced risk of puncture injury
4. All material is to be stacked neatly and safely either in a designated storage area or adjacent to the next place of use
5. Redundant material is to be put in a skip and removed from site
6. Working area is to be clean and tidy and free from trip hazards
7. Access to work areas is to be restricted during striking operations
8. Safe access is to be provided by tied ladder or scaffold or tower. **AT NO TIME IS FORMWORK TO BE USED AS A FORM OF ACCESS**

Supervision arrangements and responsibility

- All crane operations are under the control of a competent crane co-ordinator and banksman/slinger
- Where an excavator is used as a lifting appliance a banksman /slinger will supervise all lifts
- The striking operation is to be supervised by the formwork supervisor

Plant and Equipment

- Cranes
  - Tower Crane
  - Mobile Crane - all relevant certificates to be checked prior to any works
- Excavators as lifting appliances

Assessments (Risk,Noise,COSHH)

- Relevant risk assessments:
  - Gen 02
  - Gen 03
  - Gen 04
  - Gen 11
  - Gen 14
  - Gen 16
  - Gen 17
  - Gen 21

Safety of third parties

- Identify areas where formwork striking is taking place. De-lineate with hazard marker tape and signage or barrier off

Environmental controls

- No special considerations

PPE and special 1st Aid

- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves
- Ear protection for noisy environments
- Eye protection and FFP 3 filtering face piece for any cutting activity
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Placing Readymix Concrete by pump to large pours**	**Method Statement N°** **SMS/26**

Description of Work

The work consists of placing concrete by pump in volumes greater than 150 cubic metres
For smaller quantities refer to SMS 25 or the specific method statement for the element of work.
This method statement augments SMS 25 and considers in more detail traffic management and making provision for extended work periods

Sequence of the work and how operations are controlled

1. In the week prior to a large pour a meeting is to be held with the main contractor to agree the logistics and effect of the pour on other contractors
2. A site sketch is to be produced showing concrete pump positions, truck-mixer routes, wash out areas, pedestrian routes and access points
3. This method statement and any others appertaining to the pour are to form a basis of a specific briefing within 24 hours of the pour
4. Concrete pumps are to be positioned on hard standing areas with adequate support for outriggers
5. A banksman is to be provided for each concrete pump. If more than one pump is used then a traffic marshall shall indicate to truck-mixer drivers which pump they should attend
6. When the pour location is within the boom radius of the pump concrete will be discharged from the flexible hose supported by the hydraulic boom. The flexible hose will be fitted with a guide rope to help manoeuvrability
7. When the pour location requires a length of static pump line this will be set up in advance and positioned so that it does not form a trip hazard. Couplings are to be secured so that they cannot work loose during the pour
8. Walkways of scaffold boards or youngman stagings will be provided on top of the top mat of reinforcement
9. Access and egress to the pours will be via a designated safe route. Only essential authorised personnel are to be in the vicinity of the pump discharge
10. The pump operator should be positioned in direct line of sight with the concreting team or this is impractical a two way radio link with a banksman who is in line of sight is to be established
11. **AT NO TIME IS ANYONE TO STAND BETWEEN THE PUMP HOPPER AND A REVERSING TRUCK-MIXER**
12. On completion of discharge of concrete truck-mixers will proceed to the designated wash out point
13. Concreting will proceed such that an emergency stop end can be established if for any reason the delivery of concrete is compromised
14. Compressors and drive units for vibrators are to be positioned as far as practical from the pour
15. The concrete gang are to work a shift system to allow for rest breaks without affecting the rate of pour. No food or drink is to be consumed at the site of the pour. The pump operator can take his rest break in his lorry if desired.

Supervision arrangements and responsibility

Pump driver competency to be verified prior to work commencing
Readymix supplier to brief truckmixer drivers about traffic management, wash out points and general site safety prior to the pour commencing
The works will be under the control of the concreting foreman.

