

CONSTRUCTION PHASE & ENVIRONMENT MANAGEMENT & HEALTH & SAFETY PLAN

020-Lawnwood House, Lawnwood Road, Bristol



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

PROJECT TITLE:

020 Lawnwood House

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(1) PROJECT DESCRIPTION

TITLE: 020-Lawnwood House

DESCRIPTION OF THE WORKS: Proposed Extension Over Existing B1 Business Premises to Create 8No 2Bed & 1No 1Bed Self-contained Dwelling Apartments with Glazed Semi-open Stair Hall & Associated Refuse, Recycling, and Secure Cycle Storage at Lawnwood House, Lawnwood Road, Bristol. BS5 0EF.

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SN13 9BX

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STRUCTURAL & CIVIL ENGINEER: Structural Solutions Ltd
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Email: anthony@structuralsolutions.co.uk

PRINCIPAL CONTRACTOR: Unknown

(a) SITE AREA AND ACCESS:

This application proposes to create nine residential dwelling apartments arranged on two floors above the existing building, Lawnwood House, whilst retaining the current B1 use within the existing building, at Ground Floor Level. Access is gained from Tyndall Road and a portion of the Ground Floor area within the existing building is re-purposed to provide an open Entrance Court with access to Refuse & Recycling Stores, and Secure Cycle Storage, together with areas of soft landscaping and a fully glazed, semi-open Stair Hall at the centre of the building.

(b) EXISTING AND SURROUNDING BUILDINGS:

- The main building will be unoccupied at all times and care shall be taken to avoid traps and unprotected areas. All plant, equipment and material shall be maintained in a safe manner and left safe after work. Care should be taken to avoid undue disturbance to the occupants of the surrounding dwellings.

- Secure screening will be erected, to prevent unauthorised access to the works.

- Temporary screens and protection will be erected, to reduce the effects of dust etc, ... on the existing areas.

The site is situated within a suburban area and therefore surrounded by residential properties which will be occupied throughout the duration of the project and care must be taken to minimize disruption to other occupants at all times.

(c) SITE / LOCATION / LAYOUT

As plan attached.

(d) SPECIAL CONDITIONS/SITE RESTRICTIONS/CLIENTS PARTICULAR REQUIREMENTS

(e) TRAFFIC MANAGEMENT PLANS

- Deliveries shall be between the hours of 9am to 3pm to reduce traffic on the narrow road during school collection and drop off times.

- Delivery lorries will turn right into Lawnwood Road and remain in the roadway to crane off materials to the designated area in front of Lawnwood House, and under the guidance of a banksman they will then reverse right into Brixton Road to leave in forward gear. Materials will be moved to storage containers on site or into the property as required. Most deliveries will be made "Just in Time" to reduce the quantity of materials in storage on site.

- There will be no parking allowed on site. Parking for the site workmen will be as is available in the roads around the site after, offloading tools/materials in the frontage delivery area off Lawnwood Road.

- All vehicles entering and leaving the site will be monitored and overseen by a banksman.
- Before arrival on site all sub-contractors and delivery drivers will be given a site plan showing the access route into and out of the site.
- Site opening and operating times are from 7.30am -4.30pm inclusive.
- It is not envisaged that a wheel wash system will be required due to the site entrance being concreted and kept clean of mud during the works however any plant and machinery leaving the site and joining the highway will have its wheels and tyres fully inspected by the site management team and cleaned with water and brushes before leaving the site.
- To reduce the amount of transport to site most of the contractors will be using crew bus vans with 6 seats.

Parking – There will be no parking allowed on site.

Site Compound & Materials Drop Off Lawnwood Road.

(2) GENERAL STATEMENT – HEALTH AND SAFETY PRINCIPALS AND OBJECTIVES: -

It is the Company's intention that the works will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures will be taken, to avoid risk to the employees, surrounding residents and others who may be affected.

The Company's aim is to reduce the potential for accidents, injury to persons and property to a minimum through considered Assessments, Method Statements and Control Measures for the perceived hazards and risks.

The information contained in this Plan is to assist in matters of Health and Safety. It is to be used to reduce risk of accidents and to improve the working environment. To this end, it must be freely displayed on site and open for consideration, comment and improvement by all those concerned with the project.

The subject of Health and Safety will be discussed with all personnel employed on site and they are to be given a tour of the site, where any hazards and safe working methods will be explained.

