

# Construction Phase Health & Safety Plan

**Project: 73-75 New Street**

**Address: 73-75 New Street, Cheltenham, GL50 3ND**

**Prepared by: Ryan Fitzgerald**

**Prepared Date: 04/12/2023**



***Version 1***

**Document Control Sheet.**

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## 1.0 The Construction Phase Health and Safety Plan

The Construction Phase Health and Safety Plan has been developed from pre-construction information, included in appendix, drawings and site assessments and will be reviewed and amended as works progress.

The Plan is a working document that will, by nature, change, alter and develop throughout the construction period. Any/all persons working on and visiting this site are to be made aware of this Plan, its contents and availability.

***This document must be made available to any and all persons either working on site or visiting site.***

### 1.1 The Principal Contractor

The Principal Contractor has many obligations and duties placed onto them by the Construction (Design and Management) Regulations 2015 (from now will be referenced as CDM Regs 2015), the following details are to ensure reasonable compliance (this is not exhaustive of all duties and obligations):

- a) To develop and implement the Construction Phase Health and Safety Plan (from now will be referenced as CPHSP) and ensure all necessary information is contained within.
- b) Induct to site all contractors, operatives, management, surveyors, client personnel and visitors to ensure both the Client's and Principal Contractor's site specific rules are made clear and understood. Any/all project safety information will be disseminated through toolbox talks to all personnel listed above.
- c) Ensure all contractors (including self-employed) comply with all relevant statutory requirements.
- d) Ensure access to the site is restricted to **only** those who are authorised and have been inducted to site.
- e) Approve all method statements and risk assessments from all contractors engaged on the project.
- f) Ensure all relevant safety notices and statutory notices are in place and maintained throughout the project.
- g) Ensure all contractors and/or principle designers are competent prior to appointment for the project.
- h) Continually monitor the health and safety performance of all personnel on-site.
- i) Compile and maintain all information that will be required for inclusion in the health and safety file to allow the building owner/user to safely use and maintain the building.
- j) Promote a culture within all site operations of a 'no blame' safety policy, and a policy of the same to encourage safe practices and reports of problems or issues.

***The HSE (Health and Safety Executive) has been notified of this project via the statutory form (F10), a copy of this is included at the rear of this document as Appendix 1.***

## 1.2 Site Safety Statement

- a) MH Group Ltd accepts that a high standard of health, safety and welfare in the workplace is an integral part of an efficient and professional company.
- b) It is the policy of MH Group Ltd to carry out all work in accordance with the relevant statutory provisions and to ensure that all reasonably practicable steps are taken to eliminate or ameliorate hazards found within a construction site.
- c) The management of MH Group Ltd recognises the promotion of Health and Safety measures as a mutual objective for management and employees at all levels.
- d) It is therefore the policy of MH Group Ltd to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including the public in so far as they come into contact with the company and/or its products.

### **In particular, the Company has a responsibility:**

- a) To provide and maintain safe and healthy working conditions taking account of any statutory requirements
- b) To provide training and instruction to enable employees to perform their work safely and efficiently
- c) To make available all necessary safety devices and protective equipment and to supervise their use
- d) To maintain a constant and continuing interest in Health and Safety matters applicable to the company's activities and for its management to set an example in safe behaviour

### **Employees have a duty to co-operate in the operation of this policy:**

- a) By working safely and efficiently
- b) By using the protective equipment, and by meeting statutory obligations
- c) By reporting to their supervisors incidents that have led or may lead to injury or damage
- d) By adhering to company procedures for securing a safe workplace
- e) By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence

The routine monitoring of health and safety issues will be undertaken by the site management in conjunction with their retained specialist advisors, during projects which warrant this service.

All employees and sub-contractors are expected to co-operate fully with the company in the carrying out of this policy and are reminded that they must take all reasonably practicable steps to ensure the safety of themselves and others who may be affected by their work.

The routine monitoring of health and safety issues will be undertaken by the Site Manager in combination with the company's retained health and safety advisors for this project:

**MH GROUP LTD**

***This statement is to be displayed at all sites of work in a prominent area.***

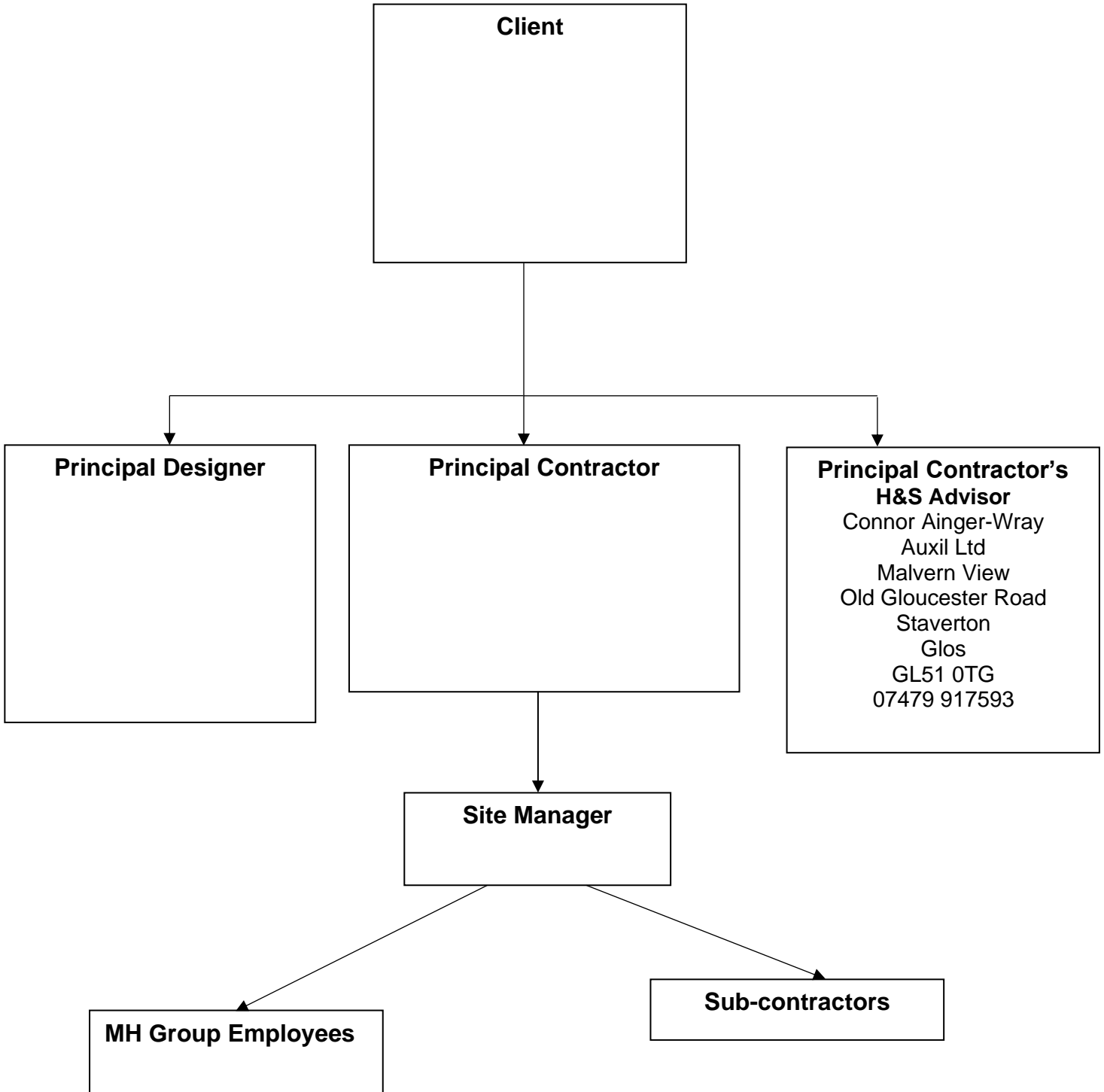
## 2.0 Arrangements, responsibilities and duties

2.1. Project Name:	73-75 New Street
2.2. Project Address:	73-75 New Street, Cheltenham, GL50 3ND
2.3. Scope of Works:	X7 New build semi-detached dwellings
2.4. Programme:	52 weeks
2.5. Client:	Cape Homes Ltd
2.8. Principal Designer:	Cape Homes Ltd
2.8a Structural Engineer	David Partridge
2.9. Principal Contractor:	MH Group Ltd
2.10. Principal Contractor H&S Advisor	Derek Purchase, Auxil Ltd Malvern View, Old Gloucester Road, Cheltenham Tele: 07828578873
2.11. Health and Safety Executive local area office:	HSE – Bristol Office 2 Rivergate, Bristol, BS1 6EW 02920 263 000 / <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
2.12 Environmental Agency	
2.13 Local Authority	Cheltenham Borough Council
2.14. Nearest Hospital with A&E facilities:	Cheltenham General Hospital
2.15. Fire Authority:	Gloucestershire Fire & Rescue

### 3.0 Health and Safety Management – Organisation and Responsibilities

#### 3.1 Organisation Chart

The Principal Contractor has selected the staff for this contract based on the knowledge and experience of individuals for this type of project, enabling them to perform to their potential and ensuring all project goals and expectations are achieved.



### 3.2 Site Manager

- a) Ensure that a copy of the F10 submitted to the HSE for notification of the work via the Principal Designer is available and retained onsite.
- b) Ensure that each staff member under their control is aware of their responsibilities as regards health and safety and consult these staff on issues affecting their safety as they arise.
- c) Enforce with his staff the relevant statutory provisions or the requirements of the Company Safety Policy.
- d) Ensure that appropriate training and retraining is given to all operatives, as necessary.
- e) Arrange meetings with the project management team on a regular basis.
- f) Ensure that each staff member under their control is aware of their responsibilities as regards health and safety and consult these staff on issues affecting their safety as they arise.
- g) Ensure that there is appropriate training and periodic retraining for staff within their control.
- h) Ensure that all work activities under their control are planned and carried out with regard to statutory provisions and good working practices.
- i) Ensure that any external contractors selected to carry out work on behalf of the Company are fully aware of and are able to satisfy their responsibilities regarding health, safety and welfare and are aware of restrictions affecting their operations.
- j) Ensure that the accident procedure for recording, reporting and investigation of injuries, diseases and dangerous occurrences is carried out and inform Directors of the conclusions from such activities.
- k) Promote safety through example.



### **3.3 Site Health and Safety Supervisor**

- a) Ensure that each employee is aware of his/her responsibilities as regards health and safety.
- b) Ensure that all work is planned and carried out with regard to statutory provisions and good working practice.
- c) Obtain and assess method statements from subcontractors performing any high risk operations.
- d) Ensure that method statements submitted by all contractors are complied with, as required under the Construction (Design and Management) Regulations 2015.
- e) Carry out regular checks of the site to ensure that standards laid down for safe working practices are not contravened.
- f) Conduct site inductions for all operatives working on site and keep a record.
- g) Encourage liaison between contractors to promote health and safety issues.
- h) Ensure that all records are kept up to date e.g. lifting equipment inspections, scaffold inspections, site safety inspections etc. and ensure that all Certificates of Test and Thorough Examination are valid and are on site.
- i) Ensure that visitors to the site wear the appropriate safety equipment.
- j) Promote safety through example.

### 3.4 All Staff

All staff are to be made aware of the following duties.

- a) You must comply with site rules or any other instructions issued by the Company at all times whilst on site.
- b) You are expected to be fully co-operative with any reasonable request from the Site Manager or Supervisor or their representative.
- c) Head protection and safety footwear must be worn at all times whilst on site, additional safety equipment must be worn where this has been specified by those persons responsible for site safety, both internal and external to the company.
- d) You are responsible for the correct use and storage of your tools. You must also ensure that tools are never used in a way which could endanger yourself or the others around you.
- e) You must not alter any scaffold unless you are competent to do so, and it must be with the permission of the Site Manager or Supervisor.
- f) You must not indulge in 'horse play' or practical jokes which cause danger to others.
- g) If you can suggest an alternative method of work which will reduce hazards, the company would be grateful to receive these suggestions.
- h) You must report the abuse of any welfare facilities provided on site to the Site Manager or the Site Supervisor.
- i) You must report any injury which happens to you whilst on site and ensure that the details have been entered in the accident book.
- j) You must promote safety through your own example.

### 3.5 Contractors and Sub-Contractors

**All sub-contractors will be expected to comply with the following rules.  
Acceptance of the contract will imply acceptance of these rules.**

- a) The company safety policy is available to all sub-contractors who wish to see it. They will be expected to abide by the safety policy for all their operations whilst on this project.
- b) The methods of operation used by sub-contractors must take account of the health and safety of their own and other employees and they must take all reasonable steps to reduce the likelihood of harm to both site workers and others who may be affected by their actions or omissions.
- c) Before using any scaffolding or other site equipment sub-contractors should ascertain whether it has been recently inspected and is safe for use in the intended manner in the opinion of the site manager.
- d) No sub-contractor may permit the use of plant or machinery unless the operator in question is in possession of a current approved licence and has been authorised as a competent operator by the person responsible for the safety of that machine.
- e) All tools and equipment must be regularly inspected and not used if any faults are discovered.
- f) All mains power tools must be of a 110 volt, centrally earthed type, be in good condition, and comply to any relevant British Standard and PAT tested and recorded.
- g) Any hazardous material brought onto the site must be used and stored in accordance with Approved Codes of Practice, its hazard data sheet, or other relevant guidance.
- h) Sub-contractors are expected to comply with any reasonable requests from the competent person or the safety supervisor on the site on matters relating to health, safety and welfare.
- i) Sub-contractors have responsibilities to ensure that their work areas are kept free of unnecessary waste and debris and that all access and gangways are kept clear.
- j) Personal Protective Equipment in accordance with guidance issued by HSE or other relevant bodies, or at the request of the safety supervisor must be worn by sub-contractors at all times whilst on site except in areas which have been officially designated as "no risk".
- k) Sub-contractors who are carrying out operations which are either highly specialised or carry a higher than normal level of risk will be expected to submit a method statement accompanied by evidence of their competence and/or qualifications in that field.

Please also refer to Section 6 – Contractor Management

## **3.6 The Management of Safety**

### **Project Objectives and Goals**

It is the objective of MH Group Ltd as Principal Contractor, not to have any loss time accidents, due to the activities taking place on the site.

All incidents, accidents and near miss occurrences will be investigated and any recommendations to prevent re-occurrence will be notified to all operatives on site.

Environmental issues will be closely monitored and it is the goal to not have any complaints

All operatives will be inducted and have relevant training to the task they are performing

Monthly meetings will record and review the objectives

### **Mobilisation**

Notice to sub-contractors will be at least 1 weeks before being required to make arrangements necessary for health and safety to carry out work on the project.

### **Safety Induction**

All personnel attending site, inclusive of Principal Contractor personnel and all contractors, will undergo the site specific induction. Only personnel who have undergone the induction will be allowed access to this site.

All visitors attending site must be (1) inducted, and/or (2) escorted by an inducted contractor and (3) be wearing the appropriate P.P.E. This also includes delivery personnel.

Site rules are included in the appendix

### **On-site Training**

Operatives will be checked at induction as to their task specific training. All to be CSCS/ CPCS or equivalent, qualified as a minimum.

Onsite training during the project will take place at regular periods and include;

Abrasive Wheels

Lone Working

Excavations

Risk Assessments and Method Statements

Environmental Management

Health Issues

Manual handling

The list is not exhaustive and as required specialist trainers will attend site to provide additional training.

### **Safety Inspections**

Random site safety inspections to gauge the standards of health and safety throughout the project, will be carried out, by the retained H&S consultant. Visits will be made monthly. Site supervisor will carry out weekly recorded checks of site activities. All non-conformances will be reported and action will be taken accordingly.

### **Consultation**

Regular consultation will take place with the operatives on site and the site manager. There will be an open door policy of reporting and discussing any H&S issue.

Toolbox talks will take place if there are any significant issues on site where the operatives will not only be informed of the detail but discuss openly any recommendations

## **Safety Meetings**

There will be a progress and safety meetings at regular intervals during the project. Dates for these will be agreed between the relevant parties.

The agenda is likely to include:

- a) Urgent safety issues
- b) Safety reports carried out by the Principal Contractor or independent consultants
- c) Safety issues brought up by the client
- d) Safety report findings from contractors or their consultants
- e) Toolbox talks
- f) Potential risks from developing programme
- g) Co-ordination problems or potential problems
- h) AOB

## **3.7 Statutory Notices**

Statutory notices will be displayed on-site in accordance with current legislation and shall include:

- a) Health and Safety at Work law poster.
- b) Employers' liability insurance(s).
- c) HSE Notification F10
- d) Emergency arrangements (First Aider, Fire Assembly Point, Fire Warden, Emergency Contact Numbers)
- e) Fire Evacuation Arrangements Incl. Site Plan
- f) Hospital location and contact details

## **4.0 CDM Responsibilities**

### **4.1 CDM Compliance policy**

In compliance with the Construction (Design and Management) Regulations 2015, this Company undertakes to act as a reasonable and competent party when fulfilling its role under the regulations and to co-operate with other duty holders so far as is reasonably practicable. We recognise the Duty Holders identified in the Regulations as;

#### **The Client duties**

- a) ensure that principle designers, contractors and other team members that they propose to engage, are competent (or work under the supervision of a competent person), and are adequately resourced and appointed early enough for the work they have to do;
- b) allow enough time for each stage of the project;
- c) co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the regulations;
- d) co-ordinate their own work with others involved with the project in order to ensure the safety of those carrying out the construction work, and any others who might be affected by it;
- e) ensure that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out safely and without risk to health;
- f) contractors have made suitable provision for welfare facilities from the start and throughout the project;
- g) ensure that any fixed workplaces (e.g. offices, schools, shops, factories), which are to be constructed will comply with the Workplace (Health, Safety and Welfare) Regulations 1992.

#### **The Principal Designer duties**

- a) give suitable and sufficient advice and assistance to Clients in order they comply with their duties, especially the duty to appoint competent principle designers and contractors;
- b) ensure that adequate arrangements are in place to manage the project notify the HSE. about the Project;
- c) co-ordinate design work, planning and other preparation for construction where relevant to health and safety;
- d) identify and collect the pre-construction information and advise the Client of any surveys that need to be commissioned;
- e) promptly provide relevant construction information to Principal Designers, Contractors and the Principal Contractor;
- f) manage the flow of health and safety information between Clients, Principal Designers and Contractors;

- g) advise the Client of the suitability of the Construction Phase Plan and the arrangements made to ensure welfare facilities are on site from the start;
- h) produce or update a user friendly, health and safety file suitable for future use at the end of the construction phase.
- i) ensure they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;
- j) check that Clients are aware of their duties;
- k) while designing, avoid foreseeable risks to those involved in the construction and future use of the structure, and eliminate hazards and reduce the risks associated with the hazards;
- l) provide adequate information about any significant risks associated with the design;
- m) co-ordinate their work and that of others in order to improve the way in which risks are managed and controlled;
- n) consider the hazards and risks to those who carry out any construction work including demolition, cleaning of windows, walls, ceiling or roof
- o) consider the hazards and risks to those who use the structure as a place of work, including customers and the general public.

#### **The Principal Contractor duties**

- a) ensure that the Client is aware of their duties and that a Principal Designer has been appointed;
- b) ensure that Notification (F10) has been given for the project before they start work;
- c) make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase;
- d) ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity;
- e) ensure the competency of sub-contractors for each project and ensure that have enough information to carry out their work safely and without risk to health;
- f) provide suitable welfare provisions are provided from the start of construction phase;
- g) ensure that a suitable Construction Phase Health and Safety Plan is prepared before the work commences, with consultation with those affected by it, and keep it up to date;
- h) take reasonable steps to prevent unauthorised access to the site;
- i) prepare and enforce any site rules;
- j) provide copies or access to relevant parts of the plan and any other information to contractors, including the self-employed, to allow time for them to plan their work;
- k) liaise with the Principal Designer on design carried out during the construction phase, including specialist contractors, and its implications for the plan;

- l) provide prompt relevant information to the Principal Designer for the health and safety file;
- m) ensure that all the workers have been provided with suitable health and safety induction, information and training;
- n) ensure that the workforce is consulted about health and safety matters;
- o) display the project Notification.

**Contractors or self-employed persons duties**

- a) check Clients are aware of their duties;
- b) satisfy themselves that they or anyone they employ or engage are competent;
- c) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of the work;
- d) ensure that any contractor they appoint or engage is aware of the minimum time allowed to plan and prepare before starting work on site;
- e) provide workers under their control (whether employed or self-employed) with any necessary information, including relevant aspects of other contractor's work, and site induction (where not provided by the Principal Contractor), which they need to work safely, to report problems or to respond appropriately in an emergency;
- f) ensure that any design work they do complies with the regulations;
- g) ensure that they provide or have provided, suitable welfare facilities from the start of the work and that they are complying with Part 4 of the Regulations that apply to their work;
- h) ensure that they co-operate and co-ordinate with others working on the project;
- i) ensure that the workforce is consulted on matters that affect their health and safety;
- j) obtain specialist advice when planning high risk work.



## 4.2 CDM Implementation

### Design Work Carried out During the Construction Phase

Prior to works commencing on site, and hazard identification elements raised as part of the design process must be highlighted to the site manager. This includes construction risks and residual risks left on completion of the project. Where possible all risks must and shall be 'designed out'.

All changes to the design must be relayed to the client and Principal Designer as required by the CDM Regs. 2015. All design and build elements will be undertaken with the co-operation and with consultation with the design team. Work not to proceed until client has confirmed change can be implemented following consultation with Principal Designer.

### The Health and Safety File

Arrangements will be made by all consultants and contractors involved with the project to pass on all relevant information for inclusion in the health and safety handover document.

The Principal Contractor will collect and collate all the required information from each contractor, sub-contractor and consultant and issue this information to the Principal Designer upon completion of the practical elements.

This will include;

Details of the project

Contractors involved

'As built' drawings, with actual position and levels of drains/ services/ foundations/ kerb lines

Information on materials used

Paper and electronic copies will be passed to the Principal Designer

## 5.0 Emergency Procedures

### 5.1 Covid 19 Controls

During 2022, the world is still enduring the tail end of the Covid-19 pandemic, and although the vaccine is being deployed widely which will bring infection rates and the chances of catching the infection down, it is still a very real risk which needs to be controlled.

Onsite we will comply with the latest HM government guidance on Covid-19.

Which will include the following measures:

- If operatives do have symptoms, then they will need to decide if they are fit to come to site. They will inform the site manager on arrival, who may decide whether they should remain onsite or not.
- Welfare facility will have hot running water and anti-bacterial soap, and operatives will be encouraged to wash their hands regularly.
- Hand sanitiser will be provided at strategic points within the office and welfare facilities, and operatives will be encouraged to use this regularly.
- A cleaning routine will be established on a regular basis to ensure that welfare facilities, offices and regular touch points are sanitised in order to minimise transmissions risk.

All of the above will be clearly communicated to site operatives and visitors working or visiting on the site, in the relevant site induction, and also appropriate signage/posters will be displayed on the site information board. With regards to emergency response scenarios related to Covid-19, details can be found in the Emergency Response Plan.

### 5.2 Fire

- a) The fire emergency procedure for this site will be included as part of the induction for all personnel attending this site, the details of which will also be displayed on the safety notice board.
- b) All visitors must be accompanied onsite and informed of this procedure.
- c) Temporary fire points will remain in situ throughout the works period.
- d) If fire arrangements change due to the construction progress, all personnel will be informed via a toolbox talk.
- e) Information regarding the testing of fire alarms will be given at the site induction.
- f) The Fire emergency routes and exits must be inspected as part of the safety regime to ensure that they are maintained and free from obstruction at all times.
- g) Fire Safety precautions include
  - a. Prohibition of Smoking onsite except in designated area
  - b. Permit to Work procedures for all Hot Work

### 5.3 Accidents

- a) All accidents will be reported and details entered into the accident book. All Accidents will be investigated according to the procedure in the Appendix.

- b) In addition, all accidents and dangerous occurrences must be reported to the Client's Representative and the Principal Designer, immediately and to the Incident Contact Centre
- c) The Project Manager will report all reportable accidents / incidents by any of the following routes:

### **Online Reporting to the HSE**

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- ❖ [Report of an injury](#)
- ❖ [Report of a dangerous occurrence](#)
- ❖ [Report of a case of disease](#)

All near misses, complaints and visits by HSE Enforcement Officers must be reported to the Client's Representative.

## **6.0 Contractor Management**

### **6.1 Procedure for Competency**

Prior to contractors being appointed, the Principal Contractor will use either pre-approved contractors or will require any new contractors to undergo a Pre-Qualification Questionnaire to ensure competence and good health and safety practice.

Competency checks may include (but are not confined to) the provision of the following information (Regulation 4 CDM Regs. 2015 Competency):

- a) Health & Safety Policy
- b) Insurance details
- c) Management structure
- d) Risk & COSHH assessments and specific method statements, these will be reviewed by the site team for approval and for significant risk passed to the H&S consultant for approval
- e) Confirmation they will comply with the CPHSP
- f) Up to date information for inclusion with the health and safety file
- g) Confirmation that all plant is properly selected and correctly maintained
- h) Confirmation that all plant operators are properly trained
- i) CSCS accreditation
- j) Training details (Matrix etc.)
- k) Accident/Incident/Enforcement notices and/or court action details

These documents for pre-approved contractors will be retained by the Principal Contractor.

## 6.2 Procedure for Induction of contractors transferred to the site

All contractors and employees engaged in activities on behalf of the Principal Contractor will undergo an induction to the site to which they are transferred.

### The competent person will:

- a) explain to the contractor/employee their role on the project and introduce them to the person to whom they will be directly responsible;
- b) ensure that the employee is aware of the site safety requirements and procedures. Using the site copy of the policy, they will also be made aware of their specific responsibilities regarding health and safety;
- c) introduce the employee to the site, identifying all hazards which may be present;
- d) familiarise the employee with the procedures for emergency first aid and the location of welfare facilities, first aid boxes, first aiders, the accident book and any fire-fighting equipment;
- e) discuss any actions which are prohibited on site (smoking, operation of plant or equipment before training, etc.);
- f) identify any training requirements and inform management;
- g) ensure the employee is aware that the operation of any plant, machinery or equipment is forbidden without training;
- h) issue special (site or process specific) personal protective equipment and obtain a signature for receipt of the issue;
- i) ensure that the employee is familiar with its proper use, maintenance and storage requirements.
- j) Provide information on the hazards and risks associated with the work onsite and make available the risk assessments and method statements
- k) Explain that the drugs and alcohol policy on site is Zero tolerance and personnel will be removed from site.

### If the person is under 18 years of age

Explain to the young person that they are forbidden to use any plant, machinery or other equipment unless under the direct supervision of a competent person for training purposes. A specific risk assessment will be in place prior to commencing on site.

## **7.0 Site Specific issues**

Please refer also to the Appendices

### **7.1 Access and Egress**

- a) Access will be in northeast corner of site boundary via field gate over bus stop layby off of Highworth Road. Kingsdown Road along the southern boundary running east/west with B&Q depot beyond. Along the eastern boundary is the driveway access to Fitzwarren House nursing home which abuts the site boundary
- b) The boundaries of the site are set out in the tender drawings.
- c) No parking/obstruction allowed on the existing road
- d) Principal Contractor to take all necessary precautions to ensure the health and safety of all users. Additional warning signage will be displayed to warn road users of lorries turning. Banksman will be used for larger vehicles accessing and egressing the site
- e) All visitors and operatives will report to the site office and sign in prior to working on the site
- f) All new operatives and visitors to the site must attend a site induction. MH Group Ltd will arrange for site inductions for sub-contractors and visitors and keep a record.
- g) Consideration will always be given to minimising the potential for slips, trips and falls at the site. Access must always be kept clear for the emergency services and the siting of equipment will be sympathetic to this.

### **7.2 Deliveries**

- a) All deliveries and collection must be agreed with the Site Manager and controlled by a competent vehicle marshal.
- b) The Principal Contractor must ensure that the parking or unloading and loading of vehicles should not restrict access or obstruct thoroughfares or emergency exits at any time.
- c) At no point must the identified emergency access for the fire and rescue services to the site, or surrounding area, be blocked by contractor's vehicles or works.
- d) Loading and unloading operations shall only be undertaken within the designated areas identified by the Site Manager.
- e) The unloading of vehicles will be supervised by the Principal Contractor. Deliveries will be checked for content and damage.
- f) Sufficient banksman to control other vehicles and other operatives on site, will be in place when carrying out any unloading

### **7.3 Storage of Materials**

- a) All materials will have been transferred directly from the delivery vehicle to the designated compound.
- b) Materials only delivered as required

- c) Storage areas will be segregated from the site activities with suitable barriers, which will be locked when operatives leave site
- d) Hazardous and non-hazardous materials will be segregated with hazardous material kept secure at all times and in well ventilated enclosures

## **7.4 Traffic and Pedestrian Routes**

- a) Separation with suitable barriers and warning signage with prevent any non-authorized vehicles from entering the site area
- b) Designated parking areas on site will be clearly signed
- c) Operatives will be segregated from site traffic, with the use of clearly designated walkways
- d) It is recommended that construction vehicles are restricted from moving outside of the site boundaries unless absolutely necessary. A banksman should be used for all reversing vehicles.
- e) Signage directs traffic off the main road into the site

## **7.5 Site Security**

- a) The site will be secured with suitable 1.8m hoarding or HERAS fencing and there will be locked gates for vehicle and pedestrian access
- b) Warning signs will be displayed of the dangers of entering a construction site, to report to site office and wear appropriate PPE
- c) The Site Manager or Supervisor will check that the site is left in a safe and secure condition before being left unattended.
- d) All tools will be locked away in strong boxes or taken from site.
- e) All plant and equipment will be isolated and keys removed when not in use

## **7.6 Welfare and other onsite Facilities**

### **7.6.1 Welfare**

The Principal Contractor will provide adequate welfare facilities for all contractors on site. These will meet the requirement of Schedule 2 of the CDM Regulations.

- a) The location of the welfare facilities will be notified at the site induction.
- b) Operatives will be reminded to keep these facilities clean and tidy
- c) Site welfare will consist of temporary cabins and offices with power and water available either directly supplied or from temporary generators and water tanks
- d) Sufficient toilets, with hand washing facilities will be provided and separate facility for female workers

- e) Basins where workers can wash their hands, arms (up to their elbows), and barrier cream;
- f) A sheltered area will be set up for breaks and heating food and boiling water, including tables and chairs
- g) A supply of wholesome drinking water.
- h) Alternative power and water will be provided if there are interruptions to the main supplies during the construction process

## **7.6.2 Provision for emergencies**

### **First aid**

Arrangements will vary with the degree of risk on the site but will usually include as a minimum;

- a) adequately stocked first aid boxes,
- b) competence at first aid at work level and a mobile telephone to call for help.
- c) An accident book will be available in the site office
- d) Details of local A&E hospital will be displayed in site office

### **Fire**

- a) The fire procedures for emergencies and evacuation will be given to all operatives and visitors to the site
- b) Fire extinguishing equipment will be provided in the site office
- c) An air horn will be used as a fire alarm and the site manager will immediately contact the emergency services if there is a fire
- d) The fire assembly point will be located near the entrance to the site and site manager will phone the fire brigade and coordinate their movement when on site.
- f) Smoking is prohibited except in the designated location in the site compound
- g) All Hot Work is subject to a Permit to Work Procedure.

## **7.7 Overlap with Clients Undertakings**

- a) There will be limited overlap with the general public as there is limited regular presence in the area
- b) Other contractors will be working in the vicinity of the new site and regular communication will be required to organise and coordinate works that may affect each party
- c) If the client requires access to the site they will report to the site office and be inducted as a visitor
- d) If work by the client or their contractors is required on the site, they will submit method statements to the PC and comply with the site rules



- e) If any work is required outside of the site boundaries the work area will be segregated with suitable fencing and warning signage. No construction materials or equipment will be left outside of the secure area.
- f) Any movement of vehicles in the shared areas will be closely managed by traffic marshals
- g) If there is going to be significant noise, dust or odour from the construction process the work will be reviewed.

## **7.8 Plant and Equipment**

### **7.8.1 Work Equipment**

Work equipment means any machinery, appliance, apparatus or tool.

All work equipment used by this Company, whether owned, hired or leased, will be safe for use, suitable for the task, and maintained in accordance with the Manufacturer's instructions. To ensure that all items of work equipment used by our staff on our premises are of the required standard and are in a safe working condition, they must be supplied directly by the Company or be hired in as required.

Although all equipment brought into use must be marked with the UKCA Mark we are aware that this may not necessarily mean that the item is compliant with UK law; we will therefore closely inspect all equipment prior to use and identify any areas that may require the addition of guards, safety devices, signage etc.

The appointed person is responsible for ensuring that all work equipment is maintained and that any machinery that has a log will be kept up to date. Management will ensure that all personnel who use work equipment will be provided with:

- a) adequate health and safety information;
- b) suitable personal protective equipment and, as appropriate;
- c) training; and
- d) written instructions for its safe use.

All guards that are fitted or supplied with work equipment will be used and maintained. In order to monitor the condition of work equipment the appointed person will regularly undertake spot checks.

All employees will report all defects to management who will then decide whether the defect is sufficient to warrant:

- a) the cessation of use immediately;
- b) routine maintenance; or
- c) a more significant repair.

Lifting equipment (genie lifts) and lifting accessories (slings / chains) will be thoroughly examined by a competent person every 12 and 6 months respectively and a certificate of Thorough Examination and Test obtained. These will be kept on file and available for inspection.

## **7.8.2 Purchasing / hiring plant and equipment**

When hiring goods, the following conditions will be specified:

- a) ensure that the purchaser / hirer / selector is familiar with the requirements of the Company health and safety policy;
- b) ensure that the equipment or materials purchased or hired satisfy the requirements of any relevant British Standard or Statutory provision and the supplier will compile a written statement to assure the Company that this is the case;
- c) all hired machinery will come complete with a checklist and evidence of the equipment's last Thorough Examination and Test (where applicable) when the machine is delivered;
- d) all plant and machinery will be inspected by the operator at the start of each working day and the conclusions entered in forms held by the site manager;
- e) in accordance with the Lifting Operations and Lifting Equipment Regulations, equipment used for lifting purposes will be marked with its safe working load
- f) Given the increasing concern for the effects of vibration and noise on users and neighbours we will give due consideration to these aspects when new equipment is being obtained.

## **7.8.3 Electrical Equipment**

- a) Only 110v or battery operated electrical equipment will be used on site unless used in the site offices and through the main cabin supply
- b) All equipment to be PAT tested

## **7.9 Services**

### **7.9.1 Arrangements for working with Services**

- a) The nature and extent of the existing services have been identified by the review of existing service drawings and by visual inspection, however this must not be relied upon alone and further visual inspections of exposed services and the use of cable-locating devices including radar detection will be used where appropriate to locate concealed service routes.
- b) Work cannot be carried out until the contractor is satisfied that the locations of all service routes in the vicinity of the works have been verified. Once identified all parties on site will be informed and details included in the Construction-Phase Plan. All service connections should be by agreement with the Client.
- c) All known main services will be marked on the ground with suitable warning signage in place
- d) Work in the ground will be under a permit to dig procedure, controlled by the site manager and undertaken by competent persons. A specific method statement will be in place for all works, which will include;
  - Clearly identify the location of all services to the carriageways and surrounding environment
  - Communicate with the local public utilities to ensure that no services are interfered with, without due cause; consider a "Dial-Before-You-Dig" arrangement.

- Ensure work areas are made safe/services isolated before excavation/works commence to a particular area of the carriageway.
  - Strictly control access to these work areas to authorised/competent personnel only; a Permit to Work system should be considered and strictly controlled & managed by the Principal Contractor.
  - Ensure that on completion of works, work areas are again made safe and excavations not left open/unprotected/unattended.
  - Ensure compliance with HSE Guidance Note; HSE Guidance Note HS(G)47 'Avoidance of underground services'.
- e) Work in the vicinity of the overhead lines GS 6 guidance produced by the HSE will be followed and include the following controls and a specific set of Risk Assessments and Method Statements for the work will be produced;
- Fencing will be set up on either side of the lines to ensure no unauthorised access under the overhead cables
  - Warning signs will be displayed
  - Where a crossing is required set of goal posts will be erected at a maximum height for plant or vehicles to move under the lines. Heights will be agreed with the Utility company
  - If work is required under the overhead lines the plant will be restricted either electronically or with a physical restraint to ensure the plant cannot reach within the restricted zone. In wet or misty weather the restricted height will be lowered due to an increased risk of arcing

## 7.10 Excavations

- a) Permits to dig will be in place prior to any excavating
- b) All areas will be scanned with a calibrated CAT device prior to excavating
- c) Only competent persons will supervise and undertake excavating work
- d) No one will enter an excavations unless inspected and access is authorised by a competent person (MH Group Ltd Supervisor)
- e) If considered a confined space the trench will be checked with a calibrated gas monitor prior to entry and gas monitor available during the time within the trench. No lone working and a watchman who will instigate an emergency plan if anyone collapses
- f) Spoil will not be stored next to the edge of the trench
- g) Fencing will be used to prevent falls and ladders or cut steps used for access
- h) If there is a risk of trench collapse suitable shoring or battering of the sides will be implemented
- i) Vehicles and plant will not be left running next to the trench
- j) If excavations are going to be left unattended they will be suitably secured with locked fencing or a cover put in place

## 7.11 Work at Height

- a) Working at height issues for this phase of the contract will consist of falling into open excavations or unloading delivery lorries, construction of steel frame

- b) All excavations will be suitably protected with barriers/ fencing to prevent falls
- c) Delivery drivers to access the rear of vehicles using suitable ladder access
- d) Ladders will only be used accessing trenches or for short duration work attaching lifting equipment to loads

### **7.12 Asbestos**

There is no known asbestos on site if any is uncovered during the construction work to stop immediately. The area to be sealed off and investigation carried out by a competent person

### **7.13 Hazardous Materials**

Any hazardous substances brought on to site must be accompanied by the relevant COSHH assessment, the MSDS is not sufficient. All hazardous materials must be identified to the site manager and listed in the COSHH Register, with the COSHH assessment attached.

Particular consideration must be given to known respirator sensitizers and substances that may cause dermatitis.

Materials will be locked securely either in containers or fenced areas

### **7.14 Handover Procedures**

Hand-over of the work area will be agreed between MH Group Ltd and the Client's representative

The site area will be walked and inspected by both parties – both will have to agree that the area is suitable for acceptance and sign the handover certificate.

The site plan will be updated and the construction phase plan will be reviewed and updated, if required.

Toolbox talks will be given to the site personnel when any changes affect the safety of the site area. All personnel will be informed of any changes.

### **7.15 Hot Works**

Permits to work are required for all hot works and will comply with any procedure that the Client may have in place. All permits must be signed off on completion of the work. Fire extinguishers will be available in the vicinity of the works and hot work will finish at least 2 hours before the end of the shift so work can be checked that it has cooled sufficiently.

### **7.16 Waste Materials**

To be routinely collected and stored to avoid fire risk and trip hazards. Segregation will be undertaken, or if space is limited sent to a transfer station for sorting and reporting of contents. Skips to be kept secure especially in shared areas. Waste transfer notes to be kept available on site

Spoil heaps to be sufficiently wide and not too high. Slopes for dumper access, will be a maximum of 16deg and at least two dumper widths wide. All edges will be bunded and an excavator will regularly dress all heaps.

Material that is not required, to be moved off site at the earliest opportunity

### **7.17 Dust Noise and Vibration**

To be kept to a minimum at all times

If dust becomes an issue the areas will be dampened with water

Noise will be kept to a minimum and working hours will be agreed to;

Monday – Friday 7.30am to 6pm

Saturday 7.30am to 1.30pm

No work to take place on Sundays or Bank Holidays

Unless agreed with the client

### **7.18 Temporary Works**

Temporary works will consist of temporary earth support in trenches and these will be controlled using proprietary trench boxes supplied with designs. These will be used in all trenches with significant risk of collapse. Some shallow trenches will be battered back to a safe angle.

If any other temporary works is required full design will be available and installed by a competent person

### **7.19 Lifting Operations**

Lifting operations using excavators will have been inspected and have check valves and lifting indicators installed in the cab.

All accessories for lifting will be checked prior to use, inspected by an independent competent person every 6 months and weekly records recorded

Lifting plans for all significant lifts will be produced by a competent person and items managed by a competent slinger banksman

There will be no lifting over persons or the existing garden centre unless the area has been cleared and a specific method statement has been agreed

Other lifting on site will be with the use of lorry HIAB cranes controlled by a competent person. Lift plan will be submitted before lifting for review. Competence of operator and slinger to be checked.

### **7.20 Manual Handling**

All manual handling operations will be assessed, if possible carried out using lifting equipment. Written assessments will be available on site and discussed with the workforce. If this is not practicable and manual handling is required, equipment to aid lifting will be used, whenever possible. Good technique for lifting will be used and team lifting if practicable. All operatives will receive manual handling training.

### **7.21 Contaminated Soil**

There is no known contaminated soil but if any is uncovered work to stop. Area to be made secure and further soil investigation to take place prior to any further work

## 8.0 Key Risks Associated with this Project

### 8.1 Risks identified by the Principal Designer/Design Risk Register

Risk	Control Measures Proposed	By Whom
Excavations	Risk assessment, permit to work, shoring and fencing	PC
Working near live traffic	Banksman to manage other vehicles and pedestrians	PC
Live utilities	Drawings, CAT scan, limit to hand excavation in vicinity of cables	PC
Hazardous materials	COSHH Assessment, PPE	PC
Working at Height	Use of MEWPS, towers, ladders and steps	PC
Placing of heavy plant	Suitable working platforms, risk assess and plan	PC
Heavy/ Awkward construction materials	Risk assess all lifting	PC
Health issues – sharps/ vermin/ chemicals	Work to stop and report to site manager	PC
Environmental risks – bird droppings, vermin, droppings, legionella	Good hygiene, PPE	PC

## 8.2 Other Potential Risks

The following are areas of significant hazards identified, risk assessments and method statements will be produced by MH Group Ltd for all activities with significant risk. Site management will produce with approval by H&S consultant. All to be reviewed every 3 months or after significant changes to the activity, environment or personnel.

The following will be covered by site produced risk assessments and method statements

Significant Risks in Construction	Hazard	Control	Owner:
<b>Construction Teams Safety</b>			
Site Set-up	Unauthorised access to work area	Access/Egress to works area & site to be controlled.	Principal Contractor
Work at Height	Falls of materials and/or personnel	Safe access will be provided to all work areas. Competent personnel only to work at height. Risk assessments and method statements to be in place and approved. All equipment to be checked and maintained.	Principal Contractor
Overhead Work	Falls of materials and/or personnel	Suitable protection to be provided to provide protection from overhead works. No lifting over persons	Principal Contractor
Manual Handling	Dropping materials, Crush injuries, Musculoskeletal damage.	Approved lifting techniques to be used, manual handling training required	Principal Contractor & Contractors
Slips/Trips/Falls	Slip/Trip/Fall causing injury	Monitor housekeeping on a daily basis, maintain all routes of access/egress. Suspend or tape down trailing leads.	Principal Contractor & Contractors
Work on live services	Live service risk, electric shock etc.	All works to be undertaken by competent contractors working with approved RA/MS. Permits to work.	Principal Contractor & Contractors
Contact with live services	Electric shock causing death or serious injury. Damage to existing services resulting in loss of supplies.	Identify where all existing services are located. Protect and mark where necessary.	Principal Contractor & Contractors
Protection of existing structures	General protection of existing	All existing structures that may be affected by the works will be protected	Principal Contractor & Contractors
Grinding, cutting	Risk of fire Eye Injuries	Permit to Work. Wear appropriate eye protection as required for the equipment.	Principal Contractor & Contractors
Significant Risks in Construction	Hazard	Control	Owner
<b>Public/Client staff Safety</b>			
Unauthorised Access	Unauthorised/Non-inducted personnel entering site.	Access/Egress to works area & site to be controlled. Keep to marked walkways.	Principal Contractor
Vehicular Movement	Deliveries/Contractors vehicles entering site	Deliveries will be arranged as required. All delivery drivers will be required to report to the site office for further instructions.	Principal Contractor

Risks to members of the public	Unauthorised access to site	Site will be kept secure and signs displayed. All visitors will be accompanied by the Site Manager or a supervisor. All operatives and visitors are to sign in and out of site.	Principal Contractor
Risks to operatives and others on site	Contact with moving vehicles and plant machinery	All delivery vehicles entering and leaving site must be under the direction of a banksman. Plant machinery to operate in protected area.	Principal Contractor
Risks to Client Personnel	Being affected by work carried out by contractors.	Segregate work areas. Erect warning signs. Provide information.	Principal Contractor
Environmental			
Significant Risks in Construction	Hazard	Control	Owner
Noise	Site plant and power tools	Site plant to be well maintained and work within set hours. Noise surveys to be made by the site manager or visiting H&S consultant whenever there is significant noise over the first action level 80dB(A)	Principal Contractor & Contractors
Vibration	Site plant and power tools	All tools and equipment used will be selected for low vibration where possible. Suitable PPE (gloves) will be worn by operatives. Usage times for using any powered tool will be calculated prior to use and monitored by the site supervisor	Principal Contractor & Contractors
Dust	Cutting, drilling, sweeping, dry weather	Monitor as required. Operatives to use dust masks when necessary. Area to be sprayed with water	Principal Contractor & Contractors
Ultraviolet radiation	Skin burns/ cancer	All operatives will wear long trousers and a minimum of short sleeve tops at all times. UV barrier cream will be available for exposed skin TBTs to be given to all operatives on the risks from UV radiation from prolonged exposure to sun	Principal Contractor & Contractors
Contaminated Waste	None known	N/A	N/A
Waste Disposal	Removal of debris	Removed in licensed tippers or deposited in skips. Contractors will recycle as much waste as is practicable.	Principal Contractor & Contractors
Significant Risks in Construction	Hazard	Control	Owner
Buried/Hidden Services			
Gas	Possible damage when excavating or connecting to existing	Permit to dig and isolation of existing. Competent persons	Principal Contractor & Contractors
Electricity	Possible damage when excavating or connecting to existing	Permit to dig and isolation of existing. Competent persons	Principal Contractor & Contractors



Telephone/Data	Possible damage when excavating or connecting to existing	Permit to dig and isolation of existing. Competent persons	Principal Contractor & Contractors
Water	Possible damage when excavating or connecting to existing	Permit to dig and isolation of existing. Competent persons	Principal Contractor & Contractors
<b>Emergency Services</b>			
<b>Hazard/Risk</b>	<b>Description</b>	<b>Control</b>	<b>Owner</b>
Fire Risk on-site	Risk of fire due to Hot-Works or electricity shorts	Hot works permit to be issued by the PC prior to works commencing. All permits are to be signed off on completion of the work.	Principal Contractor & Contractors
Fire Exit routes blocked	Badly stored materials and equipment. Accumulation of debris.	All fire escape routes to be kept clear at all times, daily inspection.	Principal Contractor & Contractors