Plant and Equipment

Concrete pump.
Compressors
Air pokers
Petrol driven units and pokers
Cranes
Lorries

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
Gen 02
Gen 03
Gen 04

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- Gen 11
- Gen 14
- Gen 16
- Gen 17

- COSHH assessment for readymix concrete

Safety of third parties

- Restrict access to pour
- Traffic management regime to be agreed with third parties in advance
- Banksman required to control reversing of concrete lorry

Environmental controls

- Designated wash out point positioned not to contaminated water courses

PPE and special 1st Aid

- **NO EXPOSED SKIN**
- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves
- Ear protection in noisy environments
- 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Excavation for pile caps and trimming piles**	**Method Statement N°** **SMS/27**

Description of Work

The works consist of the excavation for pile caps and the trimming of reinforced concrete piles

Sequence of the work and how operations are controlled

1. Set out the area of the pile cap from the contract drawings
2. Excavate pile cap using 360 degree excavator. Tip spoil into dumpers and deposit in designated spoil heaps away from the area of excavation. Larger pile cap excavation can be loaded directly into lorries for disposal off site
3. Working area to be designated and barriered off to prevent access from unauthorised personnel. Erect suitable signage to warn of excavations
4. Sides of excavation are to be battered to a safe slope consistent with the material being excavated. The site engineer or foreman will determine a safe slope. Excavation works to be supervised by a competent banksman.
5. Safe access and egress from excavation to be provided. Ladders to be footed to prevent slippage and tied at the top to a scaffold pole driven into the ground
6. Concrete piles are to be marked at cut off level and a saw cut made at this point with a petrol driven disc cutter
7. Excess length of concrete pile is to be broken away using an hydraulic pile cruncher attached to a 360 degree excavator. The crunching machine is operated by the excavator driver under the supervision of a banksman
8. Final trim of piles is to be carried out using compressor tools. All hoses will have whipcheck attachments. Operatives using pneumatic tools are to be provided with vibration reducing gloves. A work pattern is to be established which allows rest periods and rotation of jobs to reduce the exposure time to vibration from the breakers
9. Excess concrete from the pile breaking operation is to be cleared away using a 360 degree excavator
10. Blinding concrete is to be placed in the excavation by excavator bucket and spread to level by hand. Steel pins used to indicate final blinding level are to be highlighted with spray paint to make sure they are clearly visible

Supervision arrangements and responsibility

Excavator drivers certificates to be inspected before work commences
Dumper driver certificates to be inspected before work commences
Quick Hitches in accordance with SMS 100
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
Dumpers
Compressors
FL22 and CP9 breakers
Petrol driven disc cutters
Hydraulic pile cruncher

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
- Gen 02
- Gen 03
- Gen 11

COSHH assessment for readymix concrete

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Safety Method Statement **Excavation for pile caps and trimming piles**	**Method Statement N°** **SMS/27**

Safety of third parties

- Fence and barrier excavations
- Deep excavations signed
- Banksman required to control reversing of concrete lorry

Environmental controls

- Noise restrictions apply to plant – all plant to be operated with engine covers closed
- Any pumped discharge to designated discharge point
- Pumps to be fitted with drip trays
- Generators to be fitted with drip trays
- Gas oil stored in double bunded bowsers kept locked at all times
- Roads to be kept clear of mud
- Dust suppression by water as required
- Waste to be disposed of in accordance with Client's Waste Plan

PPE and special 1st Aid

- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves worn for any work associated with wet cement
- Ear protection for any breaking out activity and noisy environments
- Eye protection for any cutting and breaking activity
- FFP 3 filtering face piece for any cutting activity
- 3 day First Aid by Principal Contractor

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Safety Method Statement **Trimming piles and preparation of concrete**	**Method Statement N°** **SMS/28**

Description of Work

The works consist of final trimming to level of concrete piles or other in-situ reinforced concrete element ready for the next stage of construction
In the case of piles this method statement should be read in conjunction with SMS 27

