

Construction Method Statement



Land off Beech Fields Place, Solihull, B90 1UT

Prepared by..... Ervin Hoxha Date.. 27/11/2023.....
 Approved by..... Petrit Cekrezi Date.. 27/11/2023.....
 Site Manager..... Petrit Cekrezi Date.. 27/11/2023.....

Updates and Revisions

Date	Details of Changes Made
25/11/2023	Creation of CPP

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

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Introduction

This Construction Management Plan has been produced to comply with condition no.13 of planning permission, which states: "No development shall take place until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority and Local Highway Authority."

The plan is designed in full compliance of Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) & (2) and is set out as appendix 3 in the HSE Guidance document, Managing Health & Safety in Construction, (L153).

As the Principal Contractor we will:

- Address the health & Safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.

- Provide contractors with the necessary information about the project that they need in order for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Provide information on any temporary works.

SECTION A - PROJECT DETAILS

Project Description	
Project Name:	Construction of 9 No. detached bungalows with associated detached garages, access and landscaping.
Full Site Address:	Land off Beech Fields Place, Solihull, B90 1UT
Scope of Works:	<p>Construction of 9 No. detached bungalow with associated garages, access and landscaping:</p> <ul style="list-style-type: none"> - Site set up - Demolition of existing single storey outbuildings - Ground preparation/excavations - Sub-structure - Super structure - Temporary works/access, shuttering, shoring etc - External boundary treatment
Key Dates	
Start:	15/01/2024
Duration:	52 weeks
Project Completion	14/01/2025
Key Contacts	
Client:	<p>Kingslea MIA Homes 222 Alcester Road, Moseley, BIRMINGHAM, B13 8EY Dinesh Chudasama – 07968 185819</p>
Principal Designer:	<p>Architectural Design Consultancy Ltd The Priory, London Road, Sutton Coldfield, B75 5SH Nick Kirkland - 01543 262999</p>
Architect / Designer:	<p>Architectural Design Consultancy Ltd The Priory, London Road, Sutton Coldfield, B75 5SH Nick Kirkland - 01543 262999</p>
Principal Contractor:	<p>Mega Construction (Midlands) Limited 8 Kingbrook Drive, Solihull, B91 3UU 07853 221200</p>
Health & Safety Consultant:	<p>SHEQ Consultants Ltd 14 Bluebell Close, Woodford Halse, Daventry, England, NN11 3HS sheqltd@btinternet.com Allen Blincow - 0777 5840 233</p>

