



J47, WOOLPIT

Construction of one commercial building with B2/B8 use class and installation of associated hardstanding, car parking and cycle storage.

Construction Phase Management Plan

Construction (Design & Management) Regulations 2015

15th December 2023

Revision A

Prepared by:

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On behalf of:

**Matthew Jewers
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CONTENTS

<u>Subject Heading</u>	<u>Page No</u>
Introduction	3
Section 1 – Description of the Project	4
Section 2 – Management of the Works	6
Section 3 – Arrangements for Controlling Significant Site Risks	15
Section 4 – The Health and Safety File	25
Appendix A – Site Layout & Emergency	27
Appendix B – Site Rules	29
Appendix C – Traffic Management Plan	30
Appendix D – Site Waste Management Plan	31

Introduction

Unless otherwise stated, the Regulations referred to hereunder are the Construction (Design and Management) Regulations 2015. The relevant Approved Code of Practice (ACoP) is Managing Health and Safety in Construction (L153).

The Regulations require the Principal Contractor (P.C) to prepare a Construction Phase Plan (C.P.P) that's sufficiently developed to ensure the construction phase of a project is planned, managed, and monitored in a way which enables works to be undertaken in a safe manner without risk to the health or safety of anyone involved. Information provided by the Principal Designer (P.D) and Designers with any Pre-Construction information is to be considered.

The Regulations require the Principal Contractor to implement the protocols contained within the Construction Phase Plan during the live construction phase to ensure that the health and safety of all persons carrying out the construction works and all persons who may be affected by the work is taken into account.

The Principal Contractor must take all reasonable steps to ensure that the Construction Phase Plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any control measures required.

At the conclusion of the project, the Principal Designer (P.D) is required to ensure that a Health & Safety File and O&M File is prepared and handed over to the Client. The Principal Contractor, Sub-Contractors, and all Designers are required to provide the Principal Designer with such information as may be necessary to enable them to prepare the Health and Safety File as well as the O&M File.

The Construction Phase Plan (C.P.P) is a live document and should be updated regularly by the Principal Contractor as works progress to take into consideration the evolving H&S requirements of the project.

SECTION 1

DESCRIPTION OF THE PROJECT

1.1 Project Description

- Construction of one steel-frame commercial building with associated car parking and cycle storage
- Construction of Attenuation Pond
- Installation of substation and utilities
- Alterations to highway entrance
- Installation of new footpaths for connection to Hopkins site and towards Woolpit village

1.2 Location

J47, Woolpit, Bury St Edmunds, Suffolk IP30 9RH

1.3 Existing use

Green Field Site

1.4 Timescale for the construction works

Estimated start on Feb 2024 – expected to run until Jan 2025.

1.5 Client

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TBC

1.7 Principal Designer

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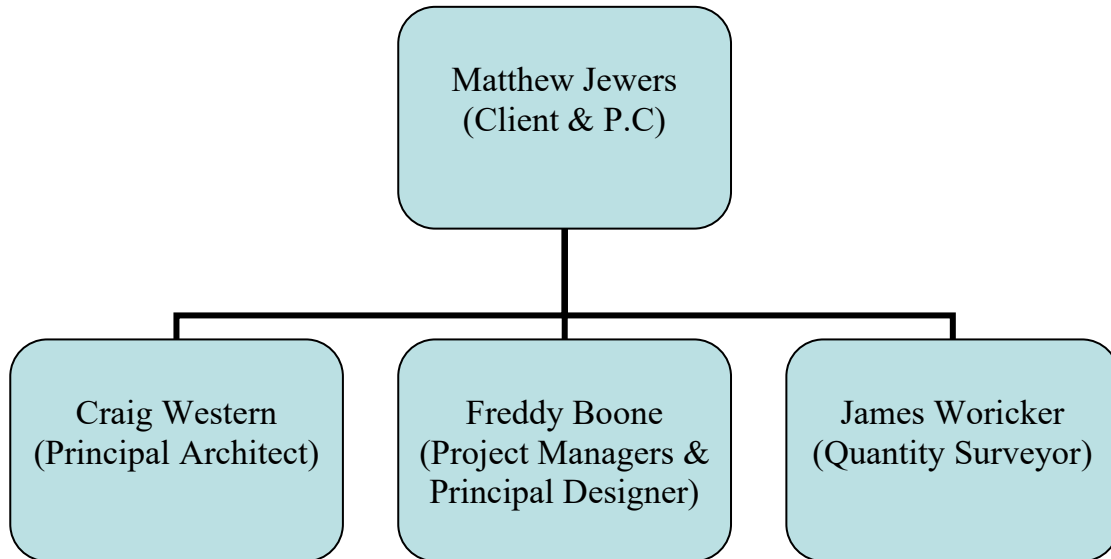
2.0 Quantity Surveyor

James Worricker
Marstan BDB
Great Chesterford Court, Great Chesterford,
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SECTION 2

MANAGEMENT OF THE WORKS

2.1 Structure and organisation



2.2 Client & Principal Contractor – O.C. Jewers & Sons Ltd

Matthew Jewers

The Client has overall responsibility for ensuring that the contract has adequate resources regarding the health and safety on this project. He will consult with the Project Manager throughout the project to ensure co-operation and co-ordination between all parties. He will receive regular progress reports and forecasts of planned activities. He is responsible for policies, employees having adequate welfare facilities, safe methods of work and are qualified and competent for the tasks they have been appointed to undertake.

The Client will be responsible for approving the Construction Phase Plan for the project developed the Project Manager.

Site Manager

TBC

The Site Manager is responsible for the day-to day running of the site and implementing company health and safety policy. They will ensure H&S files are kept up to date and quality controls are put in place for ongoing works.

At the planning stages the Site Manager will determine the most appropriate method of working and will ensure that risk assessments & method statements have been checked before issue to construction operatives and if revisions are necessary that work is stopped until a revised method is agreed by all parties.

The Site Manager is also responsible for ensuring that all members of the operational staff, including sub-contractors, are competent in their duties and are aware of the responsibilities required of them and that everyone onsite has attended an Induction.

Keeping all site files up to date is also another responsibility of the Site Manager.

ANMR's or non-compliant site activities will be escalated to the Project Manager immediately for review & remedial actions.

Subcontractors

Subcontractors will be expected to issue their own Risk Assessments and Method Statements outlining safe systems of work prior to arrival onsite, using the information in this document to make them site-specific.

An appointed supervisor will co-ordinate with the Site Management to ensure works are carried out in a safe and efficient manner with minimal disruption to other trades on-site.

Visitors

Visitors will be by appointment only.

Company representatives and others attending site in a non-operational capacity will be expected to attend the site office for an induction before being escorted around site by either the site manager or an appointed representative.

They shall remain outside live work areas & report any perceived hazardous conditions or activities to the site management immediately.

2.3

Health and safety goals include:

- Providing and maintaining safe, healthy workplace and safe systems of working practices with appropriate guidance.
- Not endangering employees or other persons as a result of our work activities.
- Providing all employees with the information, instruction, training and supervision to enable them to carry out their tasks safely.
- Providing and maintaining adequate and suitable facilities for their health and welfare for all site staff, operatives & visitors.
- Developing a culture which encourages staff and operatives to work in a manner that will prevent accidents.
- Providing Contractors and others who may be affected by the work activity, with the necessary information, instruction and supervision and to check their training/suitability for the works to be carried out.
- The completion of all works with no reportable accidents or incidents in accordance with the timescales for the completion of the project.

The Client will monitor and review the Health and Safety performance throughout the period of the contract on a regular basis and be kept abreast of any ongoing issues by the site management team.

2.4

Arrangements for the selection and control of contractors

Subcontractors are chosen on the basis that they are competent, proactive and compliant in their approach to H&S. All contractors are required to ensure that their operatives have the necessary skills, experience and qualifications to perform the tasks allocated to them (competent).

The Site Manager will check Risk Assessments & Method Statements of all contractors before work commences onsite and operatives undertake a site induction where qualifications will be checked.

Records of inductions & training qualifications will be kept in the site files.

2.5 Arrangements for the exchange of health and safety information between contractors

The Pre-Construction Information, Construction Phase Plan, drawings, specifications and other relevant information is made available by O.C Jewers & Sons Ltd to all contractors before they commence work on site. This information assists contractors to develop risk assessments and safe systems of working.

Contractors are to issue Risk Assessment & Method Statements outlining the agreed systems of working which the operatives will be expected to follow are to be followed. Site Management will review and comment.

Amendments to the above agreements can be made by Site Management & the Contractors representative onsite to overcome site specific issues & allow work to continue in a safe and efficient manner.

2.6 Arrangements for site security

Continuous 2.4m Hoarding encapsulates the perimeter of the site and appropriate "Site Safety" boards are displayed.

A notice will be displayed at the site entrance instructing visitors & operatives to report to the Site Manager prior to going onto site and for others to keep out.

The entrances to the site will always be locked when Construction Personnel are not present, and the alarm system turned on.

2.7 Arrangements for site induction

All persons, including visitors, will require a site induction on first arriving at the site and at intervals throughout the project when the Site Manager considers that the risks involved have changed sufficiently to require further inductions. All inductees will be required to acknowledge that they understand, and will abide by, the rules. As part of the induction, persons will be advised to inform the Site Manager of any concerns they may have regarding health and safety on site.

2.7 Arrangements for onsite training

Each contractor's Site Foreman will be required to give toolbox talks to his operatives on a regular basis. These talks will be on subjects pertaining to their work. The Site Manager will monitor these talks to ensure they are thorough, relevant and given on a regular basis. Toolbox talks on subjects relevant to all operatives will be given by the Site Manager.

Records of TBT's will be kept in the Site Safety File.

2.8 Arrangements for welfare facilities

The Site Office is located in the welfare area designated on the Traffic Management Plan.

Welfare facilities will be provided in accordance with the requirements of the Construction (Design and Management) Regulations 2015. The Site Management will ensure that these facilities are kept in a clean and presentable state.

Facilities include, as a minimum:

- Toilets (Male & Female)
- Washing facilities
- Safe Drinking water and Hot Water system
- Changing rooms with drying facilities
- Canteen
- Secure Storage

Additional facilities can be made available on request.

2.9 Arrangements for the reporting and investigation of accidents and incidents including near misses.

All employees, sub-contractors and visitors will be instructed at the Site Induction to notify any near misses, accidents, specified diseases, dangerous occurrences or environmental incidents to the Site Manager as soon as possible after the incident. A record of these incidents will be written up by the site management & escalated to senior management.

A copy of the report for all such incidents will be kept in the Site Safety Files.

Any death, major injury, disease or dangerous occurrence will be immediately reported to the HSE. The Client and Principle Designer will be informed within 24 hours, in accordance with

the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The Managing Director will then investigate the incident and record his findings on an Accident Investigation Report Form, also stored in the Site Safety File.

It will be the responsibility of the Site Manager to ensure that everyone on site is aware of the existence and location of the First Aid Facilities onsite & the need to report Accidents and Near Misses.

2.10 Arrangements for the production and approval of risk assessments and written systems of work

The Principal Contractor and all sub-contractors will prepare risk assessments and method statements prior to the commencement of any work.

Risk assessment is a continuous process and all ongoing tasks will be under continual review. Factors that may influence the level of risk involved in each operation to be considered by all parties on a regular basis.

During the works it may also become necessary to produce Method Statements and Risk Assessments for activities not originally planned for. The Site Manager and/or the contractors involved will be responsible for ensuring safe methods of working are always in place.

A H&S consultancy is likely to be engaged as the project progresses to oversee & comment on all RAMs and assess their implementation onsite through regular visits and reporting.

2.11 Site Rules (including drug and alcohol policy)

Site rules sheets will be displayed in the site canteen and will be a topic for discussion during the induction.

Refer also to Appendix D

2.12 Fire and Emergency procedures

The Site Emergency Plan (Appendix B) will be located in the site canteen and at strategic positions within the basement works.

The Site Fire Marshall is the Site Manager. They will ensure fire exits are kept clear at all times and in the event of a fire will:

- 1) Ensure that the alarm is raised and all those on site leave by designated escape routes.
- 2) Search all areas to ensure the site is clear (assuming it is safe to do so).
- 3) Ensure where practical that doors and windows are closed upon leaving the site.
- 4) Conduct a role call at the muster point using the signing in book.
- 5) Meet and liaise with the fire brigade, informing them of relevant details.

Operatives and visitors will be made aware of the emergency procedures at induction.

2.13 Smoking

Smoking is only permitted in designated areas.

No smoking in undesignated areas onsite or in the welfare cabins.

All operatives and visitors will be made aware of the above at induction.

2.14 Permits to work

A permit to work system will be operated for the following procedures:

- Hot works
- To dig
- Load/Unload
- Confined Space Working
- Deep excavations
- Live services
- Working at height

The Site Manager will assess the need for a permit to work system for other hazardous operations as necessary.

Copies of all live permits to work will displayed on the wall in the site managers office, Copies of completed & closed permits will be kept in the site safety file.

2.15 Method for displaying HSE Notification, Site Rules, etc

The Safety Notice Board shall be located in the site office. It shall have the following information displayed:

- HSE F10
- Health and Safety at Work Act 1974 poster
- Action in Case of Electric Shock
- COSHH
- Site Layout & Emergency Plan
- Site Rules
- First Aid locations

Warnings to prevent and control access to the site, and signage identifying specific construction hazards and PPE equipment required, will be clearly posted on the site boundary.

A Hazard board highlighting ongoing site activities and risks to be mindful of will be located in the site carpark.

2.16 Tidy Site

The Site Manager will be responsible for maintaining the site in a tidy condition, especially along pedestrian and vehicular routes.

Contractors will be expected to clear up any mess generated by their works to an agreed location – to be confirmed by site management – the main contractor will then be responsible for moving the waste to the skips.

Tidy up notices will be issued to any subcontractor found not keeping work areas clean, with potential charges against their account applicable if the site management needs to arrange for additional labour to tidy up on their behalf.

2.17 The Site Safety File

To ensure the maintenance of safe working practices during the day-to-day running of the site, a Site Safety File containing assessment forms, inspection reports, checklists etc. will be kept on site to record and assess the risks present, and the safety measures adopted for the variety of activities performed on a daily basis. The Site Manager will ensure this File is properly used, updated and that all personnel on site are aware of its existence.

The Site Safety File contains the following information:

- Project Directory
- Construction Phase Plan
- F10 & Insurance Certificates
- Signing in book
- Site Inductions & Operative Certificates
- Risk Assessments and Method Statements
- COSHH Assessments and Data Sheets
- Permits to Work
- Toolbox Talks
- Health & Safety Records & Reports
- PUWER – Small tools and Equipment logs
- PLANT & LOLA – Certificates & Inspection logs
- HAVS /NOISE – Assessments & exposure logs
- Temporary works
- Accident & Near Miss Forms
- Asbestos report
- Site Set Up Checklist
- Site Emergency Plan
- Traffic Management Plan
- Site Waste Management Plan

2.18 The Site File

To ensure an accurate reflection of the completed works on handover, copies of the below documents will be kept in the site file to form the core of the O&M manual:

- Site Diary
- Construction Programme
- Construction Issue Architects Drawings
- Construction Issue Engineers Drawings
- Construction Issue M&E layouts
- Site Sketches & as built mark-ups
- Meeting Minutes
- Copies of all Building Control Inspections
- Material Delivery notes
- Quality Control paperwork – concrete test cube results, steel certificates, completion certificates from specialist installers etc...
- O&M documentation for installed equipment e.g. lifts, cookers, fires, alarm systems etc...

SECTION 3

ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

- 3.1 Delivery and removal of equipment (including waste) and work equipment considering of any risk to the public, for example during access to or egress from the site

Deliveries will only be permitted between 08:00 and 17:00

See Traffic Management Plan – Appendix C

A banksman will safely guide all vehicles arriving at the site.

A site speed limit of 10mph will be enforced.

Waste removal vehicles must park in a designated space as close as possible to the site entrance.

Under no circumstances shall local traffic be blocked or obstructed for any period.

The Site Manager will take such steps as may be necessary to ensure that vehicles leaving the site do not deposit mud or other materials on the public roads system.

- 3.2 Arrangements for dealing with Existing & New Services

Information relating to existing services can be obtained from the site file. All existing services have been cut back to the boundaries with Temp builder's supplies provided to site.

Electric

A new mains entry cable will be relocated and terminated in a temporary unit in the welfare area – 100A 3phase supply.

The offices and welfare run on 240V with RCD protection. Site to run off 110v and transformers protected by RCD breakers.

Gas

None

Water & Sewerage

The incoming Mains Water and foul drainage services will also be relocated to service the welfare units.

Telecoms

None (off site).

3.3 Stability of structures and Excavations

Permits to work will be issued for High Risk activities.

Temporary Works

A competent Structural Engineer will design all temporary works.

Detailed method statements outlining safe systems of work will be prepared by the temporary works co-ordinator and contractors based on the temporary works design. Comments on the proposed methods will be sought from the Temporary Work Engineer and amendments made as required.

Demolition Works

None.

Excavation Works

Excavation works will be carried out only by competent personnel using the correct equipment for the job and in accordance with agreed safe systems of work.

Areas where excavation works are taking place will be clearly and securely cordoned off from other activities. Where possible excavations will be boarded over when work is not actually proceeding.

Cable Avoidance Tools (CAT) and a Ground Penetration Radar (GPR) Survey will be carried out to ensure any buried services are identified and isolated before any excavation work commences.

Shoring, battering, edge protection, air monitoring, plant exclusion zones, and warning notices etc. will be used as appropriate and in accordance with a method statement and risk assessment developed by a competent person and agreed

with a Structural Engineer. Adequate protection will be installed to avoid water influx of surface or ground water.

The Site Manager will ensure that excavations, work equipment and materials are inspected at the start of every shift and/or after any event likely to have affected the strength or stability of the excavation. A Register of Inspections will be kept in the site safety file.

Structural Steelwork Erection

The Site Manager will ensure that the erection of structural steelwork is carried out in a controlled way by competent contractors working in accordance with a method statement and risk assessment that has been approved by a Structural Engineer.

Any crane lifts will require an AP to prepare a lifting plan alongside and the Temporary Works Engineer to provide a design for the crane pad to avoid the risk of the crane toppling over.

Smaller steels will be lifted using Mechanical or lifting equipment. Manual handling must be kept to a minimum to avoid the risk of injuries to operatives.

3.5 Working at Height

Work from height will be avoided where possible and Permits to Work will be issued prior to works commencing on high risk activities.

Scaffolding

Access to the working areas at height will be gained via fixed Scaffold, Mobile towers or Mobile Powered Working Platforms.

Scaffolding will be erected, altered, maintained and dismantled by competent persons in accordance with The Work at Height Regulations 2005 and be TG20 compliant. The Scaffold should be inspected by a competent person prior to use & every 7 days or after extreme weather, irrespective of use.

Large scaffold structures or scaffold subject to excessive loads should be designed and checked by the Temporary Works Engineers prior to installation or use.

Risk assessments and method statements will be developed by the scaffolding contractor.

Mobile Scaffold towers are to be erected & used by trained PASMA ideally, competent persons only. All handrails, platforms, outriggers and toe-boards to be used as per the manufacturer's instructions.

M.E.W.Ps are to be operated by competent & trained operatives only. The machines are to be inspected before each use & records kept in the site diary.

Ladders will only be permitted for short duration works and only if the works. Only aluminium, Class I, heavy duty stepladders will be used, with the exception of when electrical works are being carried out, in which case a fibreglass, Class I, industrial stepladder will be used.

All persons will be instructed to inspect ladders before they are used and must remain on firm, level ground. Operatives' knees must remain below the top step.

Harnesses will be used only in situations where the use of scaffolding (or other edge protection) is not reasonably practicable. Only suitably qualified persons can utilise a harness system.

Equipment will be tested on a six-monthly basis and records will be kept on site. Operatives will be trained to carry out a pre-use check at the beginning of every shift, and interim inspections will be carried out as necessary.

Task-specific risk assessments and method statements must be in place before any works at height commence which will include a means of rescue. Areas underneath scaffolding must be cordoned off & every effort made to ensure no persons, materials or equipment can fall from height and put at risk those below.

Toolbox talks will be given on a regular basis to ensure compliance with the above.

3.6

Works with or near fragile materials

The Site Manager will ensure that works on or near fragile materials are carried out in a controlled way by competent

contractors working in accordance with an agreed method statement and risk assessment.

Areas where fragile materials are present will always be cordoned off and appropriately signed and a Permit to Work issued.

3.7 Control of lifting operations

All lifting operations will be planned, supervised and carried out in accordance with the requirements of The Lifting Operations and Lifting Equipment Regulations 1998.

A competent person with the relevant training will act as the Appointed Person and will plan all lifts.

All lifting equipment including cranes, telehandlers, hoists and/or other items of lifting equipment, together with all associated ropes, chains and other ancillary equipment will be inspected in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. A register of inspections will be kept on site.

3.8 Maintenance of plant and equipment

All plant, tools and equipment used on site will be suitable for their intended task; will comply with any relevant statutory standard; will be maintained in accordance with recognised guidance; and will be fitted with appropriate safeguards in accordance with the requirements of The Provision and Use of Work Equipment Regulations 1998.

All portable electrical equipment used on site will be subject to PAT testing on a regular basis. All portable tools should be visually inspected by users daily. Electrical leads and transformers will be inspected weekly &/or prior to use.

An Equipment Register will be retained in the Site Safety file.

No unauthorised repairs will be permitted, and defective equipment will be removed from service immediately.

3.9 Storage of materials (particularly hazardous materials) and Waste

Building Materials

Materials will be stored within a designated area as agreed with site management. Maximum height of two pallets stacked.

Substances hazardous to health will be COSHH assessed prior to use and if required, a safe area of storage will be agreed prior to the material or substance being brought to site.

All materials will be distributed in a manner that ensures any structure is not overloaded and operatives can safely draw materials from the storage area.

Flammable Materials

Flammable liquids will be stored in suitable fire-resisting cabinets of construction which are designed to retain spills and well away from the main structure and any combustible material.

LPG cylinders that are not in use will be stored in a well-ventilated area at ground level on a firm even surface at least 3 metres away from cellars, drains, excavations or other hollow areas where vapour may collect.

Waste

The site operates under a Site Waste Management Plan (See APPENDIX D).

Combustible waste is to be kept to a minimum on site & well away from any sources of ignition.

Hazardous waste is to be stored in sealed skips/ containers, clearly marked up, for disposal by an approved waste collection provider.

3.10 Health Risk – removal of asbestos

No demolition or removal works will take place until the Site Manager has reviewed a copy of the asbestos survey. A copy of the report to be available in the site safety file for review by all concerned with refurbishment works.

Areas where asbestos containing materials are known to be present will be clearly signed to prohibit access until such time as the asbestos has been removed. In addition to the above,

the location of asbestos containing materials will be covered in Site Safety Inductions.

Although an asbestos survey has been carried out, it is possible that unidentified asbestos containing materials may still be present within the building. During construction, site operatives will be instructed to remain vigilant for the presence of potential ACMs and should suspect materials be discovered, work in vicinity will immediately cease. The area will be sealed, and we will seek the advice of a competent asbestos surveyor.

All asbestos identified will be removed or encapsulated in accordance with the Control of Asbestos Regulations 2012.

3.11 Health Risk – contaminated land

None found during ground investigations to date.

3.12 Health Risk – manual handling

All handling operations that carry risk of injury shall, wherever reasonably practicable, be avoided by the use of automated or mechanised lifting.

No persons shall be allowed to carry out manual lifting that involves risk unless they are competent to do so, have been given a safe system of working that has been documented and have received information on the load being carried.

3.13 Health Risk – use of hazardous substances & health monitoring

Use of substances hazardous to health

A COSHH Assessment will be carried out prior to the use of hazardous materials on site. The Materials Safety Data Sheet will be consulted during the COSHH Assessment.

Contractors will be required to produce project-specific assessments for all work involving hazardous substances. COSHH assessments will be approved by the Site Manager and communicated to the workforce prior to the commencement of such work.

Contractors must provide written evidence that this communication and consultation with the workforce has been undertaken via a Tool Box Talk.

COSHH Assessments will be retained on site.

Health Surveillance

It is requested that all personnel will provide information to the Site Manager in relation to existing medical conditions, medication currently being taken, disabilities or phobias. All information will be treated in confidence.

All contractors are responsible for the Health Surveillance of their employees in accordance with legislative requirements. Health Surveillance is provided in accordance with HSG 61.

3.14 Health Risk – noise, vibration and dust

Noise

Where noisy works cannot be avoided, all necessary steps will be taken to limit the effect of noise on others using insulation, noise baffles and using tools and equipment chosen specifically for their low noise output.

The use of percussive tools will be avoided where possible. Diamond and ceramic cutting, sawing and drilling techniques will be used wherever practicable.

Whenever noisy works or use of percussive works is unavoidable, PPE will be issued to bring the exposure to operatives down to a safe and acceptable level.

Vibration

Frequent exposure to vibration can lead to permanent injury and where practicable, alternative ways of working which eliminate the use of vibrating equipment will be used.

Where vibrating equipment must be used, a Vibration Assessment will be carried out and stored in the Site Safety File. Exposure times will be restricted in accordance with the Control of Vibration at Work Regulations 2005.

Equipment with low vibration levels shall be chosen where practicable and properly maintained, PPE issued to minimise risks further.

Dust

Frequent exposure to dust can lead to permanent debilitating respiratory conditions, some of which are fatal.

Where construction activities generate dust – cutting, sawing, breaking etc.. all efforts must be made to control the dust via suppression or extraction.

Suppression via water is most appropriate for most construction activities, but where there is the risk of electrocution then extraction via a class M vacuum cleaner is most appropriate.

Where control measures cannot keep dust levels to a minimum then operatives can be issued with appropriate PPE.

3.15 Health risk – exposure to UV radiation (from the sun)

All personnel are to be made aware of the risks of over exposure to sun rays, the danger of skin cancer etc.

Tool box talks / safety briefings must address this issue along with other sun related hazards e.g. heat stress, sun stroke and glare.

3.16 Health risk – lead paint

We note that the building was constructed before 1970, and as such there is a risk that the paint used internally or externally may contain lead. We will comply with the requirements of the Control of Lead at Work Regulations 2002 and the Approved Code of Practice “Control of Lead at Work” and either:

- a) Commission a suitable and sufficient lead survey, and follow the recommendations

or

- b) Treat all works to existing paints as if the works would lead to significant exposure to lead and take appropriate remedial action that complies with the requirements of the Control of Lead at Work Regulations 2002 and the Approved Code of Practice “Control of Lead at Work”.

3.17 Health risk – Rats - Leptospirosis (Weil's Disease)

We will ensure that all operatives wear disposable overalls, gloves, glasses and boots when working in areas known or suspected to be infested with rats.

Operatives will be trained to Wash cuts and grazes immediately with soap and running water, cover all cuts and broken skin with waterproof plasters, wash their hands after handling any contaminated clothing or materials and before eating, drinking or smoking.

3.18 Health risk – Pigeons - Histoplasmosis

We will ensure that all operatives wear disposable overalls, gloves, glasses, boots and disposable FFP 3 grade respirators when removing dried pigeon guano.

3.19 Arrangements for preventing trips and falls

The perimeters of hazardous areas, including deep excavations, the area surrounding demolition, holes through floors and roof perimeters shall be cordoned off, ideally 1m from an exposed edge with Heras fencing or pedestrian barriers. Appropriate signage to be erected to warn of the dangers.

Areas of uneven ground will be levelled promptly, trailing cables kept to the side of thoroughfares or clipped up above head height and ramps or temporary steps provided at a change of floor level.

The Site Manager will ensure that the operatives onsite are always aware of their responsibilities to themselves and each other through daily inspections of work areas & issuing improvement/tidy up notices issues where unsatisfactory conditions are observed.

SECTION 4

THE HEALTH AND SAFETY FILE

4.1 Layout and format

The Health and Safety File will be provided in lever arch files. It will contain:

- A brief description of the work carried out
- Any residual hazards which remain and how they have been dealt with (e.g. information concerning asbestos, contaminated land, buried services etc).
- Key structural information (e.g. bracing, sources of substantial stored energy, including pre- or post-tensioned members etc).
- Safe working loads for floors and roofs, particularly where these may prohibit placing scaffolding or heavy machinery.
- Hazardous materials used (e.g. pesticides, special coatings which should not be burnt off etc).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting, special instructions for dismantling etc).
- Health and safety information about equipment provided for cleaning or maintaining the structure
- A full description of each of the installed building services systems, written to ensure that the client's staff understand the scope and facilities provided.
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentalisation etc).
- Testing or commissioning certificates.

4.2 Arrangements for the collection and gathering of information

Information will be required from all subcontractors. It will be the responsibility of the Site Manager to compile the information for the Health and Safety File. The Health and Safety File will be passed to the Principle Designer upon completion of the project.

4.3 Storage of information

Information for inclusion in the Health and Safety File will be compiled as the project progresses and will be stored securely on site compliant with the Data Protection Act 2018.

4.4 Existing record drawings

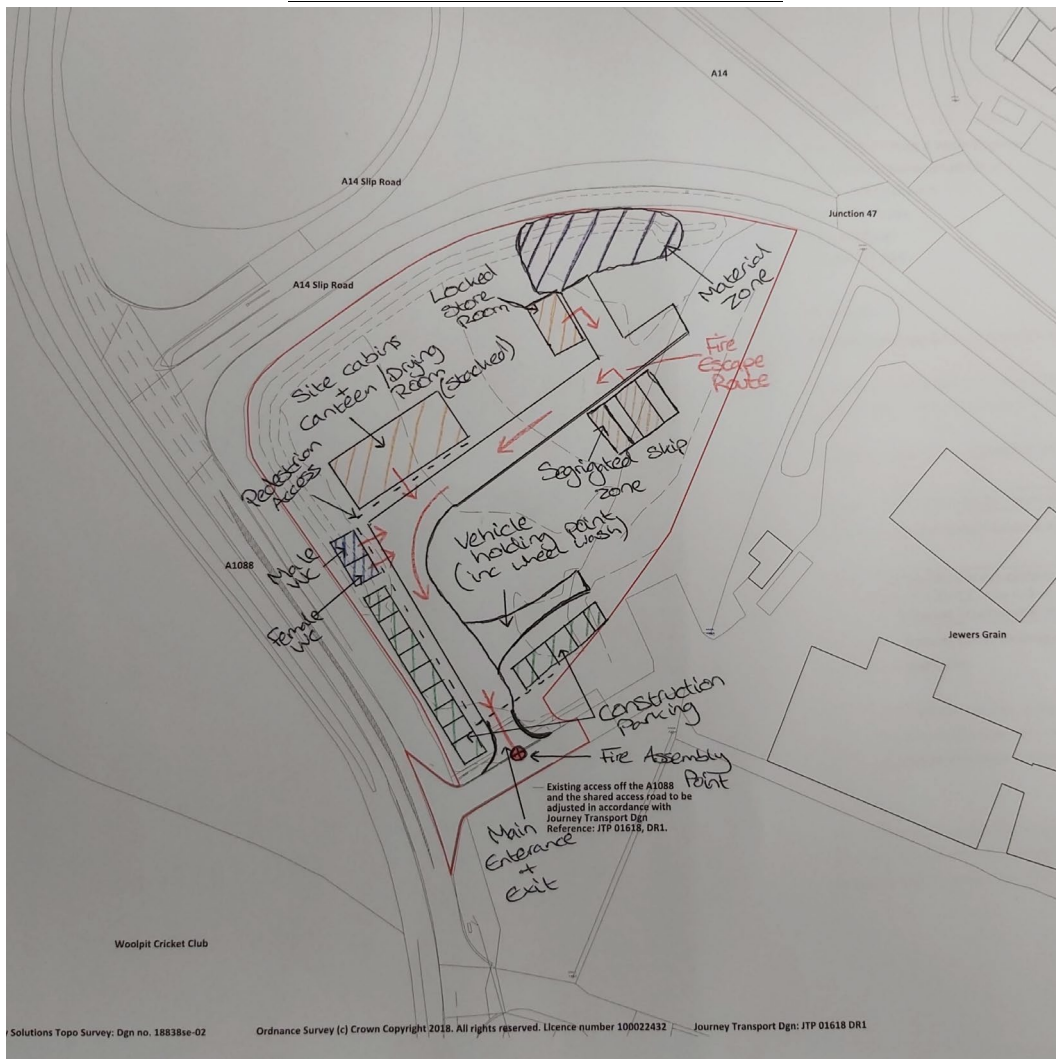
The following surveys have been carried out:

- Refurbishment and Demolition Asbestos Survey
- Soil Investigation
- Topological Survey
- Utilities & Drain survey
- Arboreal survey & report [Pending]

Copies of existing surveys are available in the Site Office

APPENDIX A

SITE LAYOUT & EMERGENCY PLAN



The fire assembly point is:

Front of Site Carpark

In Emergency:

Raise Alarm & Evacuate.

Turn off all powered and heat producing equipment. Shut of cylinder valves.
Do not stop to collect your tools or belongings.

Use Fire Alarm Evacuator on fire points and shout 'Fire!Fire!Fire!'

Wait at assembly point for further instructions from Site Management.
A roll call will be taken to ensure everyone onsite has been accounted for.
Do not re-enter the building until instructed to return by site management.

If you are delegated to summon the Fire Brigade dial 999, ask for the Fire Service and give the following address:

New Granaries, Elmswell Road,
Woolpit, Bury St Edmunds
IP30 9RH

SITE EMERGENCY CONTACT DETAILS

Contact Names	<p>Freddy Boone</p> <p>Project Managers & Principal Designer</p> <p>M: 07947143384 T: 01284 365155</p>
Site Address	<p>Land East of A1088, Elmswell Road, Woolpit, Bury St Edmunds IP30 9RH</p>
Site Managers/Supervisors	TBC
Name of Fire Marshall [s]	Site Manager
Name of First Aider (s)	Site Manager
Location of First-Aid Box's	Site Office
Location of Fire Fighting Equipment	On escape routes at points of ingress/egress
Fire Assembly Point	Front of Carpark
Address of Nearest Hospital	<p>West Suffolk Hospital Hardwick Lane, Bury St Edmunds IP33 2QZ 01284 713000</p>
Address of Nearest Police Station	<p>Suffolk Police Violet Hill Road, Stowmarket IP14 1NJ 01473 613500</p>

APPENDIX B

SITE RULES

Site Induction	All operatives and visitors must attend a site induction prior to going onto site for the first time.
Personal Protection	Hard Hat, High Viz & Safety boots at all times on site. Task specific PPE as required by RAMS.
Welfare Facilities	Please keep toilets, canteens and changing rooms clean and tidy. Use the bins provided.
Accidents	All injuries, ill health and damage incidents must be reported immediately to the Site Manger.
Site Tidiness	Trades will comply with material storage and waste controls. Bins and skips provided for rubbish must be used. Fires are not permitted anywhere on site.
Safety Signs	All safety signs must be complied with. Notices must not be removed or defaced.
Plant & Equipment	Plant and equipment must only be operated by competent and authorised personnel in the manner for which it was designed. Plant must be disabled when not in use to prevent unauthorised use.
Alcohol and Drugs	You will be asked by the Site Manager to leave site if you are suspected of being under the influence of Alcohol or Drugs at any point during the working day. If you are taking prescribed drugs that may affect co-ordination or impair judgement in any way, then the site manager must be made aware prior to you going onsite.
Electricity	110V or Cordless power tools or only. All tools to be inspected by operatives prior to use. Cables must not cause a trip hazard on walkways. 240v battery chargers in welfare only.
Scaffolding	Scaffolding may only be altered by authorised personnel. Keep walkways clean and tidy.
Permits to Work	Where employees are exposed to high-risk activities a Permit to Work form must be completed by the Site Manager. This includes hot works, confined space entry, work near live conductors, and/or excavations near underground services.

This document is to be followed when either attending site as an operative, visitor or when organising deliveries.

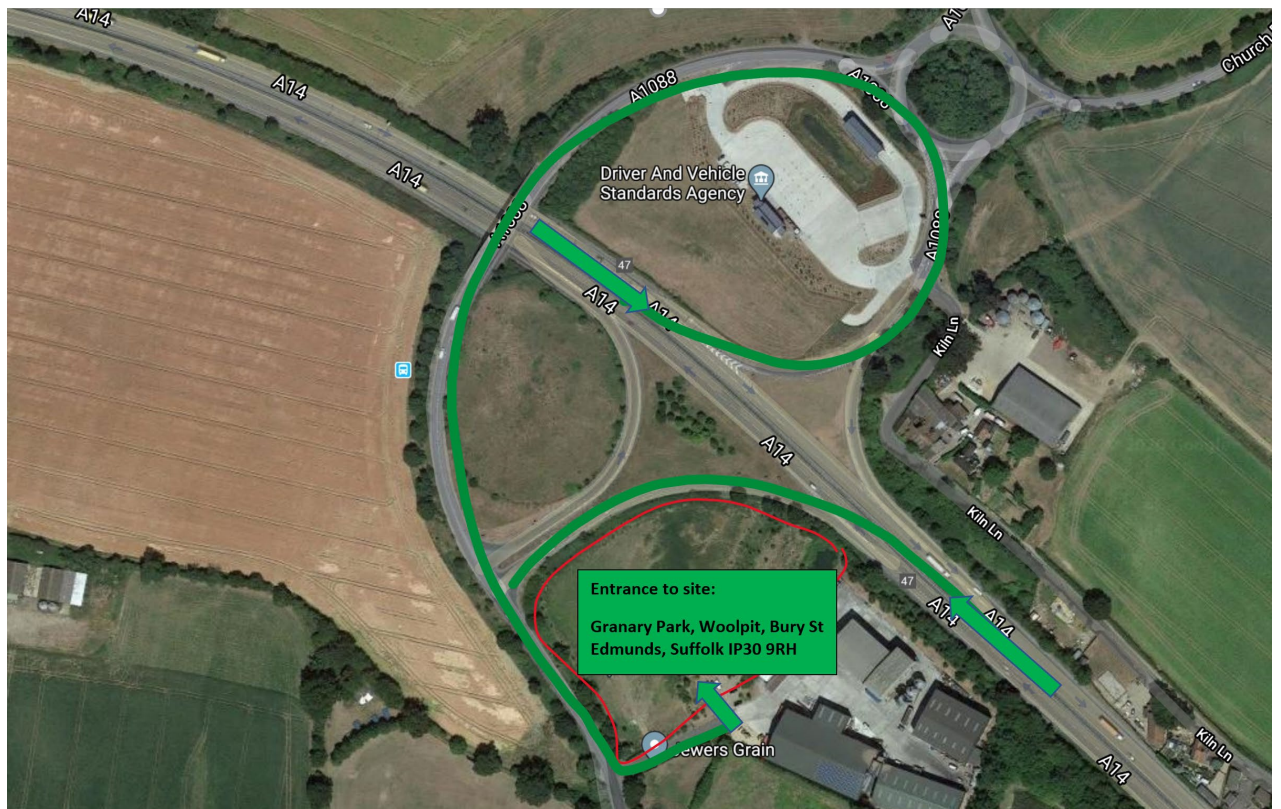
Site Contacts

Freddy Boone –Project Managers & Principal Designer
Mobile 07947143384

TBC – Site Manager
Mobile - TBC

Site Working Hours: Mon-Fri (8am – 5pm) and Sat (9am – 1pm)

ALL DELIVERIES MUST BE BOOKED IN WITH SITE OFFICE 24hrs IN ADVANCE



PLEASE REPORT TO SITE OFFICE ON ARRIVEAL FOR INDUCTION.

J47

Below is a summary of the major categories of waste generated as part of the construction of Granary Park.

The primary function of this method statement is to minimise the amount of waste going to landfill from the site. As such a skip company has been chosen who will segregate ALL waste at their premises, recycling as much as possible.

12 or 8 yard allocated skips will be located onsite for the duration of works and exchanged as required.

On occasion when a large amount of waste is expected to be generated then additional skips will be requested for the duration, exchanged & collected as required.

Grey & Foul water from the welfare facilities will be connected into the existing foul water sewers.

This Method statement forms part of the Site Waste Management Plan (SWMP) and is a live document.

To be reviewed and amended as site conditions change through the project phases.

General Refuse/Welfare waste

- Site operatives & visitors are expected to use the black bins provided in the welfare area to dispose of food waste, paper & non-construction waste. Food NOT to be consumed outside the welfare area.
- Bins will be emptied on a daily basis into the General Waste skip.

Notes: All Waste Transfer Notes to be kept in site file

General Site Waste

- Subcontractors will collect all waste generated by their works & deposit in bins at an agreed location on each floor
- Site labourer will then empty bins into skips
- General Waste skips will be exchanged by MG as required.

Plasterboard Site Waste

- Subcontractors will load skips with plasterboard as part of their housekeeping obligation – separate skips will be provided.
- Plasterboard skips will be exchanged by MG as required.

Excavated soil/hardcore

- A combination of 20yd RORO's and 20yd Wagons, both loaded by excavator, will be used to export all spoil material generated by excavation.
- Soil sampling & WAC have classified the site as inert. Hauliers are aware. All material to go offsite under the correct classification.
- Efforts are being made to send clean material – hoggin & clay – for recycling.

Notes: All WTN to be kept in site file

Hazardous waste

- Subcontractors generating hazardous waste [e.g. Asbestos removal] as part of their scope of works will be expected to contain & remove waste from site without causing contamination to either the site or the environment.
- Risk assessment for the works & removal of waste to be available to site management. Review once works has started.
- A record of what has been removed to be kept onsite & followed up by a WTN from the appropriate waste transfer centre.
- Waste generated from accidental spills to be cleaned, bagged & sent off as Haz waste.