Sequence of the work and how operations are controlled

1. The removal of bulk concrete shall be undertaken utilising silent, vibration-free, hydraulic concrete splitters mounted on 360-degree excavators. SMS 27 precludes the use of pneumatic or hydraulic hand tools therefore the risks associated with hand arm vibration and noise are considered in this method statement
2. Concrete piles shall be cut to a depth of 20mm at the designated cut off level utilising a 300mm diameter disc cutter mounted with a diamond tipped blade. Appropriate PPE for this operation is goggles, face piece and ear defenders. The disc cutter produces a hand vibration of 3 m/s^2 giving a maximum trigger time of 415 minutes
3. For Pile Breakdown: The excess concrete shall be split away from the pile using a Hausherr pneumatic pick reference number H11AN. The pick will operate at 4 bar producing a handle vibration of 3.25m/s^2. This vibration level equates to a trigger time of 350 minutes in a normalised 8 hour day. Although trigger times represent approx 80% of working time this benefit is ignored in calculating operative pile breakdown working time. **PILE BREAKDOWN TEAMS USING THE H11AN SHALL CONSIST OF 2 OPERATIVES ALTERNATING BETWEEN BREAKING AND CLEARING AWAY DEBRIS ON A 30-MINUTE CYCLE.** This gives a factor of safety of 1.5 on the above figures
4. For other concrete breakout requiring a heavier pneumatic tool the breakers shall be selected from the Speedy Hire reduced vibration range. These have handle vibration levels of 3 and 4 giving trigger times of a maximum of 240 minutes. The same rotation procedure outlined in 3 above shall apply
5. As the vibration exposure is planned to be within an A(8) level of 2.8m/s^2 and the breaking of concrete represents less than 30% of the operatives working pattern on this project and can therefore can be considered as neither prolonged or regular, Health Surveillance will consist of a self-check based on a questionnaire used at the initial method statement briefing and again prior to each renewed phase of pile breakdown. At all times operatives will be actively encouraged to report any signs of HAV related health problems through reminders at regular toolbox talks
6. The compressor unit shall be positioned more than 10 metres away from the pile breakdown operation. It shall be fully noise attenuated and run with the cover securely in place. All hoses shall be fitted with anti-whip devices and checked on a daily basis

Supervision arrangements and responsibility

Only operatives who are fully briefed in this method statement shall carry out concrete breaking work
A schedule of daily exposure times shall be kept including reference to the item of plant being used. This schedule shall be reviewed at regular intervals by the Site Manager to ensure exposure levels do not exceed the A(8) level of 2.8 m/s^2

Plant and Equipment

300 mm disc cutter
Hausherr pneumatic pick H11AN
Light, Med, Heavy breakers from Speedy reference 19/0105, 19/0115, 19/0125
Compressor

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
Gen 05
Noise:

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- Compressor expected acoustic power 100 db(A) predicted Lp at 10 metres is 78db(A)
- Hausherr picks expected acoustic power 114 db(A) predicted Lp at 10 metres 86db(A)
- Disc cutter expected acoustic power 107 db(A) predicted Lp at 10 metres 80 db(A)
- **All operatives working on pile trimming and concrete breaking operations shall wear ear plugs or ear muffs with an SNR of at least 25 db**

Safety of third parties

- Fence and barrier excavations and erect suitable signage
- Deep excavations signed
- Exclude non-working personnel from a zone extending 10 metres from the breaking work where practicable

Environmental controls

- Noise assessments for workforce addressed above
- Dust suppression by water as required
- Waste to be disposed of in accordance with Client's Waste Plan

PPE and special 1st Aid

- High Viz Jackets worn at all times
- Hard hats and safety footwear worn at all times
- Gloves worn for any work associated with wet cement
- Ear protection for any breaking out activity and noisy environments
- Eye protection for any cutting and breaking activity
- FFP 3 filtering face piece for any cutting and breaking activity
- 3 day First Aid by Principal Contractor

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Safety Method Statement **Changing Machine Buckets using Quick Hitch Adaptors**	**Method Statement N°** **SMS/100**

Description of Work

Procedure for changing machine buckets using "Quick Hitch" adaptors
Blaze Construction machines are fitted with one of the following types of "Quick Hitch" adaptor:

Fully hydraulic operated from cab (automatic)
Hydraulic with manual safety pin (semi-automatic)

The operator and any banksman shall ensure they are familiar with the type of quick hitch fitted

Sequence of the work and how operations are controlled

1. **For all types of Quick Hitch:**
   a. Excavator driver ascertains whether his machine is fitted with automatic or semi-automatic system and makes sure he is fully aware of the correct means of operation referring to the Operators Manual where applicable
   b. Quick Hitch mechanisms shall be visually inspected at the start of each working day to ensure that they are operating properly and where pins are required they are original manufacturers parts and properly secure.
   c. Buckets shall be stored in a secure area, fenced off from other operatives
2. **For Automatic Quick Hitches - no pins**
   a. When a bucket needs to be changed the machine operator shall track his machine to the bucket storage area which shall be fenced off from general operatives. The bucket currently fitted shall be placed on flat ground and the Quick Hitch mechanism disengaged to remove the bucket
   b. The machine driver shall move his machine so that he can engage the new bucket squarely
   c. The new bucket shall be engaged and the Quick Hitch locked in place. The operator shall check the operation of the bucket hydraulics before he re-commences work
3. **For Semi-Automatic Quick Hitches - with safety pins**
   a. When a bucket needs to be changed the machine operator shall track his machine to the bucket storage area which shall be fenced off from general operatives. The bucket currently fitted shall be placed on flat ground, the operator or a banksman shall remove the retaining pin, and the Quick Hitch mechanism shall be disengaged to remove the bucket
   b. The machine driver shall move his machine so that he can engage the new bucket squarely
   c. The new bucket shall be engaged and the Quick Hitch locked in place. The operator or banksman shall engage the retaining pin. The operator shall check the operation of the bucket hydraulics before he re-commences work
4. **Operators shall not use the machine unless the retaining pin is in place and secure. Only proper pins to be used**