Notification to HSE

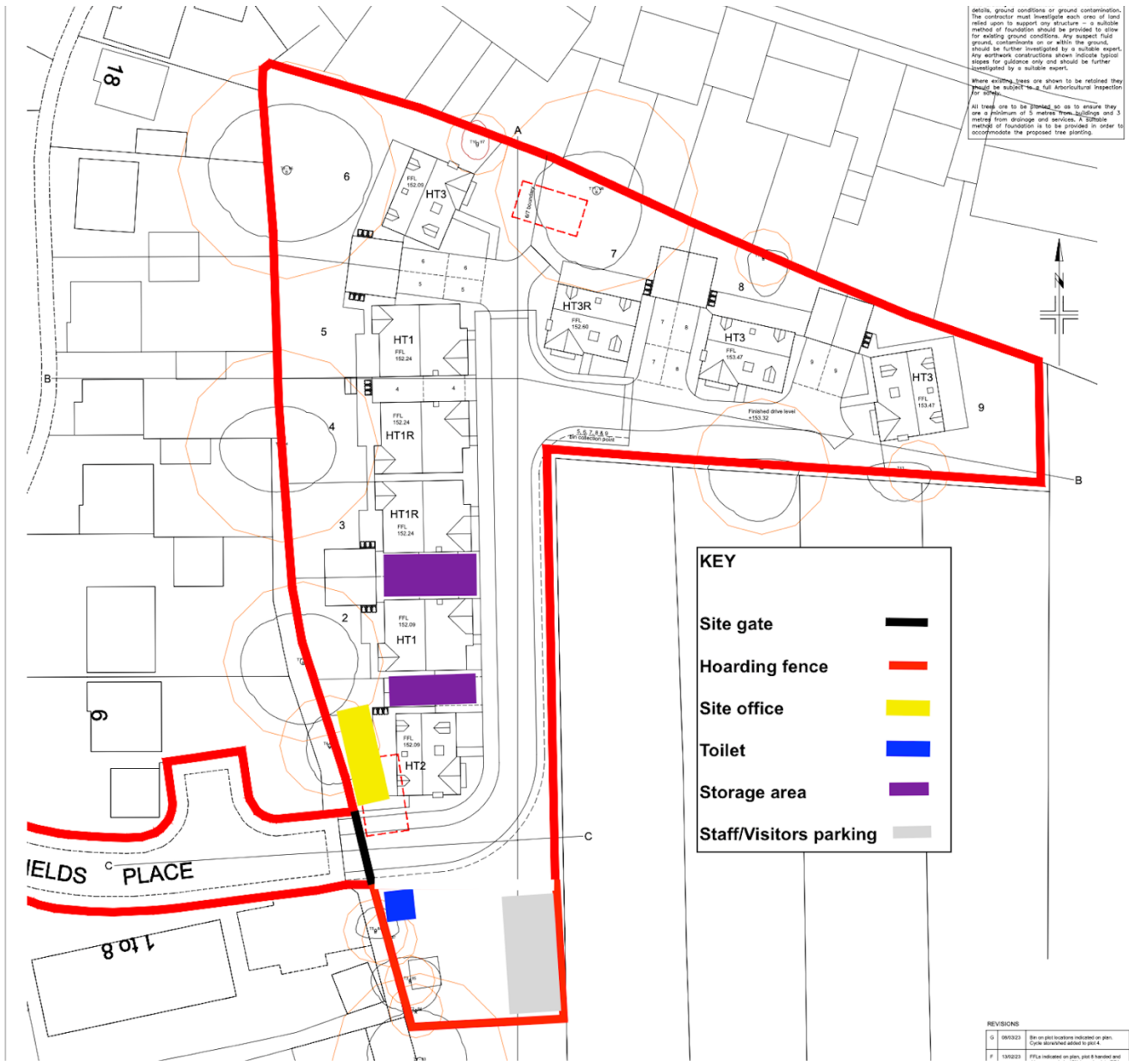
TBC

Regulatory Authority Contacts

HSE:	19 Ridgeway, 9 Quinton Business Park, Birmingham, B32 1AL
Local Authority:	Solihull MBC connectcc@solihull.gov.uk 0121 704 8001
Building Control:	TBC
Environment Agency	Contact Centre PO Box 544, Rotherham, S60 1BY
Police:	Police Headquarters West Midlands Police Lloyd House, Colmore Circus Birmingham B4 6NQ (Sat Nav users please use B4 6AT)
Hospital:	Solihull Hospital Lode Lane, Solihull, West Midlands, B91 2JL. Tel: 0121 424 2000
Fire Service:	Midlands Fire Service Headquarters 99 Vauxhall Road Nechells Birmingham B7 4HW
Gas Emergency:	National Gas Emergency Service T: 0800 111 999 www.nationalgrid.com/uk/gas-transmission/safety-and-emergencies/emergencies-and-safety-advice
Electricity Emergency:	Western Power Distribution T: 0800 6783 105 www.westernpower.co.uk

