

**KAYEDEM DEMOLITION LTD
UNIT 7 & 8 SPRINGFIELD COMMERCIAL CENTRE
BAGLEY LANE
FARSLEY
PUDSEY
LS28 5LY**

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

FOR

Enabling Works Package for New build

******* *******

AT

Farringdon Hall Police Station

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1. DESCRIPTION OF PROJECT

Project Description & Key Dates

Enabling works package
Farringdon Hall Police Station
SR3 1TQ

Working Hours: 08.00 am to 5.00pm
Start Date: 22/01/24
Project Duration: 16 Weeks

Days: Monday to Friday
Completion: 30/04/24

Address & Contact Details for Project

Client Name: Almscliffe Dhesi Developments (1) LTD Address: Linton Holme Cottage Crag Lane, North Rigton, Leeds, United Kingdom, LS17 0DE Contact: Tel:	Site Address Farringdon Hall Police Station SR3 1TQ
Principal Contractor Name: Kayedem Demolition Ltd Address: Unit 8 Springfield Centre Bagley Lane Pudsey Leeds LS28 5LY Contact: Demetri Elia/Ben Kaye Tel: 01138474474	Principal Designer Name: Inform Surveying Ltd Address: 102 103 Hague, Parkhill, Pat Midgley Lane, Sheffield S2 5DW Contact: Martin Dalley Tel: : +44 (0)7766 774 075
Designer / Architect Name: SMR Architects, Address: The Exchange, Station Parade, Harrogate HG1 1TS Contact:	Other Structural Engineer Name: Address: Contact:

SPECIFICATION OF CONTRACT WORKS

- **Site welfare/protection**
- **Remove asbestos notifiable/non-notifiable materials to former police HQ – Named Farringdon Hall Police Station**
- **Seal off foul/drainage outflows from site.**
- **Soft strip all materials to internal areas of offices and remove all arisings from site as waste materials.**
- **Demolish existing 4 storey building and attached lightweight lean too buildings.**
- **Remove all arisings from site to be either recycled / waste or crushing on site.**
- **Break up crush and stockpile or remove arisings to external hard concrete paved areas and tarmac paved areas.**
- **Break up and remove arisings crush / stockpile or remove from site to offices/ warehouse concrete floor slab construction.**
- **Remove excavated material from site and crush and stockpile recovered brickwork/ concrete/ stone materials.**

Management Structure & Responsibilities

Responsible for Statutory Inspections:	Demetri Elia
Liaison with Sub Contractors:	Demetri Elia
Site Managers / Foremen:	G Horner
Safety Inspections:	T Davey
Accident / Incident Investigation:	Demetri Elia/Ben Kaye
Accident Recording:	Demetri Elia/Ben Kaye
Accident Reporting:	Demetri Elia/Ben Kaye
First Aiders (FAW):	Ben Kaye
First Aiders (EFAW):	Demetri Elia/Ben Kaye
Appointed Persons:	Demetri Elia/Ben Kaye
Stocking First Aid Kits:	Ben Kaye
H & S Training:	T Davey
Fire Procedure:	Demetri Elia
Work Equipment Safety:	T Davey
Work Equipment Maintenance:	Demetri Elia/Ben Kaye
Carrying Out Risk Assessments:	Demetri Elia
Carrying Out COSHH Assessments:	Demetri Elia
Permits To Work:	Demetri Elia/Ben Kaye
Issuing P.P.E.:	Demetri Elia/Ben Kaye
Noise Surveys:	Demetri Elia/Ben Kaye
Assessing Manual Handling:	T Davey
Assessing Hotwork:	T Davey
Assessing Asbestos Risk	T Davey
Assessing Dust/Fumes:	T Davey
Assessing Access & Egress:	T Davey
Health & Safety Monitoring:	T Davey
Updating, Monitoring & Reviewing Health & Safety Plan:	T Davey

Sub-Contractors on the Project

Co. Name:

Address

Contact:

Contact:

Tel:

Email

Activity on Site: Notifiable Asbestos Removal

Co. Name:

Address:

Contact:

Contact:

Tel:

Email:

Activity on Site:

Co. Name:

Address:

Contact:

Contact:

Tel:

Email:

Activity on Site:

Co. Name:

Address:

Contact:

Contact:

Tel:

Email:

Activity on Site:

2. MANAGEMENT OF THE WORK

Health & Safety Aims

The Health & Safety standards to which construction work on the project will be carried out are set out in **KAYEDEM DEMOLITION LTD's** Health & Safety Policies, Procedures and Statements Document. These aim to surpass the minimum requirements set by relevant Health & Safety Regulations applicable to the project. Independent Health & Safety Advisors Pearson Holland Management Services Ltd also monitors these procedures for **KAYEDEM DEMOLITION LTD**.

All employees and contractors will be required to comply with all relevant Health & Safety Legislation throughout the Project. The Health, Safety and welfare of all employees and others who may be affected by our work activities is of prime importance.

We provide, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work. We will, at all times, provide such information as may be needed to ensure the health, safety and welfare of employees and others and make sure that adequate training and supervision is provided. We will also ensure that all parties have made adequate provisions for Health & Safety considerations.

All our employees are aware of their own duties in respect to Health and Safety and will take all reasonable care for themselves and anyone else who may be affected by what they do, or do not do, whilst at work.

We have a continuing programme of developing and improving our management of Health and Safety. We have a documented procedure for the allocation of duties, the responsibilities and organisation for safety matters and details of particular arrangements. The Construction Phase Plan will be developed throughout this Project.

Site Rules

A copy of our site rules will be displayed on site in a place suitable for employees and others. The site rules will also be explained as part of the site induction. The Site Rules can be found in Appendix B.

Arrangements for Cooperation and Coordination

KAYEDEM DEMOLITION LTD shall give directions and co-ordinate other contractors, particularly relating to interactive risks, i.e. the protection of one contractor's employees from another contractor's work activities and the protection of the general public from the site works.

The following arrangements are in place to ensure communication and cooperation between the relevant parties and ensure employees and others are consulted on Health and Safety Matters.

Meetings and Toolbox Talks

Type of Meeting / Communication	Frequency	Held by
Toolbox Talks	Regularly	Ben Kaye
Contractors Meeting	Weekly	Ben Kaye/ Demetri Elia
Principal Contractor & Principal Designer	Monthly	Kayedem/Simon Collins

Exchange of Design Information & Design Changes

Where unforeseen eventualities occur and adversely affect Health & Safety details of any proposed design changes will be submitted to the Designers and Principal Designer for evaluation. The Principal Contractor and where applicable the sub-contractor will consider the implication of the design changes and ensure adequate procedures are put in place to deal with them. The outcome of any revisions by the Designers will be submitted to the Principal Designer to ensure compliance with the Regulations.

The Principal Contractor will ensure that the Construction Phase Plan is developed and kept up to date. He will co-operate and co-ordinate with the contractors on site and ensure they are complying

with relevant Health & Safety Legislation.

Exchange of Information between Contractors

Contractors will provide copies of their Method Statements and Risk / COSHH Assessments to the principle contractor and any other contractor who may be affected by their undertakings and ensure they understand the hazards that may affect them and any control measures that are in place to protect them. Where there is likely to be crossover of activities the parties concerned will consult fully with each other to come to a satisfactory and safe agreement on the course of action to be taken.

Health and Safety Monitoring

There will be Arrangements for proactive and reactive monitoring to achieve compliance with legal requirements and the requirements and prohibitions contained in the Health & Safety Plan. This will involve Co-operation and regular consultation between senior management and those who provide Health & Safety advice to them.

Type of Monitoring / Review	When	Carried Out By
Pre-Start Survey	Before Commencing	Pearson Holland
Site Safety Inspections	Weekly	Pearson Holland
Site Safety Audit	Monthly	Pearson Holland
Post Project Safety Review	After Finish	Pearson Holland

Arrangements for Involving Workers

It is important we involve and engage workers to ensure we can manage health and safety in a practical way. Involving workers will assist us in spotting workplace risks, introducing health and safety controls which are practical and increase the commitment they have to working in a safe manner.

We will consult workers in good time on health and safety matters. Where trade unions are recognised, this will be done through trade union health and safety representatives. Where the workplace is non-unionised will consult either directly with our employees or through an elected representative.

We will not give information to workers as part of consultation, but we will listen to them and take account of what they say before making decisions that affect health and safety.

Some of the issues we consult workers on will include:

- The risks that arise from the work they will be carrying out.
- Any risks from other parties on site or the environment they are working in.
- Our proposals to manage and/or control these risks.
- The best ways we can provide information and training to them.

Site Induction

All site operatives are to receive induction training (see Appendix C for details of content). Each employee or sub-contractor working on site will complete the form in Appendix C and return it to the Site Foreman or Manager after Induction Training has taken place.

Welfare Facilities

Welfare area/site office to be positioned adjacent to east boundary fencing in the NG Bailey car park area close to the main entrance gate from Ordsall Lane- Refer to method statement site set up.

Welfare /office equipment to be installed on site :

- 9.6m Green Space Lite welfare canteen cabin with washing, drinking water, changing areas and rest facilities plus a 2 +1 toilets.
500 Litres effluent tank. Tank emptied as required.

Internal loose furniture to welfare unit.

- 9.6m Green Space Lite open plan office.
Internal loose furniture, staircase and single landing.
- 20kva generator
1000 litre fuel tank
3 core electrical supply connection cabling.
- Water connection to welfare facilities.
- Repositioning of cabins to suit phasing programme.

Fire & Emergency Procedures

Firefighting equipment is available in the site cabin.

The procedures outlined in Appendix E where necessary will be completed, followed and displayed on site.

Other Arrangements

Selection & Control of Contractors

Only sub-contractors who can demonstrate their competence and that they have or will make adequate provision for health and safety by satisfactorily answering the questionnaire (See Appendix C) will be allowed on site.

In addition we expect to receive information from contractors including:

- information about how they will work and what they will need
- feedback on construction methods and potential opportunities to enhance safety and health through design review and development
- information about contractor-designed portions of work to enable you to liaise with the principal designer
- evidence of their skills, knowledge, training and experience relevant to the risks associated with the project
- details about how they will ensure the safe and healthy during their own work including leaving it in a safe condition once completed
- requests to sub-contract out elements of the work
- evidence that appropriate supervision will be provided and that supervisors' skills, knowledge, training and experience will reflect the nature of the contractors' work.

Contractors who use, provide or supply plant and / or equipment will be required to provide documented proof that it is suitable and maintained to achieve the relevant Health & Safety Regulations (e.g. the Provision and Use of Work Equipment Regulations) and that the standards of training achievement for the operators is adequate.

First Aid

There will at all times be at least one 'Appointed Person' on site. (An 'Appointed Person' is authorised to take control of a situation, i.e. call an ambulance, cease production etc.)

Appointed Persons on the site are: - G Horner

Trained First Aider's on site are: - G Horner / Ben Rolfe

The Emergency services can be raised by dialling 999 from the telephone located in the site cabin.

First Aid provisions are available in the site cabin.

The nearest A&E is Located in: Sunderland Royal Hospital
Address: Kayll Rd, Sunderland SR4 7TP

All accidents must be recorded in the Accident Record Book located in the site cabin.

Ben Kaye is responsible for recording these accidents.

The incident will be investigated using the Companies Investigation Procedure. The Principle Contractor will inform the Health & Safety Executive as soon as possible using the Company's Accident Reporting Procedures.

Reports are to the Incident Contact Centre (ICC).

For Internet reports go to www.hse.gov.uk/riddor or <http://www.hse.gov.uk/riddor/report.htm>.

By Telephone (**Only Fatal or Specified Injuries**): 0845 300 9923 (Monday to Friday from 8.30am to 5.00pm)

Risk Assessments & Method Statements

Risk Assessments and Method Statements have been assessed by **KAYEDEM DEMOLITION LTD** in conjunction with the Principal Designer for the main work activities with risks to Health & Safety, which can be identified at this stage.

Further Risk Assessments and those prepared by contractors will be incorporated into Appendix F as the plan is developed.

HSE Office

Health and Safety Executive, -- BP6301 - Alnwick House
Benton Park View
Newcastle upon Tyne
NE98 1YX

Control of Site Risks

Falls from height:

We ensure ladders are in good condition, at a 1:4 angle and tied or footed.

We prevent people and materials falling from roofs, gable ends, working platforms and open edges by using guardrails, midrails and toe boards.

Any fragile roof surfaces will be covered or secure working platforms with guard rails are used on or below the roof level.

Collapse of excavations:

We shore all excavations.

We cover or barrier excavations to prevent people or vehicles from falling in.

Collapse of structures:

All structures (such as walls, beams, chimney breasts and roofs) will be supported with props where required.

All props are installed by a competent person.

Exposure to Building Dusts:

Wet cutting (where safe) and vacuum extraction for tools will be in operation where required.

A vacuum cleaner will be used if possible, rather than sweeping.

Suitable well-fitting dust masks will be used.

Exposure to Asbestos:

Work will not start if it is suspected that asbestos may be present until a demolition/refurbishment survey has been carried out.

Protect the Public, Client and Others:

Site Security - We will ensure the security of the site at all times. Wherever possible the site will be fully enclosed by adequate fencing and access through entrance gates will be controlled.

In the event that the site cannot be fully enclosed, all materials, equipment and places of danger will be made safe at the end of the work day.

All Scaffolds will be netted and rubbish chutes in position.

3.Control of Specific Site Risks

Construction working Hours

Our normal site working hours will be in keeping with the usual restrictions imposed by many previously executed sites, and the planning conditions imposed on this development. Therefore, we would comply with the following:

Hours of Work: 8.00am-6.00pm Monday to Friday
9.00am-2.00pm Saturday
No working on Sundays and Bank Holidays

Parking Arrangements

During the Site investigations, Demolition and the Groundworks stages of the project adequate space on site for Contractors and Visitors parking will be made available. Access will be via the originally formed vehicle accesses that exist. This is noted with methodology.

Kayedem will provide guidance on local public car parks and advise Contractor's and their workforce to park within the site compound during phase 1 and if there are any overspill parking then we will ensure that none of our workforce will park in such a manner as to obstruct or restrict the operation of the local highway network, local residents and businesses

There are a number of local public car parks which Kayedem will direct the work force to for their parking.

Kayedem will also promote the use of public transport with the use of the bus network. The nearest tram stop is at 0.4 miles from site (8-minute walk). This will reduce the need for local parking.

Materials Storage

All plant and machinery will be stored safely onsite and locked up to prevent unauthorised access. Should the need for a Night Guard become necessary then this would be employed. Patrols would be called upon as necessary.

Standard good practices of ensuring that all delivery vehicles are checked and cleaned before leaving site will be adopted. Regularly daily inspections of the highway will also be undertaken to ensure no contamination has occurred.

The main material storage areas are depicted on the attached sketch SK01 for Phase 1 Demolition. They generally are short term off-load/storage areas.

Diesel fuel for site plant will be stored in sealed tanks on bunds or in bunded bowsters in accordance with HG Environmental Policy. The use of diesel driven plant and equipment will be kept to an absolute minimum. Wherever reasonably possible equipment and plant will be electrically powered to reduce noise and prevent emissions.

- No loading or unloading activities of material will take place on the adopted highway, namely Primate rd, This is to ensure the free flow of traffic.
- All construction traffic will be marshalled on and off site by qualified vehicle banksman.
- Any materials being moved around site will only be carried out by road worthy vehicles complying with Traffic Sign Manual Chapter 8 requirement (with hazard lights and reflective markings).

License approval Hoarding and Site Protection by others

The approvals for a hoarding licence will be prepared/agreed and applied for with City of Sunderland Highways department.

The demolition and construction phases will have full height perimeter construction fencing.. Access gates will also be part of the proprietary fencing Three number viewing access panels will be introduced on the boundary with wire 'mesh' panels will allow a view through from the opposite footpath. There will be viewing pannels along Primate Road and Durham rd along with a "Neighbourly Information Board" sited alongside the gates and entrances keeping the passing public informed of site progress.

The hoarding on the boundary with the foundry will be Heras fencing with debris netting. This will sit inside the existing palisade security fencing which is to be retained and ultimately a new acoustic fence installed in front of it.

Mud Prevention Measures

The enabling works contractor will adopt a policy of regular cleaning of the loading areas as well as monitoring the vehicles leaving site.

The existing site has a full hard standing so through the course of the demolition the situation will remain as current. Vehicles will however be checked before leaving site for debris and cleaned at the gate area with a localised pressure washer should the need arise.

During the construction phase whenever possible, vehicles will be kept to hardstanding. In the unlikely event that wheels need cleaning the gate person will operate a check system and a localised pressure washer will be adopted to prevent any mud or debris tracking up the ramp and out on to the highway. During exceptionally busy periods such as ground works and 'muck shifting', where there are significant numbers of vehicle movements in and out of the gates a road sweeper will be employed / kept on standby to be used in the unlikely event that any mud made it on to the highway.

Kayedem's management would inspect the highway and gate entrance / egress areas on a regular basis and our gate person would raise the issue immediately should action be required, or the method need amending.

In addition

- Signs will be available on site and be available to deploy at the first signs mud being deposited on the adopted highway i.e., slippery road sign with 'Mud on Road' sub plates.

Control of Emission of Dust & Dirt During Demolition

Solid hoardings and debris netting will be the final barrier to dust / dirt from the construction activities getting off site, however the strategies below adopted first to reduce the emission of dust and dirt.

During demolition we aim to recycle as much material as possible and re-use in the construction of the new buildings, this reduces the amount of material being taken off site, however it involves crushing old concrete/brickwork and stockpiling it which creates dust. A suitable method statement and selection of appropriate plant will limit the amount of dust with damping down with water during further assisting.

Wheel cleaning as previously noted will be utilised.

Kayedem's site management team will be consistently monitoring site activities to ensure good practices are followed and maintained to prevent dust emissions becoming an issue to other workers, the public and our neighbours.

Recycling / Disposal of Waste from Demolition

Mitigation measures that will need to be considered initially needs to centre around the demolition and reuse of the demolition spoil. The intention is to crush all the arisings and prepare them to a suitable quality for use within the pile matt and sub-structure of the building. This should avoid a large percentage of the waste volume from having to go off site. This will also assist with reducing the amount of vehicle movements on and off the site.

Should there be the need for hazardous waste to go off site, this will be stored in spoil piles furthest away from the river Irwell and removed at the earliest opportunity. The material will be kept in banded locations to avoid contamination of the surrounding ground and ensure that no run-off occurs that could contaminate any aquifers.

Waste that is removed from site will be assessed by Kayedem's Site Management team and a target of 85% of this waste will be targeted to be recycled.

Noise & Vibration Management

Mitigation measures that will need to be considered include alternative reduced noise methods of construction, low noise plant options, noise attenuation techniques, and carrying out certain activities during agreed hours of the day.

A sound / noise meter will be kept on site to check noise levels at the site boundaries during certain operations. Inside the site, and closer to noise sources, hearing protection zones, where hearing protection must be provided and worn if noise levels reach 85 Db, will be set up.

The principal concerns relating to nuisance of noise come from demolition/ excavation activities.

- Low noise plant options – all plant will be of a modern age and well maintained. The plant will be selected so that the performance of the machinery reduces noise omissions whenever possible.
- Noise attenuation techniques – where noisy activities cannot be avoided then techniques to prevent them will be employed. This may involve the use of temporary noise reduction fencing.
- Damping down – whilst water is often used to control dust emissions it also helps the reduction of noise produced and all concrete cutting works onsite will be controlled in this manner.
- Carrying out certain activities during agreed hours of the day – the timing of certain activities is often the simplest way to reduce the irritation caused by some of the noisy operations that can't be avoided.

Prevention of the Pollution of Watercourses

Mitigation measures that will need to be considered initially needs to centre around the demolition works. The intention is to crush all the arisings and prepare them to a suitable quality for use within the pile matt and sub-structure of the building.

Should there be the need for hazardous waste to go off site, or other material to be stockpiled, this will be stored in spoil piles furthest away from the river Irwell as possible and again removed at the earliest opportunity. We would target to keep any stockpiles to a smallish nature, say approx. 300m³ or less, so that any excessive rainfall can be managed accordingly. The material will be kept in bunded locations to avoid contamination of the surrounding ground and ensure that no run-off occurs that could contaminate any aquifers.

Suitable oil spill kits will be positioned on site and operatives trained to use them so that should there be an oil or hydraulic leak to a piece of equipment or a machine then these can be dealt with efficiently.

The refuelling of all plant will be managed to also prevent accidental spillages creating a pollution issue.

- **Existing Services**

Electricity/gas/water/ water sprinkler mains connection to the former police HQ to be disconnected prior to main demolition commencing.

Fibre optic running adjacent to former police HQ to be protected by use of steel road plates.

Foul drainage to be flushed and capped off at site boundary prior to demolition commencing.

- **Asbestos in existing buildings 319-321 Ordsall Lane.**

Refer to BLS Asbestos Survey

To be removed in accordance with current legislations and taken to licensed tip for disposal as certified waste.

Waste transfer tickets to be issued.

- **Adjoining properties/ Work on adjacent site.**

Notify adjoining neighbours of any work being undertaken and any restrictions that apply together with any protection measures.

Refer to main contractor community engagement strategy. Refer to Construction management plan item 13.

4.HEALTH & SAFETY FILE

When providing information for the health and safety file, we will consider information about each of the following areas that are relevant to any future construction work.

- A brief description of the work carried out.
- Any residual hazards that have not been eliminated through the design and construction processes and how they have been addressed (e.g., surveys or other information concerning asbestos; contaminated land; buried services etc);
- Key structural principles (e.g., bracing, sources of substantial stored energy — including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where placing scaffolding or heavy machinery there is relevant.
- Hazardous materials used (e.g., lead paint; pesticides; special coatings which should not be burnt off etc);
- Information regarding the removal or dismantling of installed plant / equipment (e.g., any special arrangements for lifting, order, special instructions for dismantling etc);
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- 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).

The level of detail provided will be proportionate and allow likely risks to be identified and addressed by those expected to carry out the work. Information will be in a convenient form, clear, concise and easily understandable.

Arrangements for the format, provision of information, timetable etc. relating to the file will be decided in conjunction with all other relevant parties involved in the project.

The file **will not** include things that are of no help when planning future construction work such as preconstruction information, construction phase plans, contractual documents, method statements etc.

**APPENDIX
ACCIDENT INVESTIGATION REPORT**

ADVERSE EVENT INVESTIGATION

Part 1 - Overview

Adverse Event Reported By:	Date and Time of Adverse Event:
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Type of Adverse Event (Please Tick One)

Incident	Ill Health	Minor Injury	Over 3 Day Injury	Fatal / Major Injury
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forwarded To:	Date and Time Forwarded:
---------------	--------------------------

Part 2 – Initial Assessment

Brief Details

What Happened:

Where Did Adverse Event Happen:

What Emergency Measures Were Taken:

Who was Involved:

Who Witnessed Event:

RIDDOR Reportable?	Yes	No	Date Reported:	Time Reported:
Has Event been Reported?	Yes	No	Date Entered:	Time Entered:
Entry in Accident Book?	Yes	No		
Entered By:				

Actual or Potential for Harm

Fatal / Major <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>	Damage Only <input type="checkbox"/>
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Investigation Level Required

Minimal <input type="checkbox"/>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>
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Initial Assessment Carried out by:	Date:
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Signed:	Further Investigation Required: Yes No
	Priority:

Further Investigation to be Carried Out by the Following People:

Part 3 – Investigation and Information Gathering

Who suffered Injury:

Who else was involved with incident:

Exactly How did the Incident Happen:

What Equipment Was Involved:

What Activity Was Being Carried Out at the Time:

Any Unusual Working Conditions at the Time:

Were Adequate Safe Working Procedures in Place and were they being followed:

What Injuries or Ill Health Effects occurred and to What Area of the Body:

How did the injury Occur – What Caused It:

Was the Risk Already Known and if so why wasn't it controlled:

Did the Organisation and Arrangement of the Work influence the Event:

Was Maintenance and Cleaning Sufficient, If No, Why Not:

Were the People Involved Competent and Suitable:

Did the Workplace Layout Influence the Event:

Did the Nature or Shape of the Materials Influence the Event:

Did Difficulties using the Equipment influence the Event:

Was Safety Equipment Sufficient:

Any Other Conditions that Influenced Event:

Analysis and Further Action

How and Why

Immediate Causes

Underlying Causes

Root Causes

Risk Control Measures Needed or Recommended

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Do Similar Risks Exist Elsewhere (What and Where?):

Have Similar Adverse Events Happened Before (Give Details):

Part 4 – Risk Control Action Plan

Risk Control Measures That Need Implementing in the Long and Short Term

Control Measure	Completion Date	Person Responsible
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Risk Assessments and Safe Working Procedures (SWP) Needing Review or Updating

Risk Assessment / SWP	Completion Date	Person Responsible
1.		
2.		
3.		
4.		
5.		

Have the Details of the Adverse Event and the Investigation Findings been Recorded:

Are there any Trends or Common Causes which suggest the need for further investigation:

Estimated Cost of Adverse Event:

Members of Investigation Team

Name	Position

Signed on Behalf of the Investigation Team

Name:	Signature:
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Communicate the Findings to the Following

Person	Signature	Date

APPENDIX B

SITE SAFETY RULES

SITE SAFETY RULES

This information, which is part of our health & safety policy, is very important and applies to all employees. Please read it carefully so that you understand what is expected of you.

ON ARRIVAL AT SITE

- All site personnel and visitors are to 'sign in' to the site register.
- Do not start work without an induction.

WORKING PRACTICES

- Do not operate any machine, plant or equipment unless you have been trained and authorised to do so and always make full and proper use of all machine guarding.
- Report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- Do not clean or service any moving machinery, plant or equipment unless authorised to do so.
- Do not leave any machine, plant or equipment in motion whilst unattended.
- Use all substances, chemicals, liquids etc. In accordance with verbal and written instructions and ensure that they are returned to designated safe storage area when not in use.
- Observe any pedestrian and vehicle controls throughout the site.

NOTICES & INSTRUCTIONS

- Comply with all hazard / warning signs and read and observe any health & safety instructions.

WORKING ENVIRONMENT

- Keep the site in a clean and tidy condition. Dispose of any rubbish or waste materials using the facilities provided.
- Clear up any spillages of liquids as soon as practicable.
- Make full and proper use of all safety equipment and facilities provided to control working conditions.
- Never work in unsafe areas.

PROTECTIVE CLOTHING AND EQUIPMENT

- A hard hat, Hi Viz and Safety Shoes must be worn at all times whilst on site.
- Wear your PPE on site at all times.
- Use store and maintain protective clothing and equipment as instructed.
 - Report to management any damage, loss, fault or unsuitability immediately.

FIRE PRECAUTIONS

- Do not obstruct any fire escape, firefighting equipment or fire doors.
- Report any use of firefighting equipment to management as soon as possible.
- Conform to all emergency procedures relevant to your own work activity at all times.

ACCIDENTS

- Seek medical treatment for any injuries sustained and ensure that appropriate records are entered in the accident book.
- Report any accident, dangerous occurrence or 'near miss' to management.
- Notify management of any incident in which damage is caused to property belonging to the company, its visitors or customers.

HEALTH AND HYGIENE

- Report any medical condition which could affect the safety of yourself or others to management.
- Co-operate with the company on the implementation of medical and occupational health provision.
- Cover all scratches, cuts and abrasions with a clean waterproof dressing.

ALCOHOL, DRUGS AND SMOKING

- The use of alcohol or narcotic substances prior to or whilst on site is expressly forbidden.
- No Smoking is allowed on site.

WORK EQUIPMENT

- Never tamper with equipment or try to remove safety features unless authorised to do so.
- Use 110v Electrical Equipment on site. 240v is strictly prohibited.

APPENDIX C

SITE INDUCTION

CHECKLIST FOR INDUCTION TRAINING

COMPANY NAME: Kayedem Demolition

SITE: Enabling Works Package, Ordsall Lane, Salford M5 3FT

SITE RULES / PROCEDURES TO BE EXPLAINED TO INDUCTEE

- Construction Phase Plan
- Safety Organisation On Site
- Procedure For Arrival On Site
- Site Rules
- Accident Recording & Reporting Procedures
- Emergency Procedures
- Hazardous Locations
- Alcohol / Drug Policy
- Welfare Arrangements
- Smoking Policy
- Safety Helmets & Required Standards
- COSHH / Risk Assessments & Site Hazards
- Scaffolding Safety
- Excavation Safety
- Safety Footwear & Required Standards (No Trainers Etc.)
- Eye / Hearing / Respiratory Protection
- PPE – Personal Protective Equipment
- Other:

I have been issued with, read, and, where necessary, had explained to me the site rules & procedures. I will, at all times, abide by these rules and procedures and take all reasonable care for the Health & Safety of myself and any other person who may be affected by my acts or omissions whilst at work. I will also co-operate in the carrying out of any duty or requirement under any of the relevant statutory provisions.

I acknowledge that Personal Protective Equipment has been made available to me and I will use P.P.E. whenever conditions dictate. I will take good care of all P.P.E. and other safety equipment and will report to Management, immediately, any instances of loss, damage or fault.

SIGNED:
NAME:
DATE:

APPENDIX D
EXAMPLE SUB CONTRACTORS
COMPETENCE QUESTIONNAIRE

HEALTH & SAFETY COMPLIANCE QUESTIONNAIRE

(TO BE COMPLETED BY ALL SUB-CONTRACTORS PRIOR TO START OF WORK)

Company Name:	Person Completing This Form:					
* Please send references for similar work you have carried out in the past.						
Does the Company have a Health & Safety Policy <i>(Please Enclose Signed Copy)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>						
Who is the Director Responsible for Health and Safety:						
What Health & Safety training has this individual received:						
Who provides your competent Health & Safety Advice <i>(including construction related)</i> :						
What qualifications do they hold <i>(attach CV if possible)</i> ?						
How do you audit and monitor your Health & Safety procedures <i>(off and on site)</i> ?						
Please send evidence of recent monitoring <i>(Audits, Site Inspections etc.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>						
Health & Safety Training and Qualifications <i>(For last 3 years including construction related)</i> :						
<i>For Management:</i>						
 <i>For Employees:</i>						
What is the Companies safety record over the last three years?						
	Fatal	Major Injury	Over 3 Day	Dangerous Occurrences	Reportable Diseases	Non-Reportable
This Year						
Last Year						
Year Before						
Please send details of any reportable accidents.						
Who is responsible for investigating accidents:						
What are your procedures for reporting and investigating accidents:						

What resources (both human and financial) do you allocate for Health and Safety Considerations:		
Are you aware of your duties as contractors under CDM 2015	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How do you comply with these duties (including those in relation to welfare facilities):		
What are your procedures relating to Risk Assessment:		
Please send a completed example of a Risk Assessment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How does the Company comply with COSHH regulations?		
Please send a completed example of a COSHH assessment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What health surveillance is carried out by the Company:		
Please send a copy of your Emergency Procedures for Site	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How do you involve your workforce on Health & Safety Matters:		
What Personal Protective Equipment is issued to employees:		
What procedures are there for ensuring that plant and equipment is kept in good condition:		
How often are electrical plant, equipment and appliances tested and inspected:		
Are method statements produced for each job? <i>(Please send 1 example)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Public Liability Insurance Details (include level of cover / copy of certificate):		
Signed:	Date:	

APPENDIX E
SITE FIRE PROCEDURES

SITE FIRE PROCEDURES

IF YOU DISCOVER A FIRE RAISE THE ALARM. AND VACATE THE BUILDING OR SITE BY THE NEAREST AVAILABLE EXIT AND PROCEED TO THE FIRE ASSEMBLY POINT: –

PROVISION OF KLAXON ALARM AT FIRE POSITIONS. REFER TO METHOD STATEMENT FOR FIRE EVACUATION PROCEDURE AND FIRE ROUTES.

THE ASSEMBLY POINT: **ADJACENT TO SITE CABIN IN MAIN WELFARE AREA.**

TELEPHONE THE EMERGENCY SERVICES BY DIALLING 999

WHEN THE EXCHANGE OPERATOR ANSWERS, ASK FOR THE FIRE SERVICE AND GIVE THE TELEPHONE NUMBER

WHEN CONNECTED TO THE FIRE SERVICE STATE SLOWLY AND CAREFULLY:

THIS IS KAYEDEM DEMOLITION LTD
WORKING AT: **The former Farringdon Police Head quarters
Primate Rd SR3 1TQ**

WE HAVE A FIRE!

DO NOT REPLACE THE RECEIVER UNTIL THIS INFORMATION HAS BEEN CORRECTLY ACKNOWLEDGED.

G HORNER WILL CARRY OUT A ROLL CALL OF EMPLOYEES AND VISITORS AT THE ASSEMBLY POINT.

DO NOT RE-ENTER OR GO BACK ONTO THE SITE UNTIL THE ALL CLEAR IS GIVEN.

APPENDIX F RISK / COSHH ASSESSMENTS & METHOD STATEMENTS

- **Disconnection of all utility services Gas/Water/Electric- By others**
- **Erection of temporary Boundary Fence to Main Road and Footpaths- By Others**
- **Removal of Notifiable/Non-Notifiable asbestos materials**
- **Soft Strip to internal finishes and fittings with building envelope**
- **Erection of access scaffolding**
- **Demolition of 4 Storey Framed offices and warehouse structures including asbestos cement covering to roofs walls and floors.**
- **Breakup existing = ground floor slabs to offices and warehouse.**
- **Breakup existing external concrete paving and tarmac surfacing.**
- **Site Crushing of concrete/Brickwork Materials.**
- **Safe removal of waste material to landfill.**
- **Breakout existing building sub structure foundations etc and obstructions encountered within reduced level excavation.**