Supervision arrangements and responsibility

Excavator drivers certificates to be inspected before work commences
All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:
Gen 02

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Safety Method Statement **Changing Machine Buckets using Quick Hitch Adaptors**	**Method Statement N°** **SMS/100**

Safety of third parties	• Operators shall not use the machine unless the retaining pin is in place and secure. Only proper pins to be used
Environmental controls	• No special considerations
PPE and special 1st Aid	• High Viz Jackets worn at all times • Hard hats and safety footwear worn at all times • 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Safety Method Statement **Safe Unloading of Vehicles**	**Method Statement N°** **SMS/101**

Description of Work

Procedure for safe unloading of vehicles by groundworkers

Sequence of the work and how operations are controlled

As a general rule deliveries are managed so that they are self-offload using grabs or forklift offload. Blaze Construction has invested in excavator mounted block grabs and forks which allow materials to be offloaded without access to the lorry bed

Towards the end of the contract when undertaking finishing works it is sometimes necessary to take delivery of small loads of materials. If these cannot be handled as above, Blaze Construction will make use of the provisions already put in place by the principal contractor

Individual control measures for specified activities are as follows:

Delivery of offices/stores - access to lorry bed not required as lower slinging points used. If high points required then footed ladder used from ground level

Delivery of pipes and drainage fittings - pipes and fittings delivered palleted or banded and offloaded using forklift or fork attachments on 360 degree excavators

Delivery of foundation blocks - blocks delivered on self-offload lorries using hiab mounted grab - no need for lorry bed access

Delivery of beam and block flooring - blocks delivered as above. Beams delivered and offloaded using forklift or fork attachment. No need for lorry bed access

Muck away - Muck away contractors required to use automatic sheeting lorries

Delivery of kerbs - delivered on self-offload lorries using hiab mounted grabs or on pallets and offloaded with fork lift or forks mounted on excavator

Delivery of block paving - fork lift offload. No lorry bed access required

Delivery of slabs - delivered on pallets for fork lift off load

Delivery of aggregates and bituminous materials - Auto sheeting lorries used by material supplier

Delivery of plant on low loaders - Remove lashings without accessing the bed of the vehicle. Mount the vehicle bed using designated access point. When moving on the lorry bed ensure that three points of contact are maintained. Mount the item of plant using the appropriate access point

Supervision arrangements and responsibility

Excavator/JCB/Forklift drivers certificates to be inspected before work commences

Quick Hitches in accordance with SMS 100

All plant to comply with PUWER and LOLER regulations

Plant and Equipment

Excavators
JCBs
Forklifts
Blockgrab

Assessments (Risk,Noise,COSHH)

Relevant risk assessments:

Gen 02

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Safety Method Statement **Safe Unloading of Vehicles**	**Method Statement N°** **SMS/101**

Safety of third parties	• Reversing vehicles to be controlled by a banksman
Environmental controls	• Waste to be disposed of in accordance with Client's Waste Plan
PPE and special 1st Aid	• High Viz Jackets worn at all times • Hard hats and safety footwear worn at all times • 3 day First Aid by Principal Contractor

Approved by Blaze Construction by

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Appendix C
Training Matrix

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Appendix D
Sign Off Sheet

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Sign off Sheet

Ockham Road North, East Horsley, KT24 6NX

Taylor Wimpey South Thames

I confirm that I hold a current health and safety certificate, that I have been site inducted, have read and understood the site specific method statement and associated risk assessments and that these documents are available, on site for ongoing referral.

I agree to abide by the clients site wide rules and comply with Blaze Construction's safety policy, site rules, Risk assessment recommendations and Method statements.

PRINT NAME	OPERATIVE SIGNATURE	DATE
Please return this sheet to head office	Site foreman -	