



*Construction Phase
Health and Safety Plan*

***The Sea View Trust - Headquarters
Office Extension***

Ewood Campus Clod Lane, Haslingden, Rossendale, BB4 6LR.

8th January 2024 – 29th March 2024

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1. Project Directory

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2 Health & Safety Plan

Location *Ewood Campus Clod Lane, Haslingden, Rossendale, BB4 6LR.*

Contract: Office Extension

Commencement date: *8th January 2024*

Contract period: 12 weeks

Completion date: *29th March 2024*

Project Description *Construction of a single storey timber frame office extension with associated soft and hard landscaping to provide additional space and facilities to the existing premises.*

Hours of working will be 7.30am to 4pm Monday to Thursday

Fridays 7.30am to 3pm,

The above start times are subject to it not being noisy works before 8am,

Objectives of the Health & Safety Plan

To set out the health and safety principles of the project, in order to protect site operatives and users of the property generally along with its neighbours,, and to ensure that all steps are taken to ensure the risks are illuminated through correct planning and with the use of the correct equipment and training.

The construction Phase Plan will be updated as & when the need arises, the changes will be entered into the on site copy generally by the visiting Contracts Manager who will discuss the changes with the Site team

Management

The site will be supervised by a Site Manager Richard Clarkson who will be responsible for ensuring that the site rules and health and safety principles are adhered to.

He will report to the Contracts Manager who will be Nick Hinchliffe, who will report to the Managing Director Mr Gary Clarkson.

The Contracts Managers responsibilities are to ensure that the work is being carried out in a safe & timely manner & that all aspects are managed throughout the scheme, Liase with the client representatives ensuring they understand the work in hand & to plan with the design team & client of upcoming events

A copy of our management structure chart is contained within our health and safety policy.

Access:

Site access off Clod Lane into the main school car park, we will be allowed car park spaces to the right of the carpark and will use Heras fencing to cordon off.

Contractor parking will be within the compound area adjacent to the works.

The access to the works area will be through the removed external fence panel, this has been agreed at the PRE start meeting, the site supervisor will manage the access gate and will be kept locked at all times.

The site manager is responsible for the gates within our working area & access gates

Health and Safety File

The health and safety file will be collated throughout the contract and will put together in a manner that it has all the relevant information, it will include the Electrical Test Certificates as built drawings & product information it will include Operating & Maintenance information, the responsibility relies upon a team within the company structure to bring this information together and present to the client at the end of the contract period.

The file will then be presented to the Principa Designer Advisor (PDA) for comment, this when complete will be forwarded onto the client by the PDA

Management responsibilities in monitoring Health & Safety

The Site Manager will carry out tool box talks on a regular basis and there will be a weekly spot check carried out by the visiting manager.

During the scheme the Site Manger will conduct the RAMS with the site team before any works commence, so that they are all involved in discussing the best way forward in line with safe working practices, this is an open discussion where everyone has an input, once everyone is satisfied with the RAMS they will sign onto them,

Any new contractors on site are subject to a safety monitoring checklist -this is a risk assessment of the work area affected by the works they are about to undertake.

On a 3 monthly basis a visiting member of Kenmac Associates will carry out a check of the whole site which covers paperwork, safety procedures etc. and access arrangements

Site Managers are trained in the production of risk assessments for any tasks that have not been covered within the specific risk assessment section of the plan

Kenmac Associates will visit site on a monthly basis to carry out an audit aimed at Health Safety & Welfare and will produce a report which is forwarded to company MD & Construction Manager who will ensure that any issues arising are attended to immediately.

Subcontractors and Suppliers

Subcontractors will be chosen from our list of approved contractors who we know to have the experience and knowledge necessary. A list of our proposed subcontractors will be submitted to the client. Subcontractors are scored after every project on their performance which includes Health & Safety matters. Any issues will be addressed before any more orders are placed with the sub-contractor.

Subcontractors will be asked to produce method statements, risk assessments and COSHH sheets as required. All RAMS are requested and must be received by the head office before the

order is placed, these are then passed on to the relevant contracts manager for review, the RAMS are presented to site and a discussion takes place of the upcoming works with the site team, tool box talks will be held on a weekly/daily basis based on upcoming events or any issues that may occur on a daily basis.

Should the RAMS be unacceptable these are reviewed and returned to the contractor to alter to the requirements deemed to be acceptable.

There is a safety audit carried out on a weekly basis by the Construction Manager or visiting contracts manager, all reports are issued to the MD and a meeting is convened every Friday when a review of all site safety reporting is on the agenda.

We strive to ensure that all operatives are trained in the latest H&S issues, they have minimum of CSCS, first aid and have participated in health and safety awareness courses.

The person responsible for the review and the production of the RAMS lies with the contracts manager and site manager who are trained in the process.

Suppliers and subcontractors will be asked to supply COSHH sheets for any hazardous materials, a review of which will be made by the site team before work commences.

Communications

All correspondence from the client must be through the Contracts Manager/QS who will instruct the site team of the changes made and will update the RAMS and/or assist the subcontractor in the changes to the RAMS this will then be discussed at site level.

Variations to the works

All variations to be instructed by the Contract Administrator and will be dealt with by the construction team, alterations to the RAMS will have to be made if necessary before any work commences reviews will be made and as before discussed with the construction/design team. Any design changes which require revisions to Health & Safety arrangements will be followed by revisions to the Health & Safety Plan and forwarded to the Principal Designer for confirmation and approval.

Site security

The site will be secured using Heras type fencing around our works this will be double clipped and placed within rubber feet, this will be checked on a daily basis ensuring that no one can enter the site unless authorized to do so it will display the relevant signs giving suitable warnings.all access areas will be fenced off to deter would be intruders onto the premises.

Signing in procedure

It is a policy of Rosslee that all operatives and visitors must sign in and out in the login register situated within the site office, this must be completed daily as it also as a register should there be an emergency evacuation.

Accidents

Site Managers/Foremen are first aid trained and all our tradesmen are at the least emergency first aid trained.

All incidents and accidents to be reported to the Site Manager for recording an accident form that is returned to the office, a contracts manager will then carry out an investigation into the accident and review the RAMS with all parties and discuss the same in a tool box talk on site, should the person be unable to carry out their normal everyday duties for a week or more through any injury sustained on our contract Rosslee will complete the RIDDOR documentation as outlined in the HSE documentation that came into force in April 2012.

Near misses will be treated with the same respect as an accident and covered on the same form. This will then be discussed at the management meeting that is convened every Friday in the head office.

F10 Notification

The scheme is non-notifiable but will be carried out according to the current CDM regulations 2015

Welfare

Welfare units will be brought onto site

Within these will be facilities which will have tables, chairs, drinking water, cooking facilities and hot water for drinks. This will be adequately lit and heated with good ventilation. WC Facilities with lighting, ventilation and hot and cold running water.

Emergency Procedures

The emergency procedure including plans, traffic routes etc will form part of the Site Induction and plans will be posted on the notice board this will be updated as the work proceeds.

Existing services

All existing services will be identified and made safe if affecting the work area this will be carried out by qualified and trained tradesmen, this will include either provision of electricity, gas and water.

If any external works are being carried out service drawings should be submitted by the client and a CAT scan of the area must be carried out and any hand digging deemed necessary

The temporary site accommodation will need water & electricity this will be fed from the existing building taking care not to come into contact with pedestrians or vehicles.

There will be warning signs for delivery drivers and the use of a banksman should any services be present.

P.P.E

Rosslee will issue their own operatives PPE relevant to the task.

Sub-contractors will have their own PPE supplied by their employers.

PPE minimum requirement on this contact is safety boots, hard hat and hi-vis vest.

Spare PPE will be available within the site cabins for site visitors or to issue as replacements for operatives where required if any subcontractors require PPE this will be charged to the contractor concerned.

Risk assessments will be carried out before any work commences and the issue of PPE will be discussed, all Rosslee operatives are Face fit Tested and are issued with the relevant PPE for the task in hand.