Health and Safety will be raised as a major item in the agenda of site meetings and will form a central discussion item and the effectiveness of the Plan will be discussed. Any accidents or dangerous occurrences will be reported, and any improvements will be recorded. All recorded accidents and injuries must be reported to the Site Manager in the Head Office with copies on site, detailing full information of the occurrence to be reviewed, acted upon and kept on file as necessary. In addition, all near misses should be recorded on site by the Site Manager and a resultant Toolbox Talk shall be given to prevent a reoccurrence of the near miss and to advise prevention action. All incidents on site are reviewed and discussed with The Building Safety Group and/or our Safety Advisors, as necessary.

The Health and Safety goal for the project is to maintain zero incidents throughout.

CONTRACT MANAGER:- To Be Confirmed
SITE MANAGER:- To Be Confirmed
GENERAL FOREMAN:- To Be Confirmed
SUPERVISOR OF OPERATION/SAFETY:- To Be Confirmed
SAFETY ADVISOR:- To Be Confirmed
OUT OF HOURS CONTACT:- Mr Jasbir Baryah
TELEPHONE NUMBER:-
PROPOSED START DATE:-
PROPOSED COMPLETION DATE:-
PROPOSED DAYS OF WORK:- Monday – Friday.
PROPOSED HOURS OF WORK:- 07.30 to 16.30.
(Noisy Work 8.00am-6.00pm only)

(3) MANAGEMENT STRUCTURE AND RESPONSIBILITIES and MANAGEMENT OF THE WORKS:

(a) Management Structure Plan (Appendix A, as attached).

(b) Management and supervisory staff have the responsibility for implementing the Health and Safety Plan throughout the contract and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision work.

(d) The operation of this Plan will be monitored by the Management and Staff of the Company. To assist them in this respect the Company Safety Adviser will visit the site and give advice on the requirements of the relevant statutory provisions and safety matters generally.

Change in details, sequence and practices affecting the works shall be reviewed and Risk Assessments revised and amended, to reflect new control measure requirements. These in turn shall be issued to site and brought to the attention of all parties involved.

MANAGING DIRECTOR: UNKOWN – whose duties include overall responsibility for Health and Safety within the Company.

HEALTH AND SAFETY ADMINISTRATOR: UNKOWN – whose duties include the implementation, monitoring and surveillance of Health and Safety procedures, both on and off site.

GENERAL MANAGER: UNKOWN – whose duties include the overseeing of construction operations on all projects.

CONTRACT MANAGER: UNKOWN – whose duties include the administration of the Company Policy for Health and Safety and the application of the CDM regulations as set out in the Construction Phase Health and Safety Plan.

SITE MANAGER: UNKOWN - whose duties include the day to day management of Health and Safety issues on site, in accordance with the Construction Phase Health and Safety Plan, monitoring and agreeing changes to procedures as the situation dictates in consultation with the Contract Manager.

(4) SELECTION PROCEDURES:

All Subcontractors and others appointed by the Contractor shall be competent and able to demonstrate a proven ability in their respective trade or profession. They will be required to confirm they will make adequate arrangements for compliance with the requirements of the Health and Safety at Work Acts and all relevant statutory provisions and provide training and information to their employees/operatives.

Subcontractors new to the appointed Contractor are required to answer a brief Health and Safety Questionnaire and provide evidence of Insurances, Health and Safety systems, policies and training/competence details.

Many Subcontractor trades who regularly work for the Company and their performance is monitored and reviewed frequently, prior to each subsequent appointment.

Machinery and equipment shall be selected with due regard to the use intended, shall be maintained in good order, and operated by competent/trained personnel.

(5) COMMUNICATION/CO-OPERATION:

All Subcontractors will be required to provide Risk Assessments and Method Statements for their works and to review these, as the need arises. They are to be copied to the Principal Contractors Head Office, with a further copy for the site, in addition to copies issued to their own operatives. Health and Safety matters will be discussed at regular Subcontractor Co-ordination Meetings, when co-operation, particularly on Health and Safety matters will be discussed and agreed.