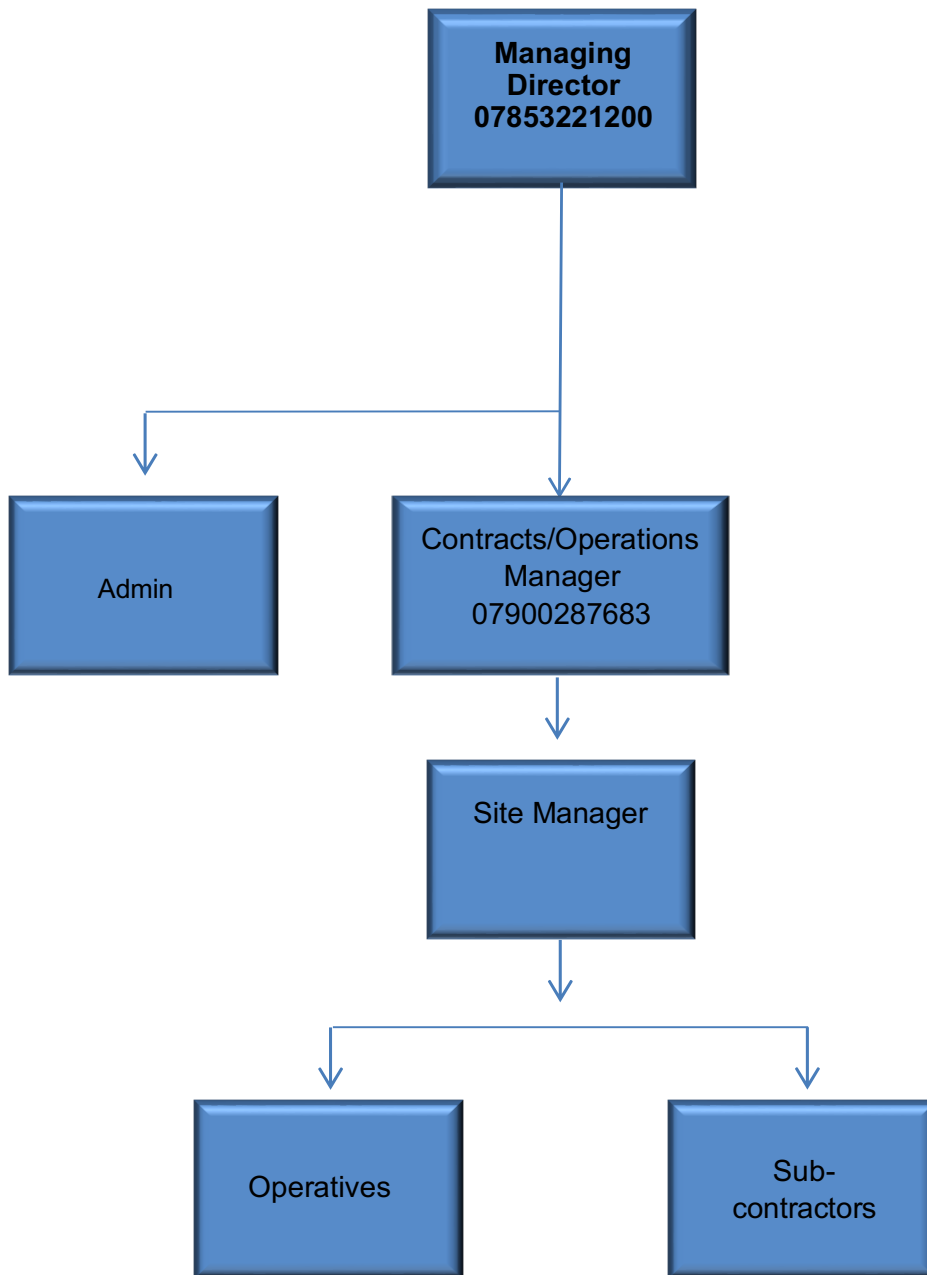
Location Details

SITE LOCATION PLAN



SECTION B – MANAGEMENT OF PROJECT

Management Structure



Management Responsibilities	
Description	Person(s) Responsible
Managing Director:	Petrit Cekrezi 07853 221200
Site Manager:	Petrit Cekrezi 07853 221200
Health & Safety Consultant	Allen Blincow
Temporary Works Co-ordinator	Petrit Cekrezi
Produce Construction Phase Plan	Ervin Hoxha 07900 287683
Review and update CPP	Petrit Cekrezi
Collate Health and Safety File information	Petrit Cekrezi
Carry out and record excavation/scaffold/lifting equipment inspections	Petrit Cekrezi
Carry out & record daily briefings	Petrit Cekrezi

Health & Safety Goals for the Project

The project team has set the following goals:

- To achieve, as far as is practicable, a site with zero harm.
- To ensure safe access and egress to and from the site.
- To protect pedestrians and adjacent occupiers from any risks associated with the site.
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work.
- To ensure visitors are always escorted around the site.
- Ensure operatives act in a safe manner and where personal protective equipment appropriate to the task in hand.
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations.
- To use (where required) professional support for assisting in the safety of the site.
- To provide regular toolbox talks throughout the project.

These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel.

Clients Project Objectives

To implement the “General Principles of Prevention” during the design and construction and to ensure that due consideration is given to neighbouring premises which are to remain occupied throughout the period of the works.

Arrangements for monitoring and review of health & safety performance

Monitoring will be carried out daily by the Site Manager, who will maintain a constant presence on site. These will be further checked by our independent Health and Safety Consultants, who will visit the site regularly and produce a written report in conclusion of each visit.

Inspections of the scaffolding, scaffold towers and plant & machinery are the responsibility of Site Manager, who will arrange for these to be carried out.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to the above and their ability to do so is checked prior to awarding contracts with them.

Regular Liaison Between Contractors on Site

A positive health and safety culture has effective co-operation and communication at its heart. Mega Construction (Midlands) Ltd has the following liaison procedures in place.

Site meetings	Site Manager and Trade Supervisors	Regularly
Site Safety Induction	Site Manager with Operatives	Before starting on site
Toolbox Talks	Delivered by Site Manager	Regularly
RA/MS briefings	Delivered by Site Manager	Before starting site works

Contractors working on the site will be expected to cooperate with the above table so that Mega Construction (Midlands) Ltd can carry out the Principal Contractors duties effectively.

Consultation with the workforce

At the site induction it will be made clear that Mega Construction (Midlands) Ltd want to actively engage with the workforce on the project for feedback on near misses, ideas to improve health and safety on the site, and to install a better attitude towards health & safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on the site, and that they receive comments on the risk assessments and method statements that must be provided and explained to the workforce prior to the activity starting.

Site safety information

The following will be displayed in the site office/canteen area on the site safety notice board.

- HSE Law Poster.
- F10 Notification of Project.
- Certificate of Employers Liability Insurance.
- Details of actions to be taken in the event of a fire.
- Details of the nearest A & E Department.
- Details of First Aid arrangements for the site.
- Site Rules.

Exchange of design Information and design changes

Mega Construction (Midlands) Ltd will liaise regularly with the principal designer regarding design carried out during the construction phase, including any designs by a specialist contractor.

Design meetings will be held pre-construction and during construction as necessary. These will be attended by the Designers and as required by the Client and Contractors.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regards to the health and safety aspects of the construction. The Principal Designer will be informed of any temporary works designs that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

Selection and control of contractors

Mega Construction (Midlands) Ltd requires that all contractors be evaluated prior to selection. Where high risk activities are being undertaken the H&S Consultants will be notified by the contracts management team to provide assistance in the evaluation process. The Contracts Manager & Site Supervisor with assistance from the H&S Consultants will collectively review risk assessments and method statements (risk assessments and method statements) issued by sub-contractors prior to commencement on site. Additionally, the H&S Consultant will review all high-risk activities and ensure that safety systems of work are agreed prior to start.

Site security

The site security measures allowed for this project are as follows:

Boundary Fencing/Hoarding/CCTV	2.4m high hoarding to front of the site and between the neighbouring properties (where necessary). CCTV cameras pointed at main areas within the site will also be considered where possible.
Access/Site Gates	Site entrance will be off Beech Fields Place
Signing-In Procedures	All personnel and visitors to sign-in daily.
Lockable Cabins	All temporary accommodation will be lockable.

Suitable boundary fencing and signage will be installed as soon as possible following site possession. Boundaries and signage will be checked regularly as part of the Site Manager's daily checks. Should it become apparent that any breaches of security have occurred; the above provisions will be reviewed.

Site inductions and onsite training

Project specific site inductions and toolbox talks shall be carried out for all persons working on site. A site-specific induction will be delivered by the Site Manager prior to the individual being allowed to start work on site with a record of induction maintained on site.

Visitors to site will receive a shorter induction if they are to be accompanied – otherwise the full site induction will be presented. Operatives will be provided with on-site training for specific activities as required.

Safety aspects of all operations will be delivered via toolbox talks by the Site Manager. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents.

Welfare facilities

Office, storage unit and welfare accommodation will be accommodated within a portable office container. Facilities will include site office, drying room, toilets, and canteen.

The welfare facilities provided on this site will be shared by the subcontractors. Due to the amount of people on site at any one-time breaks will be staggered to accommodate between 6-10 at a time. The welfare facilities provided by Mega Construction (Midlands) Ltd for this project are as follows:

Maximum No. of persons on site	7
No. and type of toilets	1no. self-contained toilet units

No. of Break Rooms	1
Type of Water Supply	Mains water supply
Equipment for heating food	Microwave
Equipment for hot drinks	Kettle
Method of heating	Electric heaters
Type of lighting	Tube lighting
Unit power supply	Mains electricity 240v
Housekeeping Arrangements	Monitored and emptied when required

Personal Protective Equipment

Risks, which cannot be removed, are dealt with by the provision of personal protective equipment. The need is identified by risk assessment. However, the following PPE is mandatory:

- Safety helmets. EN 397:2012 – Industrial safety helmets
- Safety footwear. EN ISO 20345:2004 Steel Toe to 200J and Midsole protection
- High visibility vest. EN471: 2003

The following additional items of PPE may be needed in the course of the works:

- Eye protection. EN 166:2001 class B for medium energy impact e.g. cutting masonry. Class S for general robustness e.g. general wear (dust particles etc...)
- Ear defenders, dependant on noise monitoring.
- Dust masks min (FFP3).
- Gloves EN 420:2003 classification dependant on Risk Assessment.
- Protective wet weather clothing.

The type selected will be suitable for the protection needed and conforms to the relevant standard. All PPE will be inspected weekly as part of the weekly site audit. All persons on site will be expected to treat the facilities with respect and report any defects to the Site Supervisor for correction immediately.

First aid

Mega Construction (Midlands) Ltd will provide First Aid cover for all those working on and visiting the site. The nominated fully trained First Aiders for the site are:

Name	Title
Petrit Cekrezi	Site Manager
Ervin Hoxha	Contracts and Operations Manager

The names of first aiders and location of first aid equipment will be identified and included on the Emergency Notice for the project that will be displayed on the project's health and safety notice board. These persons will also be identified to all employees during their induction and first aiders will be identified by green cross stickers on helmets. A 'First Aid' green cross symbol will be shown on the site office door. The first aid requirements for this project are as follows:

No of first aid boxes and size:	1 x 50 person
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Reporting and investigation of accidents and near misses

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable Mega Construction (Midlands) Ltd to determine the causes of the incident in order to be able to prevent a recurrence.

Following any accident/incident or near miss, the Site Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs, calling in the Health and Safety Consultant or in the most serious cases, ensuring of the reporting the accident to the HSE under RIDDOR.

Records will be held securely & confidentially on the Company Incident Register/Database for Data Protection purposes.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction. Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the Accident Report Form will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's contracts management team will report it directly to the Health and Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company. Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

Risk assessments and safe systems of work

Risk Assessments will be provided for hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high risk activities.

Mega Construction (Midlands) Ltd expects risk assessments from Sub-contractors to follow the format advised in the HSE guidance: "5 Steps to Risk Assessment" and will check risk assessments follow this procedure before allowing a subcontractor to start work.

Copies of all contractor's risk assessments/method statements required are held in the Site Safety File. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

Where contractors are used to undertake the works, the contracts management team will review the risk assessments and method statements (RAMS). Where the work is identified as high risk, additional support will be provided by the H&S Consultant. To allow the review to be carried out in sufficient time subcontractors will be expected to submit their documents two weeks prior to the commencement of works where appointment allows.

Contractors will not be allowed to work on this project until they have provided a suitable and sufficient Safe System of Works (RAMS) as appropriate and received a positive review back from the contracts management team. A RAMS Review Form will be attached to the document reviewed.

Where required, a permit to work shall be issued by the Site Manager, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit.

Permits for this project will include:

- Permit to carry out hot works.
- Permit to break ground / excavate.
- Permit to work on live electrics.

Site rules

- Report to the Site Manager on arrival at site and sign in.
- Attend the site induction and act on what is said.
- Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately.
- Wear the minimum personal protective equipment at all times. Wear additional personnel protective equipment when it is deemed necessary for any specific undertaking or activity.
- Ensure plant and tools are secure when left unattended preventing unauthorised use.
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed.
- Inform the Site Manager if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you require an adaptation to scaffolding, inform the Site Manager - do not attempt it yourself.
- If you see any hazardous situations, tell the Site Manager.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Report all incidents, spills, near misses and accidents to the Site Manager.
- Ensure safe working practices are followed as detailed in individual RAMS.
- Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point.
- Smoking is permitted in the designated area only.
- All reversing vehicles must be directed back until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a traffic marshal.

Any personnel who breach Health & Safety site rules will be subjected to disciplinary procedures

Fire and emergency procedures

The fire and emergency procedures shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out by the Site Manager. The Emergency Notice for this Project will be displayed on the site notice board. Details will be communicated to all personnel during their site induction.

Access for emergency vehicles

Via main entrance on Beech Fields Place

Fire assembly points

Adjacent to site entrance.

Names of fire wardens

Site Manager

Types of extinguishers

Water and Powder extinguishers

Location of extinguishers

Located at the site office and the entrance to the building during the initial phase of works. This will be assessed, and additional extinguishers provided as work progresses.

Means of raising the alarm

Hand operated fire alarm located outside the welfare unit. Hand operated fire alarms will also be located at the entrance of the building. This will be reviewed as work progresses.

Flammable material storage areas

Dedicated Fuel Storage area, if required Suitable
Flammable COSHH Storage as required

Location of nearest accident and emergency department

Solihull Hospital

Lode Lane, Solihull, West Midlands, B91 2JL

Tel: 0121 424 2000

Important:

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen.

Fire Emergency:

999

Electricity Emergency:

0800 6783 10

Gas Emergency:

0800 111 999

Water:

08456 145 145

Health & Safety Executive

0300 003 1747

Nearest Hospital:

Solihull Hospital

Lode Lane, Solihull, West Midlands, B91 2JL

Tel: 0121 424 2000

Distance in Miles:

5.0 miles

Map to Nearest Hospital

← from Solihull Hospital, Lode Ln, Solihull B91 2JL
to B90 1UT, Tidbury Green, Earlswood, Solihull

13 min (5.0 miles)

via B4102 and Dickens Heath Rd

Fastest route now due to traffic conditions

⚠️ This route has restricted usage or includes private roads.

Solihull Hospital

Lode Ln, Solihull B91 2JL

> Continue to Lode Ln/B425

1 min (282 ft)

> Take B4102 and Dickens Heath Rd to Pastures Dr in Tidbury Green, Earlswood

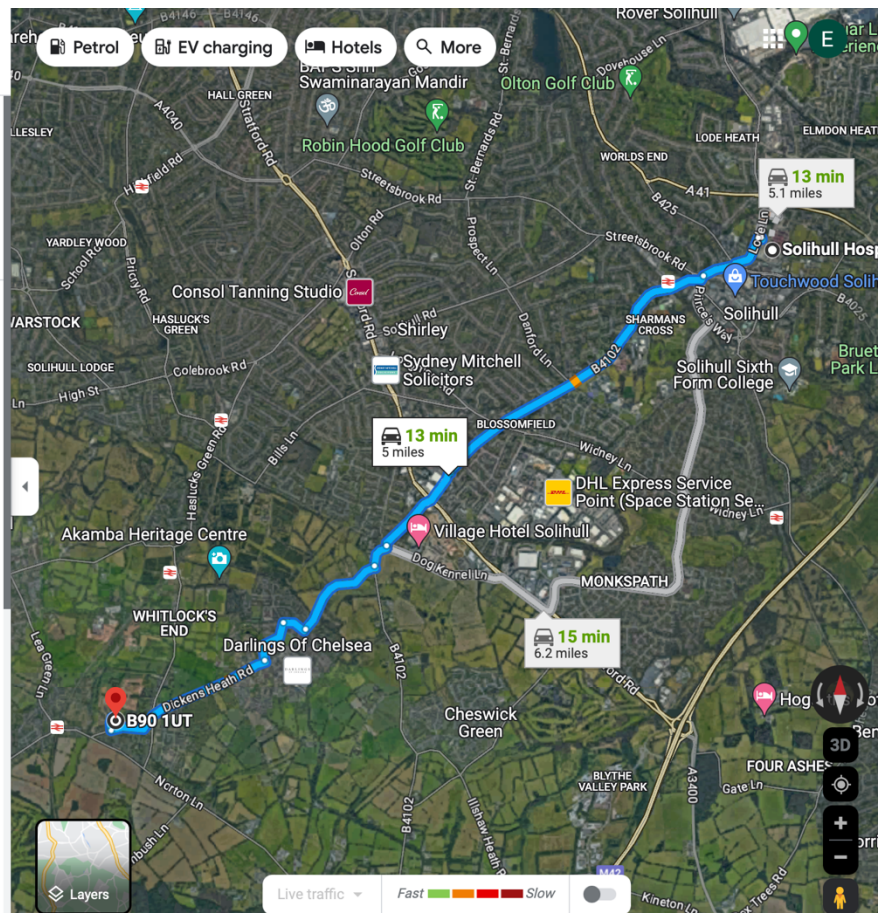
15 min (4.8 mi)

> Continue on Pastures Dr. Drive to Beech Fields Pl

28 sec (476 ft)

B90 1UT

Tidbury Green, Earlswood, Solihull



SECTION C – ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Arrangements for Controlling Significant Site Safety Risks

The following significant risks are areas for Mega Construction (Midlands) Ltd to be aware of. Suitable management arrangements will be put in place to control hazards and will be covered in the site specific risk assessments and method statements for the works.

A brief summary of likely actions is provided below.

Significant Site Risk	Those affected	Brief Outline of Control Measures
Interface with residents	Residents/Client	Regular liaison with the residents, to ensure they are aware of noisy operations and lifting operations. Provide substantial hoarding to ensure residents are kept out of the work area at all times. Provide adequate signage. Site specific risk assessment and method statement to be prepared prior to the start of the project.
Nuisance Noise and Vibration	Residents and Neighbours	Noise monitoring to be carried out by site manager on daily activities to ensure residents and neighbours are not subjected excessive noise and vibration levels.
Building Movement and collapse	Residents, neighbours and workers	Not applicable.
Work in a residential/ commercial area	Children or unauthorised access to site	Ensure that all perimeters are adequately secured including site entrance to prevent any unauthorised entry.
Access through future development	Collision with pedestrian	Provide adequate access to the site throughout the life of the project including occupation.
Installation of Temporary Works	Collapse of structure. All site personnel	Not applicable, as no temporary works are expected to be carried out.

Delivery and removal of materials to site

Deliveries will be given set times to arrive as per the allowed delivery times. Delivery instructions will be sent to all suppliers and contractors. All deliveries will be met by a traffic marshal when delivering to the site. Banksman will ensure the safe passage of pedestrians and vehicular traffic in the street when vehicles are being loaded or unloaded. Evacuation routes will be maintained at all times. The following material loading/unloading and storage procedures will be followed:

- Materials will be loaded/off loaded on site in designated loading bay area
- Loading/unloading will be controlled by site banksman
- Valuable/plant/tools/materials will be stored in a lockup storage compound

The site will have sufficient manoeuvrability space within the site and materials will be stored within the site as shown on the site plan below. The site will be allowed adequate space for vehicles to safely manoeuvre, the number of vehicle movements will be reduced as far as possible and will instruct drivers to use the parking space as a turning point to leave the site in a forward gear.

If large vehicle deliveries are necessary, their arrival will be coordinated directly between the contractor and their supplier. Prior to arriving, suppliers or drivers will notify the site manager to indicate their

estimated time of arrival. If, in the rare event, a problem with access to the site is identified whilst the delivery is in transit, the supplier or driver will be advised to wait in his vehicle along Bridgnorth Road until such a time as access becomes available. All subcontractors will stipulate to the site manager their vehicle size, times for deliveries, access route and site access arrangement prior to delivery.

Only appropriately trained and experienced banksmen will be used to direct vehicle manoeuvres in and around the site access. Only when necessary and essential to construction activities will vehicles park near the site. Site vehicles will not be permitted to park on any neighbouring residential streets or on the public highway within the vicinity of the site.

Drivers and signallers will be in constant communication during reversing operations. Signallers should not be put at risk from vehicle movement i.e. by standing directly behind reversing vehicles. All vehicles accessing the site are to be fitted with appropriate warning devices. All drivers must ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles. As work progresses, delivery bay area and storage places may be relocated to ensure safe operation of activities within the site.

All vehicles will be directed to approach and leave the site via the only way into the site, Beech Fields Place.

Services: water, gas, electricity

Existing service records and site survey has been obtained to establish details of services on site and around the boundary and it has been established that no services run through the site. The location of services (existing and newly installed) will be marked on site where possible.

Adjacent land use

The site is surrounded by residential dwellinghouses.

Environmental

Noise, vibrations, dust, traffic from vehicles delivering goods on site and the vehicles of workers and visitors on site. Dust extraction or wet cutting will be used to minimise the creation of dust. The access road into the site will be laid with hardcore material for ground stability and for minimising the amount of soil from excavations on site being picked up by delivery vehicles on site. Should the ground be a cause for creating dust from site traffic, the ground will be dampened with water to reduce the amount of dust.

To prevent/minimise the build-up of mud and grit on the highway, the site will have a wheel washing area within the site where any debris/soil will be cleaned off the delivery vehicles before they leave the site. The site has no contamination, so any water from this process will be contained within the site and directed into a soakaway into the ground.

Traffic movements will be kept to a minimum and vehicles inspected prior to leaving the site to ensure all excessive mud/grit is cleaned off the wheels/undercarriage of the vehicles. This operation will also be dependent on weather conditions and in the event of excessive wet periods extra care will be taken to contain to any overspill onto the highway. Both the above tasks will be reviewed periodically during the construction period by the contractor.

During periods of inclement weather, when/were required, an external road sweeper shall be used to ensure no transfer of site arisings occurs and that the local sewer systems are clean. Any gulleys located near the access gate shall be protected with sand bags to collect any 'dirty' runoff water from site activities during periods of heavy rainfall.

Delivery times / restrictions on working

Deliveries or collections will be restricted to between 9.30am and 4.30pm. Permitted hours of working are:

08:00-18:00 (Monday to Friday) - construction work

08:00-15:00 (Saturday) - construction work

08:00-17:00 (Monday to Friday) - Deliveries

08:00-15:00 (Saturday) - Deliveries

No construction work or deliveries on Sundays and public holidays

The neighbouring properties will be contacted prior to the commencement of site activities and provided with the contact details of Mega Construction (Midlands) Ltd staff to which they can raise any concerns regarding the works.

Clear signage will be displayed on the roads surrounding the site to warn of the presence of construction vehicles.

Excavations

All excavations will be undertaken within a permit to work system. As part of the site investigation and utilities survey, it has been established that no live services run through the site.

Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

- at the start of the shift in which the work is to be carried out,
- after any event likely to have affected the strength or stability of the excavation, and
- after any material unintentionally falls or is dislodged; and

All excavations will be adequately protected by physical barriers.

Working at height/preventing falls on site.

All work at height will be undertaken in accordance with the Work at Height Regulations 2005. Before work takes place on uneven/unsafe upper floors, once the beam and block are laid on the ground floor, scaffolding tower will be erected inside the building for the workers to carry out the safe operation of removing the redundant floor joists of the first floor. In addition, scaffolding platform and bridges will be erected all around the building at eaves height with fall protection safety bags underneath to enable the safe removal of the existing roof tiles/timbers.

All scaffolding will be erected in accordance with TG20:13 and SG4:10.

Scaffold will be inspected in accordance with section 12 of the Work at Height Regulations and Risk Assessment and Method Statements will be carried out for all tasks before staff are allowed to commence work. The following inspections will be carried out by a competent person.

- Before first use as part of the handover from the scaffolder.
- Every seven days if the scaffold has not been altered.
- After every adaption.
- After any incident that will affect the structural integrity of the scaffold e.g. heavy rain or strong winds.

All scaffold inspection records will be kept on site until the end of the project and then in head office for a further three months. Forms will be kept with the site safety file.

Scaffold towers will be erected by PASMA qualified individuals.

Mobile Elevated Work Platforms will only be operated by IPAF qualified individuals.

All excavations will be adequately protected by physical barriers to prevent any falls into the excavation.

No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

Controlling of lifting operations

A telehandler will be hired to service the site with lifting and moving operations of materials within the site. The plant will be used by qualified operators.

Risk Assessment and Method Statements will be carried out for all tasks. Accessories will be obtained from the plan supplier together with the relevant certification.

Maintenance of plant and equipment

All plant will be inspected prior to use by the operator. A weekly report sheet will be required from each Contractor for the plant that they have on site. Certificates for any plant requiring thorough lifting examination on site will be presented to the Site Management prior to its use. Small tools will be 110v or battery powered. Electrical handheld tools will undergo a Portable Appliance Test every 3 months.

Traffic routes; segregation of vehicles and pedestrians

A Traffic Management Plan will be prepared prior to the start of the works and will detail the following:

- Traffic routes / turning areas
- Parking
- Vehicular/pedestrian access/egress from site
- Segregation of vehicles/plant and pedestrians/operatives
- Material unloading areas

In addition, signage will be clearly displayed on the approaches to the site warning of the danger of the site entrance.

Storage of hazardous materials and work equipment

Contractors will be made aware of their responsibilities and any such materials will be suitably stored in areas where they will not affect others or the environment. The arrangements for storage of such items will be detailed in the risk assessments/method statements provided by subcontractors. Storage of diesel on site will be within a double bunded container. The bunding must have the capacity to hold 110 percent of the capacity of the container. Spill kits will be located next to each site next to the diesel storage.

Arrangements for Controlling Significant Site Health Risks

Significant health risks will be falls from heights, plant and machinery, incorrect lifting and moving of materials with the tower crane. All staff will be inducted before allowed to work on site. All plant will be operated by competent driver/signaller. All lifting will be carried out by competent operatives. Movement of plant/delivery vehicles within the site will be overseen by stewards to ensure safe manoeuvring on site. The site manager will maintain regular observations and checks during said operations and all operatives will be instructed as part of the induction to report to the site supervisor any unsafe working practices on site.

Covid-19 and other virus related matters

Mega Construction (Midlands) Ltd have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. There will be a sanitation station by the main pedestrian entrance and another station at the side of the welfare unit where there is running water and a wash hand basin.

In order to minimise the risk of COVID-19 for all employees, sub-contractors and visitors to site Mega Construction Ltd must actively promote, encourage and enforce:

- Increasing the frequency of handwashing and surface cleaning with sanitising available for all operatives and visitors to site.
- Social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, Mega Construction Ltd will manage possible to reduce the risk of transmission between their operatives by:

- keeping the activity time involved as short as possible
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

Asbestos

A land investigation has been carried out and it has found no known sources of Asbestos Containing Material (ACM) present on site. Should any ACM be found on site, the site management team will follow the recommended actions of the survey and have the asbestos product removed in the required manner.

Where the asbestos material is required to be removed by a specialist licenced contractor, a certificate of cleanliness will be obtained from the demolition contractor to state the site has been cleared of asbestos materials. This certificate will be retained on site and will be provided as part of the handover information file.

Manual handling

Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means. Sub-contractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements.

Use of hazardous substances

COSHH assessments will be produced by the employers of those affected for hazardous materials used during the construction phase. COSHH assessments will be presented and explained to operatives.

Reducing noise and vibration

There will be no noisy activities on site that would generate excessive noise. Any activities that are likely to generate noise i.e. drilling or cutting will be minimised where practicable and suitable PPE will be worn. The standard required will be identified within the risk assessment and will be communicated to the operatives. Where necessary hearing protection zones will be established, and clear signage posted to indicate their boundaries.

Arrangements for providing health and safety information

The first language will be English with some bilingual operatives. In order to overcome any language barriers with regards to the everyday communication and health and safety matters, all communications will be in the relevant language from the site manager and all health and safety signs around the site will be in English. In addition, as and when necessary, translated health and safety information will be provided upon request.

Responsibilities

Mega Construction (Midlands) Ltd in liaison with their safety consultant will be responsible for compiling the health & safety information during and at the end of the project.

During the construction phase of the project the health & safety information will be located and managed at Mega Construction (Midlands) Ltd Site Office.

On completion of the pre-construction phase Mega Construction (Midlands) Ltd will take receipt of the Health & Safety File from the Principal Designer and continue to provide information to the end of the project.

On completion of the construction works the health & safety file will be submitted to the Client in hardcopy format.