Traffic

All traffic is to be planned so that the school local residents and the general public are not inconvenienced by the work, the parents will be notified of the works with the school issuing letters to all parents prior to the work commencing,

All visitors' deliveries will make contact with Site Office before entering the Site.

Deliveries are to be planned so as not to affect the local community and the general public.

Local residents park on the road to the school on a regular basis. Their access is to be kept clear at all times and vehicles are to be manoeuvred with the assistance of a banks-man to prevent the risk of impact etc.

Selection of Subcontractors

A PQQ is required by the subcontractor before orders are placed and RAMS are required on receipt of this.

An onsite verification form has be filled in by the Site Manager and office staff where relevant and the RAMS will be in place before work is carried out.

3 Activities with Risks to Health & Safety

Covid-19 Pandemic

Rosslee will follow the current government guidelines, these inc;

- *Social distancing*
- *Keep rooms well ventilated*
- *Wash hands regularly*
- *Discuss with operatives especially regarding vaccinations*
- *Should anyone close to you develop symptoms inform the Site Manager but you must carry out a lateral flow test on a regular basis before returning to work, the results must be shown to the site manager*

Operatives to be issued with their own personal pocket sized hand sanitiser bottle..

The use of face coverings is not a substitute for PPE that you must wear to carry out your daily occupation.

PPE

Sites should not use RPE for Coronavirus (Covid-19) where the social distancing guidelines are met.

- Where it is not possible to maintain social distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that **masks (RPE) are the last resort in the hierarchy but are to be worn and the user face fit tested and clean shaven or using a forced air fed system**
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused

Behaviours

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.

Site Teams are to encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

Work at height

Permit to Work to be issued prior to any works at height being carried out.

All work at height will be properly planned and all access equipment will be erected by fully trained operatives. All operatives who are to use the working platforms will be competent in the use of such access equipment.

The scaffolds will be designed in such a way that loads can be imparted onto the platform. without any risk to the operatives or others all scaffolds will be subject to a weekly inspection as a minimum requirement. A design scaffold drawing will be available on site as SG 20;13 and any changes made will have a re-design drawing.

Any work from Aluminium towers will be planned beforehand and a discussion regarding the hazards/risks will be undertaken. All aluminium towers will be erected by trained PASMA operatives.

Podiums will be used at all times within the property **STEP-LADDERS WILL NOT BE ALLOWED** unless no other means of access can be used, a suitable risk assessment must be carried out before any ladder work is permitted.

Lifting operations

A risk assessment will be carried out before any lifting operations are undertaken these will include:

Crane lifts: a full lifting plan must be produced by competent persons and once agreed will be adhered to at all times, should any changes become necessary all works will cease whilst the lifting plan is revised and approved by the lift supervisor and appointed person.

The work can then recommence following discussions regarding the changes with the operatives concerned.

Telescopic Fork trucks can only be operated by fully trained and competent operatives; a lifting plan for the FLT must be carried out by site in conjunction with the FLT driver and reviewed on a regular basis as the work proceeds.

*Excavators should be in good working order and operated by a fully trained and ticketed driver, chains slings etc. must have an up to date certificate of testing.
All operators of any machinery will have certificates of training and competency.*

Work on fragile materials

No work will commence until the correct access and safety measures are in place, correct planning and the need for safety procedures to be controlled must be included in discussions that will take place to carry out the works at hand.

Risk assessments and method statements will be in position and that all the workforce are aware of any areas of concern.

Protection of fragile areas must be in place at all times during the works and only removed once the work is complete. Scaffolds or netting to be considered before any work commences.

Harnesses are the last resort!!!

Storage and distribution of materials

- *Deliveries to be co-ordinated to not affect the school and any neighbours*
- *Deliveries should have a banksman to transport materials on and off site*
- *Storage to be an area adequate to store the materials delivered*
- *No stacking too high*
- *Place should be kept clean and tidy at all times*
- *Materials should be distributed around site to work areas when needed*
- *Risk assessments to be carried out to access the risk of moving around confined spaces*
- *Reduce the risk if possible so that the weight is reduced*
- *Materials should be handled in a controlled manner*
- *All operatives competent to carry out the work*

Asbestos

An asbestos survey and demolition plan report is on site (copy in the site office).

All works must be planned to not to disturb any materials etc. This information will be distributed to all operatives at the Site Induction.

If asbestos is to be removed this will be undertaken by a licenced contractor. Rosslee employees are trained in the removal of non-notifiable asbestos.

If any suspected material is discovered, the procedure is:

- *Stop work immediately, contact the Site Manager;*
- *Contact the Principal Designer;*
- *Segregate the area and inform all operatives of the possible danger;*
- *Await instruction and/or consult an approved asbestos survey contractor;*
- *Removal if necessary by an approved contractor.***Sharps**

Should any be found during the course of the works, the site manager must be informed & the councils SHARPS team contacted to remove the item(s)

Contaminated Ground

A Permit to dig is required prior to any excavation works.

Consult existing documents on site – Cat scan any area that requires excavation.

Expose a trial hole if any suspect materials are discovered contact the Principal Designer immediately.

Stop work – segregate the area and await further instructions.

Control and disposal of waste

Segregated skips to be used where possible – if not waste removal contractors will segregate materials at their waste transfer station.

Timber to be returned to Rosslee for recycling in the joiners shop or for the wood burner to heat the office and workshop.

Waste paper and cardboard will be kept in a separate skip to general waste or returned to Rosslee offices waste cardboard & paper recycling skip.

Inert material, soil, stone and hard-core will be removed from site by tipper wagon and taken to the recycling plant.

All metal will be removed from site and taken to a metal recycling plant.

All waste removed from site will have a waste transfer note and a log of the quantities will be kept on site.

Asbestos removed from the site will be taken by licenced carrier to a designated waste transfer station and the paperwork inserted within the Health and Safety file.

Movement of vehicles

- *Segregated pedestrian routes should be maintained adequately signed and well lit*
- *All vehicles to be parked courteously with local staff and users in mind*
- *Deliveries to be supervised by a banks-man on and off site*
- *Surrounding roads to be kept free at all times for emergency vehicles*
- *Wheel washing facility not applicable as vehicle movement through mud/soils not present , in the event of possible contamination to the school or public roads ,we will use a Roller wheel washing method-Each set of wheels to be placed on the rollers and rotated as water sprays out from strategically-placed nozzles.*

Use of mechanical plant

- *All plant to be tested and maintained and only to be used by trained and competent operatives*
- *Certificates must be available to view and will be logged within the site register*
- *Risk assessments to be carried out before the works proceed with the operators banksmen etc and a review is to be carried out on a regular basis*

Use of Heavy plant

- *Correct planning of what type of machinery should be used*
- *RAMS in place by groundwork's subcontractors*
- *Machinery to be tested and checked and maintained*
- *Segregated work area to be implemented*

Noise and dust

Noise is a nuisance for everyone and should be kept to a minimum, anyone who may be affected by the noise should be advised well in advance so that they can make alternative arrangements. Hearing zones must be designated and earing protection to be worn during the works.

Dust to be kept to a minimum by a regime of cleaning daily and road sweepers hired when needed.

Water suppression must be used when carrying out abrasive cutting and this should also be the case when sweeping the floor area to remove the risk of silica dust.

110 volt hoovers to be used for the cleaning of Silica & any wood dusts.

COSHH Assessments for dust to be carried out and the correct PPE to be worn, exclusion zones to be set up.

Reducing Noise and Vibration

- *All noise to be kept to a minimum*
- *Hearing zones to be indicated at the morning briefing*
- *All contractors must be informed of any noisy works that day*
- *Hearing protection must be used*
- *Hand Arm Vibration and noise daily log to be completed each day.*
- *Whole Body Vibration log to be carried out daily*

Hazardous substances

- *COSHH Assessments to be in use for all substances*
- *RAMS carried out before work commences*
- *No hazardous substances to be stored within the site overnight*
- *All hazardous materials will be brought to site when needed*
- *COSHH assessments will be on site and all operatives will be made aware of what is being used on that day*
- *First aid procedures will be in place*

Manual handling

RAMS to be carried out to assess the risk.

Change the material to be used for a lighter substitute if approved by the Contract Designer.

Use mechanical aids if possible to transport the materials.

Share the load do not carry any load you do not feel comfortable with, always make sure the area is clean and free from any potential hazards that may cause harm whilst transporting the load.

Hot work

- *Hot work permits to be completed prior to any works being carried out*
- *Fire extinguishers to be present on site and well maintained*
- *Fire strategy to be sited on the notice board located within the mess area*
- *Contact details of the emergency numbers to be displayed along with the emergency exit routes*

4 Emergency Procedures

FIRE

In case of fire raise the alarm by using the alarm system that is on site either using existing fire alarm installation or Automated Evacuator Mobile Alarm (below) and leave the work area. These will be installed on the roof as the works commence. The alarm will be tested on a weekly basis at a suitable time during the day.

In the event of an emergency the site manager will inform the school immediately



For minor fires, fire extinguishers are available on site and the responsible person notified immediately.

For major fires call out the fire brigade as quickly as possible by dialling 999 stating the site address and the contact details of the person making the call.

On exiting the building congregate in the designated area as below.

Main Car Park

The Site Manager will check all present with signing in book

Fire Precautions

- *Any trade likely to be doing any hot work must inform the Site Manager and a hot work permit is enforced on site*
- *The working area must be cleared of all combustible material or anything likely to cause a trip hazard*

- *A fire extinguisher must be available at hand*
- *Lit blowlamps etc. must not be left unattended*
- *Area to be checked on completion for safety*
- *Hot work must not be carried out within a 1 hour of lunch breaks or completion of work for the day*

ACCIDENTS

Accident Procedure:

- *Ensure operative is safe make sure you are not putting yourself in any danger before attending to the injured person (switch off machinery etc.)*
- *Administer First Aid if you are trained to do so if not ask someone to contact the first aider or do it yourself*
- *Call 999 and ask for Ambulance giving the site address and contact numbers*

First Aid

- *First Aid facilities are available from within the mess area*
- *The first aider on site is Richard Clarkson and all trades have emergency first aid*
- *Ensure that the Site Manager is notified of any accidents immediately*
- *The hospital route is on the site notice board*
- *The addresses of the nearest accident and emergency departments are:*

<p>Accrington Victoria Community Hospital Haywood Rd, Accrington BB5 6AS</p>	
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Signed  for Rosslee Construction

Gary Clarkson
Managing Director

5 Health & Safety Statement

To ensure, so far as is reasonably practicable, the health, safety and welfare of our Staff while they are at work and of others who may be affected by our undertakings, and to comply with all the relevant legislation.

To ensure the principles of health and safety are clearly understood throughout we will be committed to:

- ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy;*
- ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Company;*
- protecting the safety and health of all Staff of the Company by preventing work-related injuries, ill health, disease and incidents;*
- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;*
- ensuring that Staff and their representatives are consulted and encouraged to participate actively in all elements of the occupational health and safety management system;*
- continually improving the performance of the Health and Safety Management System;*
- provide the necessary information, instruction and training to Staff and others, including temporary Staff to ensure their competence with respect to health and safety;*
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of Staff. Expert help will be sought where the necessary skills are not available within the Company;*
- Liaise and work with all necessary persons to ensure health and safety, and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.*

We will take all reasonable steps to implement, monitor and maintain safe plant, substances, equipment, working environments and working practices within Company. We will continuously improve our management systems, in order to protect Staff and others from risks to their health, safety and welfare whilst engaged in work related activities of the Company.

Signed:  Dated: 4th October 2023

Name: Gary Clarkson

Position: Managing Director

6. Site Induction Instructions

Everyone who attends site is required by law to attend a site induction before commencing work this will include the completion of our site induction form this form will be explained by the site manager and anyone who has any difficulty completing the form will be given assistance this will also include for any non – English speaking operatives.

During this time the following will be explained;

- *Rosslee management ongoing commitment to Health & Safety*
- *The management of the site and any other key personnel*
- *The outline description of the project inc any known hazards Asbestos, traffic management contamination any hazardous substances, manual handling*

Any control measures on site i.e;

- *Permit to work systems, Traffic Routes, Site Rules, any Exclusion Zones inc PPE requirements*
- *The security of the site inc site fencing etc*
- *Any welfare facilities inc toilets, cooking & washing, drying rooms etc*
- *Emergency Procedures Escape routes, contact numbers Hospital directions and who is the responsible persons*
- *Location of the First aid box first aider and accident book, all accident reporting inc incidents and near misses*
- *Firefighting procedures, location of the equipment & who is the responsible person to contact inc fire exit routes*
- *To explain the requirements of the individual with regard to their own H&S responsibilities*
- *Any other issues that may affect the site Inc the need to attend any Tool Box talks & training*

Rosslee are committed to the CITB “Be Fair” campaign which will be explained during the induction process, the framework is set out to:

Fairness *is about treating everyone equally without bias or injustice, whilst understanding that at times this may mean some people require extra support.*














Inclusion *is about allowing people to be themselves valuing difference & letting them know that their contribution is valued, regardless of whom they are and what their background is, it is about developing an environment where no one feels left out.*

Respect *is ensuring your behaviour towards teams, colleagues, clients or contacts is appropriate & does not cause offence, it is about treating people how they would expect to be treated and maintaining an environment where individual differences are respected.*

7. Site Rules

CONTRACT:

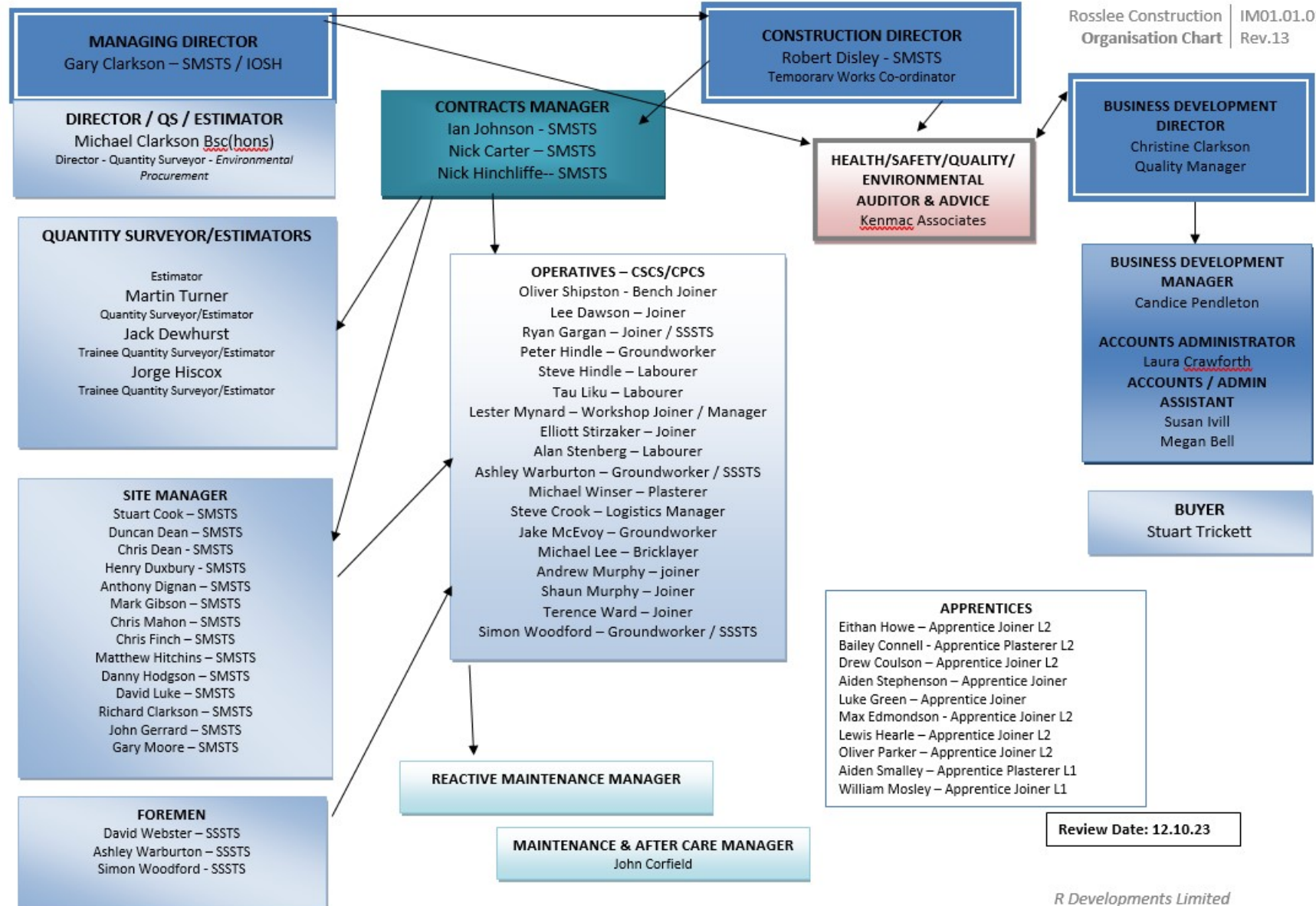
Rules for this site are as follows:

-  Please ensure that you **report to the site foreman** when entering and leaving site to sign in and out
-  **Permits to Work** – These must be completed, signed and dated for the following works: Work at Height, Confined Spaces, Excavations, Hot Works (see below). Blank forms are in the site folder and must be verified and checked by the Site Manager.
-  **Hot works** – Hot Works Permit must be filled in and signed prior to any works being carried out, and all rules set out in the Fire Precautions information sheet must be complied with in any instance where heat will be applied / generated. Please speak to the site foreman if in any doubt.
-  **Debris** must be cleared away from the buildings as work progresses and not allowed to accumulate
-  All personnel on site must have **identity badges** clearly displayed
-  All visitors must have **hard hats**
-  All personal protective equipment (**PPE**) must be worn
-  **Subcontractors** arriving without the necessary **PPE** will be refused access to the site
-  All **Subcontractors** arriving on site must make themselves known to the site manager who will induct them to the site & rules
-  **Subcontractors** must not commence work on site before **method statements, risk assessments and Health & Safety Policy** or related documents have been submitted
-  **Subcontractors** must not do anything contrary to their method statements without first discussing it with the site manager
-  There should be no undue **noise or disturbance**
-  Use of **mobile phones** should be kept to a **minimum**, they **should not be used in working areas**

- ☰ Do not leave **food waste** on site. Dispose of it properly.
- ☰ Subcontractors must be able to produce documentary evidence that portable **appliances have been electrically tested**
- ☰ **Inspection records** of ladders, access scaffolding etc. is also necessary
- ☰ Subcontractors must be able to produce evidence of **competence and training** for the tasks they are to complete, including all employees
- ☰ **Foul and abusive** language or inconsiderate behaviour will not be tolerated. Offenders may be asked to leave site.
- ☰ **Subcontractors** must appoint a responsible supervisor or foreman on site at all times.
- ☰ All subcontractors and employees must read and be aware of **Health and Safety Law Poster** displayed on site.
- ☰ All power tools used must be **110v**
- ☰ All subcontractors must bring **COSHH records** and Risk Assessments for any relevant materials they are to use or keep on site
- ☰ Permission must be sought off the site manager before radios can be played. Personal headphones or audio systems cannot be worn as these impair hearing and cause danger
- ☰ Any person under the influence of drugs or alcohol will not be allowed on site
- ☰ Smoking is only allowed in designated areas
- ☰ No photography on site without approval
- ☰ All incidents or instances that may affect health and safety must be reported to the site manager

Signed for Rosslee Construction





Review Date: 12.10.23

R Developments Limited