(6) GENERAL SAFETY POLICY:

The following sections are addressed in the Company's Safety Policy and the principals of this document shall apply, subject only to amendment/up-dating, in respect of this particular contract:

- Risk Assessments and Control Measures.
- Control of Substances Hazardous to Health (C.O.S.H.H.).
- Accident/Emergency Procedures.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.).
- Welfare and Shared Welfare Arrangements.
- Consultations and Employees Representatives and Committee.
- The Management of Health and Safety at Work Regulations 1999.
- Health and Safety at Work Act 1974.
- Work at Height Regulations 2005
- Noise at Work Regulations 2005.
- Manual Handling Operations Regulations 1992.
- Work Equipment Regulations.
- Training Policy.

NB: The above list is not exhaustive and is intended as a brief representation of the Company Policy.

(7) MONITORING AND PROJECT REVIEW:

Work on site shall be monitored, to achieve compliances with the legal requirements and the Health and Safety rules contained there-in. The Building Safety Group Limited are engaged to inspect and report on Health and Safety matters at regular intervals, in addition to the ongoing daily review and internal reporting procedures. All divergences reported for review and action by the Construction Team.

Regular meetings shall be convened to review and up-date the Health and Safety Plan, to cover any changes in methods/works practice and compare reports from the Safety Advisers inspection with the standards set for the project.

Regular reviews of the Health and Safety Plan shall be undertaken, and information passed to the Principal Designer, all Subcontractors, Operatives or persons engaged in the works, for incorporation into the Project Health and Safety File. All Risk Assessments, COSHH Assessments and Method Statements shall be updated as works progress on site and included within the Site Safety Pack held by the Site Manager.

(8) SAFETY PROCEDURES:

In addition to the Company Safety Policy Procedures and the Construction Design and Management Health and Safety Plan, we engage the services of The Building Safety Group Limited (Safety Advisers), to advise on Health and Safety matters and carry out site inspections on each project and submit reports direct to the Company Safety Adviser at regular intervals.

(9) HEALTH & SAFETY FILE – COLLATION OF INFORMATION:

In accordance with the Pre-Construction Information Pack and the Construction Phase Health and Safety Plan (The Construction Design and Management Regulations 2015), the appointed Contractor, as Principal Contractor, will provide the Principal Designer with the following:-

- Product information and supplier details.
- Maintenance and Servicing Manuals and Test Certificates.
- Emergency call out telephone numbers.
- Such other information as may be appropriate at the request of the Principal Designer.

PROJECT MANAGEMENT/SITE SUPERVISION STRUCTURE APPENDIX A H&S CO-ORDINATOR C.D.M. HEALTH & SAFETY PLAN.

CONTRACTS MANAGER : TBC
PROGRAMME : TBC
PLANNING : TBC
SENIOR SITE MANAGER : TBC
BUYING/MATERIALS/ SCHEDULING : TBC
QUANTITY SURVEYOR : TBC
SITE ENGINEER : TBC
SERVICE CO-ORDINATION : TBC
FINISHING FOREMAN : TBC
TRADE FOREMAN & SUB-CONTRACT : TBC
SUPERVISION BUILDING : TBC

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

As required by the above Regulation the Company will issue General Risk Assessments to site, at the start of each contract, together with any specific assessment applicable to the contract in particular.

THE SITE AGENT/FOREMAN ARE REQUIRED TO:

- Acquaint themselves with the hazards and control measures proposed.
- Advise all operatives of the risks and control measures proposed.
- Ensure the control measures are in place and used.
- Inform the Contract Manager/Head Office of any changes in the working practices and improvements required to the assessments and control measures.

CONTRACTS MANAGERS ARE REQUIRED TO:

- Ensure assessments are understood and control measures implemented.
- Regularly review site conditions and practices and raise any matters that may be hazardous or in need of revision/review.
- Ensure that all Subcontractors provide their own Risk Assessments before starting any of their subcontract works.

THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

In accordance with the requirements of The Construction (Design and Management) Regulations 2015 it is the Company's intention in every instance, where it is required, to act as the 'Principal Contractor', to develop the Health and Safety Plan into a Construction Phase Document, so that it:

- (a) Incorporates the strategy to be adopted for managing Health and Safety by everyone involved in the Construction Phase.

