



CONSTRUCTION PHASE PLAN FOR

Caerphilly County Borough Council

Site Name & Address	The Firs, Bryngoleu Street, Cefn Fforest, Blackwood, NP12 3ND
Issue No.	01
Preparation Date:	20 th March 2024
Prepared By:	Mark Gwinnell
Construction Phase Start Date:	2 nd April 2024

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1. Introduction

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) & (2) as set out in the HSE Guidance document, Managing Health & Safety in Construction, (L153).

As the Principal Contractor we will:

Address the Health & Safety issues likely to be involved in the management of the construction phase.

Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.

Provide our operatives with the necessary information about the project that they need for them to carry out their work safely and without risk to health.

Facilitate the co-ordination, co-operation, and communication between the team on the site.

Provide information to our operatives with regards to the current details of temporary works.

2. Address of project

The Firs, Bryngoleu Street, Cefn Fforest, Blackwood, NP12 3ND



3. Description of project

The works to undertaken at the property are as follows:

- Asbestos removal as per survey
- Electrical rewire including relocation of meter cabinet
- Demolition of existing flat roofed single storey extension
- Drainage works associated with the new extension
- Construction of a pitched roof extension in place of the demolished structure
- Minor internal structural alterations
- Minor internal structural alterations
- Upgrading of insulation to the existing external walls
- Upgrading of insulation to the existing loft space
- Replacement of ground and first floor ceilings
- Repair / re-skim of existing plasterwork as required
- Refurbishment and re-glazing of the existing UPVC conservatory
- New external windows and doors
- New internal door, architraves, and skirtings
- New kitchen.
- New sanitaryware and associated wall and floor coverings
- New central heating system
- New flooring
- New decoration
- Existing driveway enlarged
- Patios replaced with new materials
- Minor landscaping to existing gardens and surrounding planting and hedgerows

Fig 1/Front elevation

4. Location

The Firs is a detached property situated on Bryngoleu Street adjacent to Cefn Fforest Sport Centre. Delivery of materials will be planned to ensure minimal disruption to the users of the Sports Centre and neighbouring residents.

Fig 2/3 Map of Road and surrounding area





There is a good access for vehicles to get to The Firs, Cefn Forest, coming straight off Waun Borfa road into Bryngoleu street, The Firs is situated Directly next to Cefn Fforest Sports Centre.

The Boundary of the property is marked in Red.

The Yellow marked area indicates where skips will be situated and a potential welfare unit if there are issues providing electricity within the property.

The Green Marked area is parking spaces for 2 x vans, this is Parked on the main Road and potentially one vehicle to the driveway.

5. Duty holders

Duty Holders	Contact details of Duty holders
Employer (Client)	<p>Caerphilly County Borough Council Ty Penallta Tredomen Business Park Hengoed Caerphilly CF82 7PG</p> <p>[REDACTED]</p>
Principal Designer	<p>Caerphilly County Borough Council Ty Penallta Tredomen Business Park Hengoed Caerphilly CF82 7PG</p> <p>[REDACTED]</p>
Principal Contractor	<p>ARC Contracting Ltd. 1 Lawrence Court, Bedwas House Ind Est. Bedwas, Caerphilly. CF83 8DW</p> <p>[REDACTED]</p>
Architect/Contract Administrator	<p>Caerphilly County Borough Council Ty Penallta Tredomen Business Park Hengoed Caerphilly CF82 7PG</p> <p>[REDACTED]</p>
Quantity Surveyor	<p>Caerphilly County Borough Council Ty Penallta Tredomen Business Park Hengoed Caerphilly CF82 7PG</p> <p>[REDACTED]</p>

Commercial Client/Client

Caerphilly County Borough Council

Social Services.

Principal Contractor/Principal Designer

ARC Contracting Ltd have been in operation since March 2012 and are based on the Bedwas House Industrial Estate, Caerphilly. At the beginning our contracts were in groundworks and bricklaying. Over the years we have diversified our business to meet our clients' needs by increasing our skilled workforce.

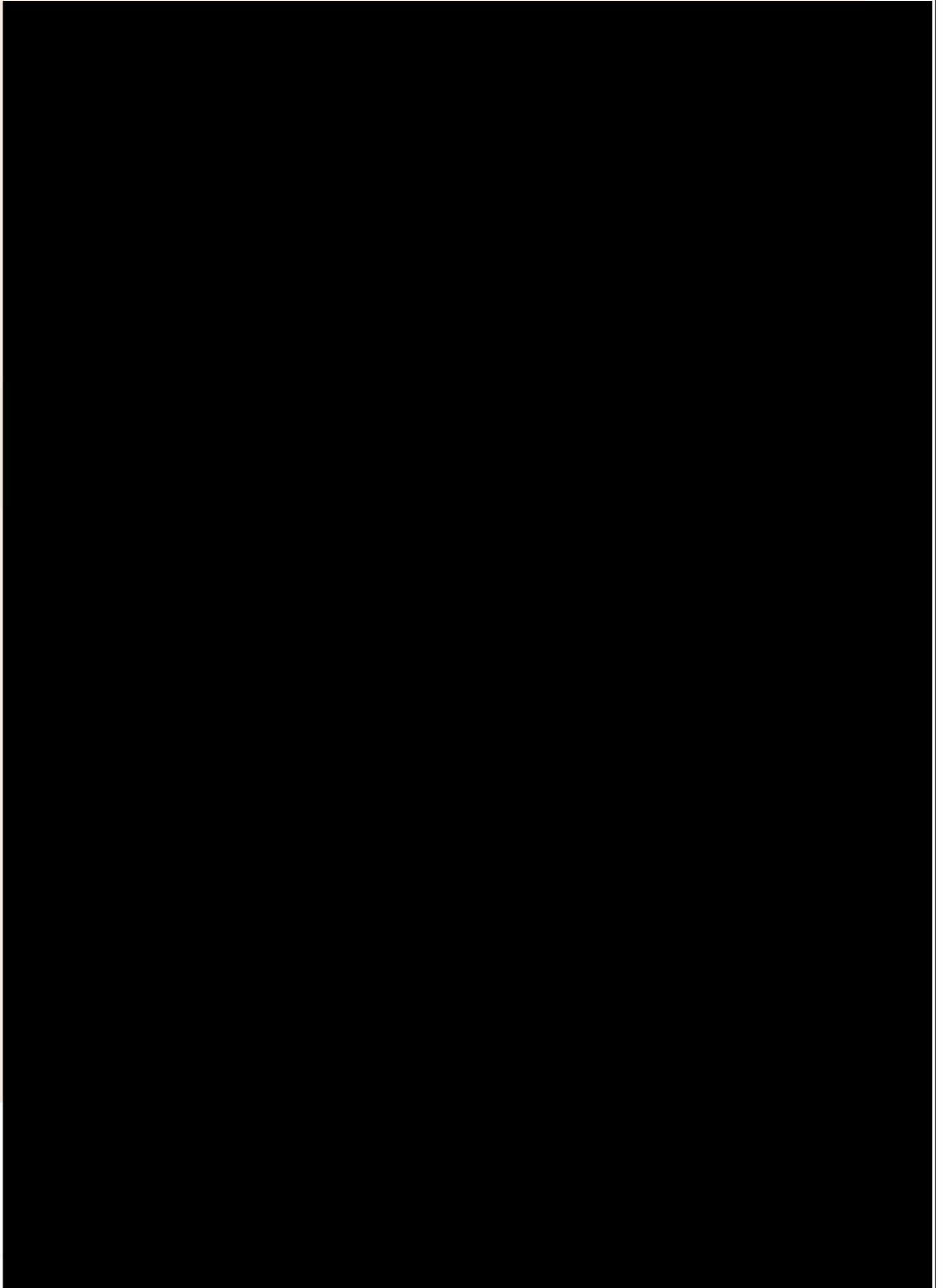
We have been working with the Vale of Glamorgan Council and RCT Council as a general maintenance contractor. For the past 2 years we have undertaken void works and reactive/planned repairs for various high-profile clients. We also undertake several specialists planned works e.g., bathroom adaptations, garden wall and paving replacement, roof repairs/replacement and specialist cleaning including needle removal. We are a registered supplier and installer of Rubber bond flat roofing systems in which is the Vale of Glamorgan's specification for Flat roofing.

We have also worked with Caerphilly County Borough Council undertaking works on schools within the borough.

We offer a reactive and emergency repairs service and where we are unable to complete a repair, we will provide a quotation and report with our recommendations.

ARC Contracting Ltd work alongside clients such as Amey Defence services, providing full trades to all the void works and external works across the Ministry of Defence properties. We also carry out a 24 hour on call service where we respond to all emergency call out services. Other works include adaptation work such as wet rooms and any external ramp systems and also planned maintenance works.

The Project Team



6. Responsibility of the team

██████████ Is responsible for the daily management of the office. This includes:

- Receiving and issuing work orders
- Invoicing
- Client and tenant Liaison – Office side
- Monitoring e-mails
- Telephone queries
- Systems
- Accident/Incident management
- Tenders
- General office Management

██████████ Is responsible for overseeing daily management of the work. This includes:

- Staffing levels – ensure the correct staff are on site, implementing the contingency plan when there are staff shortages.
- Complaint management, investigation, and review
- Spot inspections – Quality and Health and Safety
- Client Liaison - Operations
- Supplier Liaison and procurement
- Writing, monitoring, and reviewing Policies and procedures.
- RAMS, Health and Safety Plans
- Tendering and quotations
- Service delivery
- Onsite supervision of underpinning, mini-digger operative.



[REDACTED] - Is responsible for daily management of the site. This includes:

- On- site Health and Safety management
- All works on site including organising other trade workers
- Ordering site materials
- Joint Project management and liaising with operations manager.

[REDACTED]

[REDACTED] Multi skilled workers, responsible for:

- Onsite Health and Safety
- Productivity
- All general works including reporting any issues to the site manager
- Working to client specifications.

Contact details through the site Manager

[REDACTED]

Bricklayer.

- On- site Health and Safety
- Productivity of all groundworks and underpinning
- Reporting all issues to Site Manager.

Contact details through the Site Manager

7. Health and Safety Aims of the project.

It is our responsibility as the Principal Contractor to focus on the health and safety issues already outlined by the client and to make them our own and design our systems for proactive monitoring and reviewing of effectiveness on site.

We will ensure we are fully compliant with legislation in all aspects of the project. Construction (Design and Management) Regulations 2015

We will:

- Maintain the highest standards of housekeeping and tidiness for the duration of the project.

- Ensure no lost time from injuries for the duration of the project.

- Ensure no environmental incidents because of our work during the work.

- Fully investigate any incidents, accidents and near misses.

- Protect neighbours, tenants, and members of the public from any risk associated with the site.

- Ensure operatives are wearing the correct PPE for the task.

- Provide the correct equipment for the job.

- To review these goals throughout the project.

Specifically, we will:

- Take measures to prevent the transfer of Covid 19.

- Ensure private and public access and egress routes are kept clear from all debris, regular sweeping of pavements/paths must be undertaken throughout the day.

- No materials must be stored in access and egress routes.

- Materials and tools will be safely stored to prevent access by members of the public.

- All hardcore waste must be stored in a skip at the front of the property, timber waste will be collected on an ad hoc basis.

- Bulk materials will be stored in the rear garden and must be segregated to prevent access.

- All waste and materials will be segregated to prevent un-authorized access.

- We will communicate with the staff daily so that they know what to expect.

- Where drills/breakers/generators are used, we will immediately speak to the staff to make them aware.

- Ensure safe movement around the site for the occupants, staff and members of the public.

Site health, safety and environmental performance will be monitored formally throughout the project, firstly by the Site Forman with a project report (this to include site security and weather conditions). The Contracts Manager will visit site and carryout and formal inspection at the beginning and throughout the project

8. Project Liaison

Commercial Client/Client –there will be daily meetings onsite with Ken Davies from the Caerphilly County Borough Council to monitor progress and check all health and Safety is adhered to. Weekly photographs will be submitted to show progress of works and monthly valuations will be submitted in line with the requirement of the project.

Operatives –It is important that the senior management team convey the Health and Safety concerns regarding the site during the initial induction. At this stage they must ensure that they communicate to everyone that there is an open-door policy, any safety concerns they have can be raised with management at any time. Risk Assessments and Method statements are issued, and time is provided for the work force to read and feedback. