

CONSTRUCTION DESIGN MANAGEMENT REGULATIONS

CONSTRUCTION MANAGEMENT PLAN



King's Christian Centre,
Warley Road,
Blackpool,
FY1 2JU

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Project Name:		King's Christian Centre	
Project Address:		Warley Road, Blackpool, Lancashire, FY1 2JU	
Project Dates:		January 2020 to August 2021	
Map of Contract Area			
Distribution:	Principal Designer:	Joseph Boniface Architects Ltd	
	Client:	Mohamed Soltan	
	Contract Manager/Principal Contractor:	SAM Y Contractors	
	Site Manager:	TBC	
Prepared By:		Bill Rogerson Safety Services Ltd	
Date Received	Revision No	CDM Principal Designer	
	001		

Issue & Amendments			
Date	Rev	Details	Initials

Associated Documents

The following documents must be read in conjunction with this Construction Phase Plan:

- The Risk Assessment and scheduled Method Statements
- Site Induction Form (Appendix 11.1)
- Fire & Emergency Plan (Will be Developed in Line with Site Compound TBA) (Appendix 11.2)
- Traffic management plan (Appendix 11.6)

Monthly Review

Month	Date	Reviewed by: Name	Comments / Amendment
1	24 th February 2020	BRSS Ltd	
2			
3			
4			
5			
6			

This plan will be reviewed at regular intervals (not exceeding four weeks) throughout the contract period and updated/revised if found necessary.

Update/revision made to the plan must be re-issued to those persons identified within the original distribution.

The extent of such revision may include the following:

- Changes in site supervision, subcontractors or site organisation
- Completion of further design development.
- Alteration of means of escape, increased fire load, etc.
- Unforeseen circumstances or variations.

1. Parties to contract

Name and address	Contact Address	Telephone number	Contact Name
Client	238 Shooters Hill Road, Blackheath, London, SE3 8UW	07480 001112	Mohamed Soltan
CDM /Principal Designer	Joseph Boniface Architects, 62 Counce St. Blackpool FY1 3LA	01253 280485	Joseph Boniface
Health and Safety Executive (HSE)	Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS	0845 300 9923	
Architect	Joseph Boniface Architects, 62 Counce St. Blackpool FY1 3LA	01253 280485	Joseph Boniface
Principal Contractor	SAMY Contractors, 4D, 52 Pier Road, Gravesend, DA11 9NB	07984 534743	Samy Piu
Structural Engineer			
Mechanical/ Electrical consultant			
Landscape Design Architect			
CDM Advisor to Client/Principal Designer	Bill Rogerson Safety Services Ltd. Unit 8 Kincaig Business Park, Kincaig Rd, Bispham, Blackpool FY2 0HF	01253 852951 07970 648593	Bill Rogerson
Emergency Services:			
Local Hospital	Blackpool Victoria Hospital, Whinney Heys Rd, Blackpool FY3 8NR	01253 300000	
Fire Service	Blackpool Fire Station, 62 Forest Gate, Blackpool FY3 9RA	01253 302524	
Police	Lancashire Police, Gerry Richardson Way off, Clifton St, Blackpool FY4 4US	01772 614444	

Roles and responsibilities

1.1 Construction Manager

The Construction Manager is accountable for fulfilling the following responsibilities in relation to health and safety:

- ❖ Develop and Implement the Company's policy and to appreciate the responsibility afforded as Principal Contractor.
- ❖ See that tenders are adequate to cover sound methods of working and reasonable welfare facilities.
- ❖ Determine at the planning stage:
 - The most appropriate order and method of working.
 - Allocation of responsibilities with Sub-contractors and others.
 - Hazards which might arise from overhead or underground services and other situations which might lead to unnecessary improvisations on site.
 - Facilities for welfare and sanitation.
 - Adequate fire prevention and fire-fighting measures.
 - Afford adequate mobilization periods to all sub-contractors and suppliers in preparing and planning their work activities.
- ❖ Ensure that suitably developed and detailed method statements and risk assessments are prepared for each task.
- ❖ Ensure that suitable and sufficient risk assessments are developed and prepared to identify potential hazards at each stage and indicate precautions to be adopted.
- ❖ Ensure adequate co-ordination measures are provided to manage the interface, and access requirements of all sub-contractors.
- ❖ Ensure that work, once started, is carried out as planned and that the provisions of CDM Regulations and all relevant health, safety and Environmental legislation are observed on site.
- ❖ Set a personal example on site visits by wearing appropriate protective clothing.

- ❖ Reprimand any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.
- ❖ Give all Trades Foremen and Gangers instructions on their responsibilities for correct working methods, see that they do not require, or permit operatives (particularly apprentices and trainees) to take unnecessary risks.
- ❖ Discipline those who fail to consider their own well-being and that of other operatives.
- ❖ Arrange delivery and safe storage of materials to avoid risks by double handling, position plant effectively, ensure that the electricity supply is installed and maintained without endangering men and equipment.
- ❖ Plan and maintain a tidy site.
- ❖ Implement arrangements with Sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- ❖ Check that all machinery and plant, including power and hand tools, are maintained in good condition.
- ❖ Ensure that all hazardous materials are properly marked to enable adequate precautions to be taken.
- ❖ Make sure that suitable protective equipment is available to protect employees from foreseeable risk to their health and safety and to ensure that it is used.
- ❖ Ensure that arrangements are made for first day site induction together with the knowledge of the Site Rules and Regulations.
- ❖ Ensure that their First Aid Certificates are up to date and all items of First Aid equipment as required by the Health & Safety (First Aid) Regulations 1981, is available and their location known to employees. Emergency telephone numbers are to be clearly displayed.

- ❖ See that proper care is taken of casualties and knowledge where to obtain medical help and ambulance service in the event of a serious injury (nominate others to act in an emergency).
- ❖ Accompany H.M. Inspector and Safety Advisor on site visits and act on any recommendations given.
- ❖ Report all accidents, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- ❖ Co-operate with the Safety Advisor, act on any recommendation given.
- ❖ Liaise with the Fire Brigade on fire prevention; ensure that firefighting equipment is available and that escape routes are clearly identified.
- ❖ Hold site meetings at regular intervals to discuss and implement safety procedures, examine accident records and causes to consider improvements in safe working arrangements.

1.2 Safety Advisor

The Safety Advisor is independent and shall act professionally at all times in the discharging of his duties in relation to health and safety which shall include:

Advise management on:

- ❖ Preventing injury to personnel and damage to plant.
- ❖ Prevent hazards arising leading to occupational ill health.
- ❖ Further improvements in existing sound working methods.
- ❖ Legal requirements affecting safety, health and welfare.

- ❖ Provision and use of protective clothing and equipment.
- ❖ Suitability, from a safety viewpoint, of new and hired plant and equipment and validity of all appropriate test certificates.
- ❖ Methods of safe working arising from new developments.
- ❖ Changes in legislation.
- ❖ Undertaking of site monitoring, in association with the Construction Manager to see that only safe and healthy methods of working are in operation and that all regulations are being observed.
- ❖ Co-ordinate the investigation of accidents, dangerous occurrences or near-misses and implement any necessary improvement actions.
- ❖ Supervise the recording and analysis of information on injuries, ill health, damage and production loss, assess accident trends and review overall safety performances.
- ❖ Liaise with the Health & Safety Executive, Fire Authorities, Environmental Authorities, Safety Group and the Employment Medical Advisory Service.
- ❖ Participate in site management/operative discussions on injury, health and welfare, damage and wastage control.
- ❖ Keep up to date with recommended codes of practice, new safety and health literature and circulate information applicable to each level of employee.
- ❖ Create an understanding within the Company that injury prevention, occupations hygiene and damage control are an integral part of business and occupational efficiency.

1.3 All Employees & Sub-Contractors

This Policy cannot operate without full co-operation from all employees and sub-contractors and places a high priority on good health and accident prevention. Managers, Supervisors, Employees and Sub-Contractors must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees' sub-contractors, visitors and members of the general public.

All employees and sub-contractors are therefore required to undertake their work and generally behave in a sensible, careful and considerate fashion, and, in particular, they are required to: -

- ❖ Read the "Health & Safety Policy" and carry out your work in accordance with its requirements.
- ❖ Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove hazards yourself.
- ❖ Do not use any plant or equipment that you have not been trained to use, or for work that it is not intended.
- ❖ Visually inspect portable equipment and leads before use, ensure they are tested and ensure that the necessary guards are fitted, controls are functioning properly and that they are correct for the job.
- ❖ Report all known hazards and suspected unsafe conditions that do not appear to be under control to the supervisor/manager, in order that suitable and timely corrective action can be taken. (This includes damaged tools and equipment, items needing maintenance and unserviceable personal protective equipment).
- ❖ Report to your Manager any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident which could have resulted in injury or damage.
- ❖ Report to your Manager any damage which results from an accident at work.
- ❖ Abide by any "Codes of Practice", Site Rules and Regulations and the requirements of the staff handbooks, issued for your Health & Safety
- ❖ Help the Company take special care of new and young workers and other susceptible persons.
- ❖ If your health is having an adverse effect on your work or your relations with others around you or is in any other way a reasonable cause for management concern, the Company may require you to undergo a medical examination.

1.4 Method Statements, Risk Assessment, COSHH Reports & Hazard Identification.

It shall be a fundamental principle of the Project control arrangements that work activities and hazards are controlled, the principle arrangement will be the production of method statements and risk assessments.

- ❖ Establish a safe method for performing every task, and provide or procure from others the correct plant, equipment and materials suitable for that task.
- ❖ Monitor the working methods to ensure that they are achieving their objectives.
- ❖ Endeavour by good planning, to identify known hazards to safety and avoid creating any new hazards through carelessness, lack of thought or knowledge, or failure to appreciate its responsibility for adopting safe working practices.
- ❖ Establish routine procedures for identifying and discussing safety matters both prior to and during each project, thereby anticipating hazards and agreeing actions to overcome them.
- ❖ Make every effort to determine the exact positions and routes of all known services and utilities, both private and those belonging to Statutory Undertakers, and ensure that they have been identified, isolated, re-routed or protected, as necessary.
- ❖ Prepare logic plan(s) to describe how the works will be resourced and performed within the anticipated construction period and (where necessary) prepare method statements, risk assessments and safety plans to describe the safe performance of those works.

2. Scope of Works

2.1 Project Description

The work to which this document relates is for the development at the Former King's Christian Centre, Warley Road, Blackpool, to provide construction of 15 No. new three storey residential dwellings and shall generally involve the following significant construction activities.

- ❖ Site clearance of all general waste
- ❖ Demolition of any existing redundant buildings and structures (if any)
- ❖ Site clearance of asbestos containing materials (if any)
- ❖ Ground contamination remediation where necessary
- ❖ Demolition of any existing redundant buildings and structures (if any)
- ❖ Provision of all services and utilities
- ❖ Construction of roads, footpaths including drainage and street lighting
- ❖ Construction of new sympathetic residential detached property
- ❖ Landscaping

2.2 Occupied or Vacant

The site is vacant from its previous use

2.3 Site Clearance

There will be a requirement for carrying out a site clearance pre main construction phase to remove all debris and materials and to ensure a level, clean site.

Removal of any required materials will be as indicated in the Pre-construction health and safety information pack (as appropriate).

3.0 Existing Environment

3.1 Adjacent land uses

The site is situated on Warley Road, close to the Centre, and the promenade of Blackpool, Lancashire, with neighbouring properties being a mix of residential and hotel/bed & breakfast type properties.

3.2 Existing Drawings

Plans of the site have been included in the planning application that has been submitted to Blackpool Council (ref: 15/0362).

3.3 Existing Services

There is known incoming electrical supply, gas and water main and drainage to the existing site.

We shall make special provisions with the local supply authority to identify any possibility of buried cables.

3.4 Existing Traffic Systems

Access and egress onto the plot shall be from Warley Road.

As the site develops the construction perimeter will be conserved to prevent non construction type vehicles accessing the construction site.

It has been confirmed and duly noted that the construction site access from Warley Road is a shared public right of way.

The main contractor shall always ensure access is restricted to members of the public, and the hazards from construction and construction vehicles at the entrance must be managed.

3.5 Overlap with Clients Use of Site

There is no overlap with the Clients undertakings.

3.6 Existing Structures

The current dwelling has been demolished and cleared responsibly.

3.7 Local Issues

Blackpool Council planning department has placed a number of planning conditions on the grant of approval (application ref: 15/0362) and these must be discharged satisfactorily *prior* to the construction work commencing, these include:

- ❖ Details of materials to be used on the external elevations shall be submitted to and agreed in writing by the local planning authority prior to the development being commenced.
- ❖ Full details of both hard and soft landscaping works. These details shall include any proposed changes to existing ground levels, means of enclosure and boundary treatment, areas of soft landscaping, hard surfaced areas and materials, planting plans specifications and schedules (including plant size, species and number/ densities), existing landscaping to be retained, and shall show how account has been taken of any underground services.
- ❖ Details of the appearance of the bin and cycle storage areas indicated on the approved plans shall be submitted and agreed to, in writing, by the Local Planning Authority. Prior to the development commencing.
- ❖ Construction Management Plan to be submitted, including (where appropriate) details-
 - dust mitigation measures during the construction period
 - control of noise emanating from the site during the construction period
 - hours and days of construction work for the development
 - contractors' compounds and other storage arrangements

- provision for all site operatives, visitors and construction loading, off-loading, parking and turning within the site during the construction period
- arrangements during the construction period to minimise the deposit of mud and other similar debris on the adjacent highways
- the routing of construction traffic

A number of external bodies will require to be consulted during the project and these are as follows:

- ❖ Utility companies
- ❖ Local Residents and businesses in the immediate site area
- ❖ Blackpool Council Planning department
- ❖ Building Control or Approved Inspectors

4.0 Site Specific Items

4.1 Compound Layout

It is intended to use an area of the site to set up an established site welfare compound with office, storage container, messing facility, toilets and washing facilities.

The main contractor shall ensure that the facilities are maintained in good condition and that waste is not allowed to accumulate unnecessarily throughout the duration of the contract.

4.2 Welfare Facilities

We recognise the CDM Requirements to provide adequate welfare prior to work commencing, and in addition that any such welfare facilities shall generally be compliant with the requirements of schedule 2 of the CDM Regulations 2015.

4.3 Access & Egress

Access and egress to the project site is via the access point on Warley Road

4.4 Fencing & Security

Where necessary the site will be made secure using appropriate fencing system.

Warning signs shall be placed around the construction areas to identify the construction site.

Out of hours telephone numbers shall be provided to local occupiers for use in an emergency.

4.5 Protection to Members of the Public & Third Parties

Warning signs shall be located at any access point, external or internal to a construction area, and shall clearly identify the construction area is prohibited to any un-authorised persons.

4.6 Special Needs

There is no fixed available electrical supply at the project site at the time of writing and an electrical supply shall be required to be provided for the site welfare and also for electrical supplies for power tools, and lighting.

Any temporary electrical supplies for construction site shall comply with BS:7375 Code of practice for the distribution of electricity on construction and building sites. The CDM Principal Designer has provided information on the requirements to be met for the provision of temporary electrical supplies to Construction and building sites. The main contractor shall engage a competent electrical contractor to provide and install a temporary electrical supply for the purposes of the project as appropriate.

4.7 Demolition

There are no further demolition works to be carried out at this development.

4.8 Waste

Waste, from food, tea bags, and wrappings, etc...., shall be disposed of progressively, and sufficient waste receptacles shall be provided, and disposed of according to local authority waste collection, recycling requirements for the area.

All *construction* waste shall be classed as controlled waste and disposed of in accordance with the requirements of the regulations. Waste shall be placed in skips which shall be enclosed and lockable at the end of the day to prevent arson.

Waste will be removed by licensed hauliers as appropriate.

Consignment notes will be collected by the site manager

4.9 Dust

It is not anticipated during the course of the works that significant amounts of dust will be generated due to works being undertaken. Task specific risk assessment shall be carried out to determine appropriate control methods as and where required. The creation of any dust shall be contained to be within the curtilage of the project site at all times.

Any dust that was to be created during the works will be significantly reduced by water suppression and dust screens. Vacuum extraction - designed tools can be fitted with an industrial vacuum unit that sucks the dust away as it is being created and stores it until emptied therefore removing the omittance.

4.10 Noise

The nature of the project work will not give rise to high levels of noise. Normal precautions such as, ear defenders to be worn as necessary. Consideration shall be given to adjacent dwelling and the playing of radios, and bad language shall be deemed unacceptable.

4.11 Traffic Layouts & Emergency Routes

The normal traffic and emergency access routes within the secure site is defined by existing road access.

4.12 Movement of Plant

The movement of large mobile plant such as cranes (or similar) shall be controlled by the use of a banks man where necessary. Any large plant shall be directed by a competent rigger/slinger. Any construction activity requiring the use of a crane or other mechanical lifting equipment means must be identified and controlled by the production of a written method statements and risk assessment.

Trained and competent persons shall be employed to rig and direct any crane (Appointed Person) as defined under BS:7121.

Bollards and warning signs shall be placed around the crane to create an exclusion area to site personnel.

Handy lines shall be attached to equipment being lifted.

All plant machinery shall be adequately stored and secured when not in use in an appropriate location.

4.13 Access Equipment

A variety of proprietary access equipment may well be used on the contract. These are likely to range from Mobile elevated work platforms such as scissor lifts and Cherry pickers for access to roofs and high levels, to aluminium tower scaffold within the internal areas of the project area.

All scaffolds and working platforms shall comply with the requirements of the relevant schedules of the Construction Design and Management regulations.

All work equipment shall be subject to the provisions of BS:5975 Temporary works. The main contractor shall act as the Temporary Works Co-Ordinator.

Ladders and stepladders shall be limited in use to short duration and light duty activities. In all cases the selection of steps and ladders shall be made having first undertaken a risk assessment to establish safest means of access.

In the event that cherry pickers are to be used to gain access to heights, these shall be selected based upon risk assessment, and only operated by a suitably competent (qualified) operative.

Any cherry picker to be used shall be protected at its base from contact by other site vehicles. All persons working from the basket shall be required to wear a safety harness, shall be trained in the use of a safety harness, and shall be clipped to an anchor point at all times.

An emergency rescue plan shall be prepared to rescue any person who has fallen and is suspended from the basket. The main contractor shall brief all operatives on the safety arrangements for safe use of MEWPS.

4.14 Needles & Sharps

Not anticipated at this site, however vigilance shall be maintained throughout.

4.15 Disease & Infestation

There could be a presence of biological residual materials ranging from rat droppings to bird droppings. A task specific method statement and risk assessment shall be prepared by the main contractor if necessary. Protective clothing should be worn by any person(s) conducting work associated with such removal (unlikely).

4.16 Confined Spaces

It is not currently envisaged that any work will take place within a legally defined confined space however at the point of writing this document the design for drainage has not been completed. Upon receipt of the drainage design this situation shall be reviewed with our project health and safety advisor/CDM Advisor.

4.17 Hot Works

In the event that hot work such as welding, or the use of an angle grinder are required, such work shall be subject to an initial risk assessment, the main contractor shall require that a suitable fire extinguisher is provided and that in some circumstances a hot work permit is issued by him.

4.18 Work at Height

All work at height activities shall be carried out in line with the requirements of the Work at Height Regulations 2005, work at height activities shall be properly planned and organized. Access equipment shall be selected through the process of risk assessment.

The site Manager shall be responsible for ensuring that all work equipment is subject to a check prior to use to ensure that it is fit for purpose, any person operating or using access equipment shall be suitably trained and competent in its use.

Tower scaffold shall only be erected by persons who hold a certificate of competence, a record of all training records shall be retained on site by the Construction site manager.

4.19 Smoking or Ignition Source Restrictions

No smoking is permitted. Flammable substances shall be stored in external secure containers in well ventilated areas and such areas shall be identified as non-smoking areas.

4.20 Unstable Structures

The site contains NO unstable structures.

4.21 Vibration

Vibration caused by the use of percussive equipment is not anticipated, however vibration will be controlled daily by the site manager who will assess the trigger time of the equipment to be used and ensure that this is not exceeded on a daily basis.

4.22 Significant Design Assumptions, Suggested Work Methods, Sequences etc....

Designers shall be required to comply with regulation 12 of the Construction (Design and management) Regulations 2015, and give due consideration in their design decisions to health, safety and wellbeing to persons involved in the construction of the structure, and subsequently to the health, safety and welfare of those persons who will use the structure for its designed intention and purpose, and the health, safety and welfare of those persons who shall be responsible for the maintenance of the structure.

Residual hazards shall be provided by the Designer to the main contractor such that these can be considered, and suitable measures taken to prevent injury.

The project appointed Principal Designer shall be responsible for ensuring that designers give due consideration to design decisions affecting health and safety during construction, functional use and maintenance.

4.23 Wheel Washing of vehicles

A wheel wash facility will be located inside the site perimeter at the exit of the site adjacent to the site office. This will be in the form of a pressure washer with excess water being retained in a settling area bund. This will then form a settling pond with water soaking into the ground. Soil is then removed where required

4.24 Sediment and Pollution

Only areas in which construction activities are to be undertaken shall be disturbed to ensure that erosion and sediment is limited. Ground shall not be broken until absolutely necessary which will minimize the amount of control to be managed during the construction phase. Runoff water shall be controlled by sediment traps or ditches.

5.0 Management of Health and Safety

5.1 Site Documentation

The site team maintains the following documentation:

- ❖ Health & Safety Policy
- ❖ Construction Phase Plan
- ❖ Copy of Notification to the HSE
- ❖ Risk Assessments and Method Statements
- ❖ Fire & Emergency Procedures
- ❖ COSHH Assessments
- ❖ Health & Safety Inspection Reports
- ❖ Site Induction – Information & Rules
- ❖ Site Personnel Details
- ❖ Site Training Records
- ❖ Information for Health & Safety Files

5.2 Training

Training records shall be required to be provided by sub-contractors and the main contractor and the site manager shall retain these on sites.

5.3 Subcontractors & Other Parties Selection & Interaction

Health and Safety is on the agenda for the regular periodic Subcontractor Co-ordination Meetings held on site.

Prior to start on site all Subcontractors will be made aware of the content of this Construction Phase Plan and will be issued subsequent amendments.

Subcontractors will be required to prepare risk assessments and method statements before work commences. This information will be included within the site-specific induction carried out by the Site Manager and will include details of any significant interfaces with other subcontractors.

Representatives of each subcontractor will also be invited to the Monthly Health and Safety Meeting.

Communication and Liaison between parties will take place throughout the course of the project. Specific issues will be brought to monthly progress and monthly design meetings as items on the meeting agenda.

All sub-contractors are selected and approved via the main contractor's supplier vetting and assessment procedures.

5.4 Views of Operatives Regarding Health and Safety

The main contractor operates the following methods to consult with operatives and obtain their views on Health and Safety:

- ❖ Health & Safety Team Meetings
- ❖ Toolbox talks and inductions
- ❖ Open Door Policy.

The main contractor has also appointed a Site Health, Safety Advisor who can also act as a focus for the exchange of views between operatives and the Management Team.

5.5 H&S Objectives & Targets

- ❖ 100% Induction of all personnel on arrival on site.
- ❖ All areas are to be clean and tidy at the end of each working day.
- ❖ All access and egress points to be unobstructed
- ❖ Zero accidents, incidents and near misses on site.
- ❖ Zero complaints in relation to Health, Safety and Welfare.
- ❖ Full regard is to be made to the Health, Safety and Welfare of the construction staff and that of any others that might be affected by the project, particularly residents and the public.

5.6 Exchange of Information

Suitable arrangements shall be made during the contract period for exchange of information between all parties. The main contractor shall hold regular discussions with all sub-contractors to offer the opportunity for co-ordination and exchange of information between all sub-contractors.

5.7 On-site training

As and when necessary the main contractor shall arrange for any onsite training. Site inductions shall be provided on the first day of any new start contract

5.8 Temporary works

In line with the requirements of BS:5975 the main contractor shall give all due consideration to the control and co-ordination of any Temporary works. It is currently envisaged that this shall extend only to the erection of scaffold access equipment, site fencing, and excavations. A record of inspections shall be made and retained in the site file.

6.0 Risk Assessment

A Site-Wide Risk Assessment will be made prior to the start of the contract and any method statements required would be identified. The assessment will be periodically reviewed by the Site Manager/ H&S advisor. A copy of the Site Wide Risk Assessment will be included in the Site Health & Safety File.

6.1 COSHH

Any hazardous materials will be the subject of a COSHH Assessment. Details of the COSHH assessments will be included within the site induction briefing provided to all personnel before work commences.

In general, the materials to be used in this project are commonly used in construction and their use shall be strictly in accordance with the manufacturer's information and recommendations.

6.2 Asbestos Extent and Location of Existing Records and Plans

There are no known incidences of asbestos or other similar contaminants on the site, at the time of writing, although a Ground Investigation Survey will take place.

6.3 Mechanical Handling

Equipment used for the mechanical handling of materials and equipment shall be selected to be suitable for the work and the environment, equipment with the capability to lift materials and equipment shall be subject to the Lifting operations and lifting equipment regulations and shall be provided with a current certificate of examination and test and a valid insurance certificate. The main contractor shall ensure that copies of such certification are seen and recorded. The use of any such equipment shall be under the control of a fully trained and competent person/operator. Where necessary and as determined through risk assessment, a banks man shall be in attendance to control any vehicle movement. All mechanical handling equipment shall be visually inspected at the start of each day prior to being put into use.

6.4 Manual Handling

Manual handling will be required for materials. Manual handling assessments for lifting of equipment and materials will be undertaken prior to work beginning. Mechanical measures will be used where practicable to avoid the need for manual handling.

7.0 Common Arrangements

7.1 Health & Welfare

Appropriate PPE is to be worn by all persons who work on the site, the minimum standard for PPE is a hard hat, safety shoes, note Riggers boots are not permitted when working with Concrete. High visibility clothing must be worn but must not be loose fitting.

In general PPE shall comply with the following standards:

- ❖ Safety Boots/Safety Wellingtons to BS 1870.
- ❖ Hard Hat to BS 5240 type 1 (helmets).
- ❖ Light Eye Protection to BSEN166.
- ❖ Overalls (fire retarding for burning and welding activities).
- ❖ Gloves to EN374.
- ❖ Goggles for cutting and grinding activities either concrete or steel to BSEN166.
- ❖ Ear Defenders to BS 5108 and BS 6344.

7.2 First Aid

A qualified First Aider will be present on site

7.3 Inductions

Prior to allowing any person to commence work on the project site, the Site Manager shall induct persons using appropriate Induction Pro-forma. (refer to Appendix 11.1)

7.4 Tool box talks

The main contractor/site manager shall hold regular tool box talks with those persons who are on the site. The tool box talk shall be related to the control of a health and safety hazard.

7.5 Accidents / Dangerous Occurrences

Sub-contractors and employees must inform the site manager of all accidents and enter them into the accident book.

If an accident or incident is reportable under the current RIDDOR Regulations, the Site Manager will notify the Health and Safety advisor who will report the incident to the HSE.

The Health and Safety Advisor will arrange for investigations to be carried out as necessary and inform the Principal Designer.

7.6 Fire & Emergency Procedures

The Fire and emergency safety plan will be displayed in strategic positions on the site. All new starters will be made aware of the arrangements and routes as part of the site induction process.

In determining the fire management strategy for the site, a fire risk assessment shall be prepared by our Health & Safety Advisor.

7.7 Common Plant

There will be no common plant requirement on this site.

7.8 UV Protection

Persons engaged on the project will be required to wear protective clothing at all times and thereby minimise exposure to UV. The removal of shirts will not be permitted whilst working on site.

8.0 Arrangements for Monitoring Health & Safety Performance

8.1 Health & Safety Inspections

Daily and weekly health & safety inspections will be carried out by the Site Manager/Site supervisor.

Other safety inspections shall be carried out by the health and safety advisor. Such inspections will be recorded and maintained in the Site Health & Safety File.

Feedback from these reports is reviewed at the Monthly Site Health & Safety Meeting.

9.0 Modification and updating of the Construction Phase Plan

9.1 Review and Amendment

This plan may require revision due to the following:

- ❖ Further Development of Plan. Some aspects may not have been fully developed at the time of the initial issue.
- ❖ Result of reviews by the Site Management Team following a review meeting.
- ❖ Periodic review by Health and Safety advisor.
- ❖ Modification to the design or scope of works.
- ❖ Information received from subcontractors.

Amendments, changes in methodology and work sequence must be notified and approved by the Employers Agent, Clients Representative, main contractor, Health and Safety advisor and Principal Designer.

10.0 H&S File

The Principal Designer has stated the structure as follows:

- ❖ Full contact details of all sub-contractors used to include work performed
- ❖ Full contact details of all suppliers used to include materials supplied
- ❖ Record or “as-built” drawings and plans used and produced throughout the construction process, along with the design criteria and shall include, as a minimum: - a) A site plan(s) showing the actual position and route of all drainage and services b) Architectural, structural and specialist drawings and calculations for all structures
- ❖ General details of the construction methods and materials used: a) Details (specific and common) relating to the structure and materials showing method of construction, fixings, schedules of ironmongery, sanitary ware, finishes etc. b) Details relating to health and safety that may affect future structural alteration works c) Details relating to health and safety that may affect future demolition or dismantling works d) Details relating to health and safety that may affect cleaning and maintenance works e) COSHH Statements for materials that may affect health and safety in any of the above (items a – d)
- ❖ Detail of the structure’s equipment and maintenance facilities.
- ❖ Maintenance procedures and requirements for the structure.
- ❖ Manuals produced by Specialist Contractors and suppliers, which outline operation and maintenance and service procedures and schedules for all plant and equipment installed as part of the structure, including manufacturers and/or suppliers guarantees and warranties etc.
- ❖ The Designer and all contractors working on this project shall ensure that any information, including risk assessments and method statements and/or information supplied by manufacturers, suppliers etc. relating to the safe use, installation, commissioning, maintenance, cleaning, decommissioning, disposal, demolition etc. installed substances, materials, products or equipment at the building shall be communicated to the Principal Contractor who shall pass the information on to the Principal Designer for inclusion in the Health & Safety File.
- ❖ Where products, equipment and/or materials are required to have the CE mark affixed, the Client shall require a copy of either the certificate or the declaration of conformity and where appropriate the declaration of incorporation.

In addition, it has been identified that the client will provide each dwelling with an information pack consisting of information on the design of the dwelling and installed items, including electrical and gas test certificates.

11.0 Appendix

- 11.1 Induction pro-forma
- 11.2 Fire and emergency procedures
- 11.3 Site rules
- 11.4 Safety audit pro-forma
- 11.5 Hot work permit
- 11.6 Traffic management plan
- 11.7 Site compound and welfare layout plan
- 11.8 Emergency telephone numbers

11.1 INDUCTION PROFORMA

Name of Employee / Contractor:

Induction delivered by:

Date:

<i>Induction Topic</i>	<i>Completed</i>
The Induction Process	
The Project	
Key Personnel	
Site Layout	
Safety Rules	
Project Risks	
Accident Causes and Reporting Procedures	
Health & Safety Targets	
Health & Safety Responsibilities	
Personal Protective Equipment (PPE)	
Welfare Facilities	
First Aid Facilities	
Fire & Emergency Procedures	
Other topics relevant the employee / contractor (listed below)	

I confirm that I have received and understood the information provided in the H&S Induction Programme

Employee / Contractor Signature:

Date:

11.2 FIRE/EMERGENCY PROCEDURES

FIRE ACTION

1. RAISE THE ALARM VERBALLY
2. SOUND ALARM / KLAXON LOCATED IN SITE OFFICE
3. ADVISE NEAREST MEMBER OF CONSTRUCTION STAFF / RESPONSIBLE PERSON. ENSURE THEY RAISE ALARM AND CONFIRM THAT THE SITE IS CLEAR OF ALL PERSONNEL
4. ENSURE FIRE BRIGADE IS ADVISED OF NATURE OF FIRE AND LOCATION.
5. USE FIRE EXTINGUISHERS LOCATED IN SITE OFFICE AREAS WITHIN THE EXISTING BUILDING, ONLY IF
 - (a) YOU ARE COMPETENT TO DO SO
 - (b) YOU HAVE SOMEONE ELSE WITH YOU
 - (c) THE CORRECT EXTINGUISHER IS AVAILABLE
 - (d) THE FIRE IS VERY MINOR
6. JOIN EVERYONE IN EVACUATING THE BUILDINGS TO THE ASSEMBLY POINT OUTSIDE THE BUILDING
7. RESPONSIBLE PERSON TO REPORT TO FIRE BRIGADE CONFIRMING THAT SITE IS CLEAR OF ALL PERSONNEL
8. DO NOT RE-ENTER SITE UNTIL YOU ARE ADVISED IT IS SAFE TO DO SO BY A FIRE BRIGADE OFFICER

11.3 SITE RULES

In order to ensure health and safety standards are consistent, and in order to achieve the stated health and safety goals and objectives. The following standard rules shall be adopted on the construction site;

- ❖ The site will be a safety hat & shoe site.
- ❖ No Burning of waste materials is to be permitted on site.
- ❖ The site is a no smoking site, other than in designated areas.
- ❖ No alcohol is to be consumed within the working day. Operatives who have consumed alcohol during working hours or who are incapacitated for work will be sent home and subject to disciplinary action.
- ❖ All operatives will wear appropriate personal protective equipment.
- ❖ Operatives are not permitted to reside on site.
- ❖ A banks man/guide is to be used whenever there are vehicular movements.
- ❖ Hot work is not permitted in the last hour of operation of the day. The contractor is to inspect site prior to vacating for the night
- ❖ The site is to be, maintained in a tidy condition.
- ❖ A visitor log is required to be maintained throughout the works
- ❖ Working operations are to be limited on site to the hours 07.30am to 6.00pm, so as to reduce the disturbance of the adjacent properties
- ❖ Operatives are not permitted in areas where work is not being undertaken.
- ❖ The security and fire alarms are to be maintained throughout the works. All emergency escape routes are to be maintained where practicable throughout the works. Temporary alternatives are to be erected, where escape routes, are blocked by the works.
- ❖ No animals or children will be allowed on site.
- ❖ No cartridge firing tools to be used on site.
- ❖ No flammable gas cylinders are to be left on site overnight.
- ❖ Temporary scaffolds and staging used to access work at height must be erected by a trained and competent person.
- ❖ All portable hand held electrical appliances shall be 110 volts or less. All electrical appliances shall be PAT tested prior to use on site.
- ❖ All substances used on site must be provided in the first instance with a suitable COSHH assessment, supported by the product material safety data sheet.
- ❖ All lifting equipment must be provided with a current certificate of examination and test prior to being used
- ❖ No person shall commence work unless he/ she have been inducted, or is under the guardianship of an inducted person.

- ❖ No person shall be permitted to operate machinery or equipment that they are not trained to do.
- ❖ Fixed scaffolds must be subject to statutory 7 day inspection. No person shall alter a scaffold.
- ❖ Working operations are to be limited on site to the hours 07.30am to 6.00pm, so as to reduce the disturbance of the adjacent properties
- ❖ The security and fire alarms are to be maintained throughout the works. All emergency escape routes are to be maintained where practicable throughout the works. Temporary alternatives are to be erected, where escape routes, are blocked by the works.

11.4 SAFETY AUDIT PROFORMA

SITE SAFE AND UNSAFE ACT AUDIT REPORT

DATE:

AUDIT TEAM.

SCORING SYSTEM FOR UNSAFE ACTS / CONDITIONS

LOW RISK, 1 POINT, MEDIUM RISK, 2 POINTS, HIGH RISK, 3 POINTS.

WORK ACTIVITIES AUDITED

--

2. COMMENTS ON SAFE AND UNSAFE ACTS/CONDITIONS.

--

3. RECOMMENDATIONS.

--

4 AUDIT CHECK LIST.

Items reviewed	Reviewed	Conditions	Total	Acts	Total
Safe systems of work					
Access and traffic routes					
Working at height					
Hot work					
Excavations					
Vibration					
Manual handling					
Machinery					
Fire and emergency					
Hazardous substances					
Noise					
Lifting equipment and operations					
PPE					
Electrical equipment					
Protection of the public					
Method statements/ Risk assessments					
Material storage					
Housekeeping					
Welfare facilities					
Traffic management					
		Total			

Copies to:

11.5 HOT WORK PERMIT

PERMIT No.....

JOB TO BE DONE

EQUIPMENT TO BE USED

.....

PRECAUTIONS REQUIRED (Delete inapplicable words)

- ❖ Flammable materials have / have not been removed from the work area.
- ❖ Fire precautions is/is not required. e.g. fire blanket etc.
- ❖ Fire extinguisher is / is not required (specify type)

.....
OTHER PRECAUTIONS TO BE CONSIDERED.

- ❖ Second man is/ is not required to act as fire watcher.
- ❖ Lone working is/ is not permitted.
- ❖ Atmosphere test is/ is not required in a confined space

.....

AUTHORISATION. I certify that the above work is authorised:

Signed.....

Permit valid from..... (time)..... (date)

To..... (time).....(date)

ACCEPTANCE- I have read understood and accept the above conditions.

Signed..... Time..... Date.....

RETURN AND ACCEPTANCE AFTER WORK.

WORK is/ is not complete.

Signed..... Time.....Date.....

PERMIT ACCEPTED BACK:

Signed..... Time.....

Work area inspected by..... Time.....

11.6 TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan is designed to reduce the impact of the construction works on the existing road network.

Material deliveries for the development will take place over the construction period, and will be scheduled to avoid peak traffic times where possible.

During the demolition period, a Track Machine will be brought to site and the contractor will level the site and use the hardcore from the demolition to form a hard-standing over the whole site. Following the demolition, Type 1 aggregate will be imported to provide a base for a temporary site compound.

The main construction works will commence and deliveries will take place for the duration of the build.

The average number of vehicles per day would equate to arrivals per day. The actual number of deliveries will be monitored to identify any peaks and minimise the impact.

We do not anticipate deliveries that are outside the normal permitted size of weight. If this is required, we will notify the authorities in advance to allow liaison with interested parties and to ensure minimal disruption.

Construction Access Route

The access of all site traffic, including HGVs to the construction site will be via Warley Road in to site itself. The access route will be notified to all supply orders and subcontracts. The site itself has sufficient areas available for all vehicles to be accepted directly, with no holding areas required.

Construction working hours are set as:

- ❖ Monday – Friday, 07.30 – 17.30 and some Saturday's, 08.00 – 13.00.

Delivery Hours are set as:

- ❖ Monday – Friday, 09.00 – 15.00 and some Saturday's 09.00 – 12.30

Site Access

The main site access will allow all vehicles to enter the site in a forward gear. In the unlikely event that reversing is required, a banksman will be in attendance. A temporary 5mph speed limit will be in force on the site for the duration of the construction works.

Construction Parking

Provision for car parking for construction staff is generally not available within the construction area. Car parking arrangements are to be on street on the surrounding areas but space may be available for a limited number of vehicles within the compound area.

Contractors will be instructed to park on Warley Road and Gynn Avenue ensuring that vehicles are parked safely and legally and causing the minimum amount of nuisance possible to neighbouring dwellings.

Phasing of vehicle movements

Phasing will be used to reduce peak daily vehicle movements by timing activities and deliveries to avoid cumulative effects.

During the site set up phase, vehicle movements will be associated with the import of material to form the base of the compound. During this period, no other works contracts will be underway and construction staff numbers will be low so phasing is not considered to be an issue.

Prevention of mud on the road

In advance of the commencement of the Enabling Works, a hard-standing area will be established from the entrance to the parking areas therefore the potential for mud is much reduced.

No soil is being imported or exported during the site clearance or main construction phase and therefore no vehicles will be tracking over soil before leaving the site.

Works and vehicle paths within the site will be arranged to minimise the potential for soil to be picked up by vehicle wheels. All car parking will be on hard standing surfaces.

Avoidance of Dust

The specific controls relating to the avoidance of dust for vehicles entering and leaving the site will include:

- ❖ Surfacing of hard-standing areas
- ❖ Maintenance of hard-standings by water spraying;
- ❖ All vehicles carrying soil and other dusty materials to be fully sheeted;
- ❖ Enforcement of site speed limits

Vehicle Emissions

Drivers will be required to:

- ❖ switch off their vehicle's engine when stationary to prevent exhaust emissions
- ❖ maintain vehicles, including engines in tune and catalyts working efficiently

All vehicles used by contractors must comply with MOT emission standards at all times.

11.7 SITE COMPOUND LAYOUT DRAWING

11.8 EMERGENCY TELEPHONE

Electrical	0800 195 4141
Gas	0800 111 999
Water	0845 746 2200
BT	0800 917 3993

HSE INCIDENT LINE: 0845 300 9923