- (b) Includes assessments prepared by Contractors.
 - (c) Incorporates the common arrangements, including welfare. These may be imposed by the Client or developed by the Principal Contractor.
 - (d) Incorporates arrangements for fulfilling the Principal Contractor's duties.
 - (e) Includes reasonable arrangements for monitoring compliance with Health and Safety Law.
 - (f) Includes, where appropriate, Health and Safety Rules for the management of the work, and:
 - (g) Can be modified as work proceeds in the light of experience and information received from the Contractors, and also to: -
 - (h) Take reasonable steps to ensure co-operation between all Contractors, so far as is necessary, to enable each of them to comply with all the laws relevant to building and construction work.
 - (i) Ensure so far as is reasonably practicable that every Contractor and every Employee at work, in connection with the project, complies with any rules contained in the Health and Safety Plan.
 - (j) Take reasonable steps to ensure that only Authorised Persons are allowed onto any premises where construction work is being carried out.
 - (k) Ensure that the particulars required to be in any notices given under Regulation 7 are displayed in a readable condition and in a position where they can be read by any person working on construction work, in connection with the Project and: -
 - (l) Promptly provide the Principal Designer with any information which it is reasonable to believe would be included in the Health and Safety File, in order to comply with the requirements imposed by virtue of Regulation 14 and display a copy of the Notice (F10) which the Principal Designer has sent to the Health and Safety Executive.
- To ensure as far as is reasonably practicable that every Contractor who is an Employer provides his Employees engaged on the construction works with any information legally required to be provided, Health and Safety training and information contained in the Health and Safety Plan, and that all Employees can discuss and offer advice on matters connected with the safety of the Project.

THE ELECTRICITY AT WORK REGULATIONS 1989

Below is a brief guide to the above Regulations, which came into force on the 1st April 1999:

1. The Regulations replace the Electricity Regulations 1908 and the Electricity (Factories Act) Special Regulations 1944 in their entirety. They also replace Regulation No. 44 of the Construction (General Provisions) Regulations 1961 and Regulation No. 3 (2)a of the Factories Act 1961 etc. (Repeals and Modifications) Regulations 1974.
2. The duty to comply with the Regulations is with the Employer and Employee alike.
3. They stipulate that any electrical system or equipment must be adequately constructed, maintained, and operated.
4. They require that any equipment or system to be operated in a hazardous environment be either adequately constructed or protected for such duty.
5. They do not allow any exposed electrical conductors or connections to be used, which may give rise to danger.

6. They require that suitable means be provided to cut off and isolate any electrical system.
7. They stipulate that if any electrical system or equipment becomes faulty, then means should be provided to make it safe, to prevent danger.
8. They forbid any person to work on a live electrical system unless they have the proper expertise and knowledge or are under direct supervision from such a person.
9. For various reasons, no working voltage is given in the Regulations. As far as we are concerned, we should continue to encourage the use of 110V equipment and systems.
10. If a Company or individual contravenes the Regulations, then its only defence can be if it can prove that all reasonable steps and due diligence were taken, to avoid the commission of the offence.

THE CONTROL OF NOISE AT WORK REGULATIONS 2005 (EFFECTIVE 6TH APRIL 2006)

The Health and Safety at Works Act 1974 and the Control of Noise at Work Regulations 2005 requires employers to ensure a safe environment with regards to excessive noise to which employees are exposed.

The application of the Regulations to workplace conditions are not a simple matter, but where there is a suspicion of excessive noise (beyond a conversational level – one metre distant), then the following guide may be of assistance where there is need to take action: -

NOISE SURVEY

Check the DB(A) level of every working position or working area which is suspect, eg. plant cab and confined spaces.

ACTION LEVELS

At or near the first action level (80 DB(A), the provision of suitable ear protection must be made available, (on request from the Employee).

At or near the second action level (85 DB(A) or above, then efforts should be made to reduce the level of exposure. Failing to do so requires the Employer to provide suitable ear protection which must be properly worn by the Employee. At this level each 'zone' should be identified by an approved sign.

MAINTENANCE OF EQUIPMENT INFORMATION

The Employer is required to supply and maintain in good condition all protective equipment and to ensure proper instruction and guidance is given to his Employee. Employees must be aware of their responsibilities.

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REDUCING NOISE LEVELS

A number of options are available and consideration should be given to checking for defective or inadequate silencers, the maintenance of noisy plant and leaking of compressed air and the implementation of job rotation and purchase or hire of less noisy plant or tools.

In factories screening or the segregation of noisy processes can be considered, along with the application of noise absorbing lagging materials and/or total enclosure.

RECORDS

Noise Assessments along with issues of protection equipment, maintenance to named operatives, should be kept, and dated.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992

The Company encourages every Employee to wear appropriate clothing and footwear for the daily tasks undertaken by their trade.

Work activities and Method Statements are assessed, to establish the risks envisaged and the level of the risk in each case. From these assessments the need for Personal Protective Equipment is identified, having regard for the C.O.S.H.H. Assessment of products to be incorporated in the works.

Particularly hazardous operations requiring breathing apparatus or body harnesses etc. (confined spaces and high exposed works) are identified separately and specialist equipment and training in the use of the same will be provided.

Personal Protective Equipment provided to Employees will carry a CE mark and shall be maintained by the Employee and should be regularly inspected and replaced when damaged.

Standard Personal Protective Equipment provided to employees include the following:

- Hard Hats
- Gloves
- Goggles/Visors
- Dust Masks
- Ear Defenders
- Waterproof Clothing and Footwear

COMPANY TRAINING POLICY

The Company Policy on training has continued with the same objectives formulated in 1975. As the Company is committed to a stated Policy of using directly employed labour for as much of its work as possible, it is in the Company's own interest to recruit entrants at an early age and train them to the required standards, consistent with the quality of work undertaken and the necessity to maintain a workforce at a level to meet the available workload.

In line with the trend of recent years, the Company intends to carry out an increased and varied

schedule of work, over a wide spectrum of the Industry.

To meet these demands, we shall need to aim at improving our abilities in all Departments; administrative, technical and practical, with particular emphasis on the following:

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- (a) Material Scheduling and Purchasing.
- (b) Site Supervision and Foremanship.
- (c) Contract Planning and Management.
- (d) Quantity Surveying and Estimating.

taking advantage of the technology information boom where practical.

The Company proposes to continue the training of Site Staff through the first line Supervisor/Site Management Courses available at local Colleges, with the aim of increasing the Contract Management Staff from within the ranks.

The stated objectives are as follows:

- To carry out as much work as possible by our own directly employed Labour Force and Staff.
- To employ as many Trainees/Apprentices in all trades as possible and consistent with the workload, to keep a close watch on their training, discipline, and progress, in the hope that as many as possible become good Craftsmen and that those with sufficient capability will eventually achieve promotion to Foremanship and Site Management.
- To encourage existing and mature Staff to further their knowledge by attending Training Courses.
- To provide the necessary financial support to cover course and examination fees, in connection with training.
- To facilitate the purchase of tools at economic prices.

Every encouragement will continue to be given to those actively pursuing training and the opportunity given to those who wish to proceed to more advanced levels of studies to do so at the Company's expense.

The Directors have appointed UNKOWN to administer all aspects of training, and are satisfied that the Company is assisting all Staff to take advantage of Courses available and is providing the financial aid to do so.

C.O.S.H.H. POLICY STATEMENT CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Company has carried out an Audit and Assessment of the risks of products in everyday use on our sites and has issued instructions with regard to the handling, storage, use and protective measures to be implemented, which must be observed at all times. This information will be reviewed and revised at regular intervals, as required by the C.O.S.H.H. Regulations 2002.

Other specialist products will be assessed, and instructions issued at the time of placing the respective orders.

Any material obtained direct by site must be assessed and instructions issued prior to its use. "Such assessment to be carried out by a competent person".

SITE AGENTS/MANAGERS are required to always ensure compliance with the Assessment instructions.

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All Subcontractors (Labour and Material) are required to provide C.O.S.H.H. details for products proposed for use in their works prior to commencement on site and to up-date information as necessary. A standard letter issued to each Subcontractor with their order.

SITE RULES SMOKING/VAPING WILL NOT BE ALLOWED IN THE WORKPLACE.

NO UNAUTHORISED ACCESS TO THE SITE.

THE PLAYING OF RADIOS WILL NOT BE ALLOWED. NOISE LEVELS FROM CONSTRUCTION WORKS TO BE KEPT TO A MINIMUM. NOISY WORK WILL BE LIMITED TO 0800-1800 (MONDAY - FRIDAY)

ALL PERSONAL PROTECTIVE EQUIPMENT THAT IS DEEMED NECESSARY AS A RESULT OF COSHH OR RISK ASSESSMENTS MUST BE WORN BY THE OPERATIVES. MANDATORY ITEMS OF PPE ON SITE ARE SAFETY HELMETS, SAFETY FOOTWEAR AND HI-VIZ JACKET/TABARD, EAR DEFENDERS, EYE PROTECTION AND FACEFIT MASKS. SAFETY HELMETS TO BE WORN AT ALL TIMES WITHIN DESIGNATED "HARD HAT AREAS" (SAFETY/09).

PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS WILL NOT BE ALLOWED ON SITE (SAFETY/10).

ALL PERSONS ENGAGED IN OR VISITING THE WORKS SHALL HAVE DUE REGARD FOR THE SAFETY OF THEMSELVES AND OTHERS AND SHALL CONDUCT THEMSELVES IN A MANNER COMMENSURATE WITH THE HEALTH AND SAFETY AT WORK REGULATIONS, THE COMPANY SAFETY POLICY, C.D.M. CONSTRUCTION PLAN AND CONTROL MEASURES AND METHOD STATEMENTS ISSUED FOR THE PROJECT.

NO BURNING OF RUBBISH OR DEBRIS ON SITE. ALL RUBBISH AND REMOVED MATERIALS ARE TO BE CLEARED AT REGULAR INTERVALS AND NOT BE ALLOWED TO ACCUMULATE OR CAUSE A HAZARD. ALL ELECTRICAL TOOLS MUST EITHER BE BATTERY OPERATED OR 110 VOLTS.

THE WORKPLACE MUST BE SECURED, IF LEFT UNOCCUPIED.

ALL PLANT AND EQUIPMENT MAY ONLY BE USED BY TRAINED AND COMPETENT PERSONS WITH THE NECESSARY CERTIFICATES.

KEYS MUST NOT BE LEFT IN VEHICLES WHEN NOT IN USE OR UNATTENDED AND LOCKED AWAY AT THE END OF EACH DAY.

THE WEARING OF SHORTS IS NOT PERMITTED ON SITE.

DUTY OF CARE VISITORS :

ALL VISITORS ARE REMINDED THAT THIS IS A CONSTRUCTION SITE AND AS SUCH IS POTENTIALLY HAZARDOUS.

YOU ARE REMINDED THAT YOU HAVE A PERSONAL DUTY OF CARE TO YOURSELF AND OTHERS, TO COMPLY WITH THE HEALTH AND SAFETY REGULATIONS, SITE RULES AND NOTICES, TOGETHER WITH ANY REASONABLE REQUEST FROM THE CONTRACTS MANAGER AND SITE FOREMAN WITH REGARD TO SAFETY ON SITE.

UNKOWN CONTRACTS MANAGER

To Be Confirmed SITE FOREMAN

NB. TO BE DISPLAYED CLEARLY IN THE SITE OFFICE 22 SAFETY/03

NOTICE TO EMPLOYEES HEALTH & SAFETY AT WORK ACT 1974

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Employees should note that under the terms of the above Act, they have a duty under Section 7 of the said Act “to take reasonable care for their own Health and Safety and that of others, who may be affected by their acts or omissions at work”. Also, to “co-operate with their Employer on all Health and Safety matters”.

Prosecution and a heavy fine can result from a breach of these duties.

It is therefore essential that ALL Employees co-operate with Foreman/Supervisors carrying out immediately all instructions regarding scaffolding, ladders, hoists, and any other matters affecting theirs and others safety, and take particular care over site tidiness, which is a contributory factor in safety.

METHOD STATEMENT FOR ACCESS

- Access and parking arrangements for contract operations to be via normal highway facilities on Lawnwood Road. Care must be always taken not to block adjacent driveways or access routes to other properties within the vicinity.
- Temporary notices and barriers to be erected, warning the public of the nature of operations – “Danger Construction Works”, “No Unauthorised Access”.
- All visitors to report to Site Foreman. A register will be kept of all site visitors recording date, name, Company, arrival, and departure.
- The public footpath to be kept clear at all times.
- Material deliveries to be controlled at all times.
- Regard to be given to the safety and movement of both pedestrian and vehicular traffic in the immediate vicinity of access ways to the works.
- All visitors are to be aware of the duty of care they have to themselves and others whilst on site and are required to comply with the Site Rules, Health and Safety at Work Regulations and the Site Foreman’s requests/instructions, regarding Health and Safety whilst on site.
- Site to be always kept clean and tidy.
- Debris/skips to be cleared at weekends and covered at all other times.

METHOD STATEMENT FOR SET UP OF SITE

- The site working area will be established and fenced with 1.8 m security fencing and gate.
- The roadway in Brixton and Lawnwood Roads will be utilized for access and turning of delivery vehicles to the site compound in Lawnwood Road.
- Signs and notices will be erected, warning of the dangers and proximity of the construction works, prohibiting unauthorised access to the works area and directing traffic, pedestrians, and vehicles in the vicinity of the site.
- Site accommodation shall consist of:

1. Site Office and First Aid Station
2. Secure Site Storage
3. Canteen/Mess and Drying facilities
4. Site Toilet

- Hot and cold running water is required as part of the current HSE regulations.

METHOD STATEMENT FOR FIRE SAFETY

- A Fire Safety Plan to be displayed on each floor as the building works progress.
- Fire extinguishers to be available at designated fire points.
- Mechanical Contractors to work to “Permit to Work” and “Hot Work Regulations”. Area of work checked for fire safety at the end of each day.
- Any Hot Works or burning/soldering etc., to be carried out with a fire extinguisher immediately to hand.
- The Fire Safety Plan will form part of the Site Induction, which all operatives and visitors must be given prior to entering/commencing work. Safety Induction Records to be kept by the Site Manager/ Foreman.
- Burning of rubbish and site debris is strictly forbidden.
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flashback arrests will be fitted.
- The client will provide the site with details of their fire procedures and evacuation routes and confirm the muster point locations.
- Risk Assessments must be undertaken before any highly flammable materials can be used, including the control measures to be implemented.

METHOD STATEMENT FOR IDENTIFICATIONS & LOCATIONS OF EXISTING SERVICES ON SITE

- Consult with Statutory Authorities and locate all services. Retain responses on site and have emergency contact telephone numbers readily available.
- Track routes of services as necessary to establish location, depth, type etc.
- Mark routes on site – paint/tape marking.
- Record on Site Plan for record purposes – Record all emergency contact telephone numbers and display clearly.
- Where existing services are to remain Live, clear marking and protection should be provided, and if passing through foundations etc., arrange for appropriate ducting as necessary.
- Where existing services are to be discontinued or diverted, arrange with the necessary Authority for the temporary disconnection, whilst diversion work is undertaken and re-connections where appropriate, on completion of the works.

METHOD STATEMENT FOR DEMOLITION

- For any minor demolition works which may arise as part of our contract detailed Method Statements and Risk Assessments shall be completed and issued, prior to any demolition work commencing.
- All live services shall be disconnected and made safe.
- All necessary barriers/hoardings will be erected around the working area.
- All necessary signage will be erected.
- The working area will be a designated hard hat area, until demolition is complete and waste materials removed from site.
- Any large components will be dismantled for convenient removal from site.
- Waste material will be loaded onto specialist licensed road vehicles for disposal at licensed tips.
- Dust and noise pollution shall be controlled and kept to a minimum.
- The area will be left clear and tidy on completion of demolition, for the construction works to proceed.

METHOD STATEMENT FOR EXCAVATIONS

- Check for and identify the routes of any underground or overhead services.
- CAT scanning may be necessary prior to any excavation works being undertaken.
- Hand digging may be required in locations where services are present.
- A 'Permit to Dig' must be issued prior to any excavation works being undertaken.
- Mark routes of services on the ground in advance of any excavation work.
- If overhead services are present carry out a detailed Risk Assessment and in the case of electricity cables, comply with the Health and Safety Executive Guidance and the restriction of plant and equipment, including scaffolding in the proximity of the overhead supplies.
- Barrier off the area of works to prevent unauthorised access and to control the movement of plant and personnel in the vicinity.
- Review the ground conditions as the work proceeds and provide any temporary support necessary for the safe working of operatives entering the excavations.
- Provide any necessary equipment for the removal of ground or surface water, as may be required during the works.

PERMIT TO DIG/EXCAVATE NO EXCAVATION WORK MAY BE CARRIED OUT WITHOUT A PERMIT

THE PERMIT MUST BE ISSUED TO THE PERSON SUPERVISING THE EXCAVATION WORK CONTRACT:

DESCRIPTION OF WORKS:

Existing and proposed utility information – the following utility drawings are available for this work:
(Please tick)

Gas Electricity Telecom Cable Water Sewers Other Drawing numbers: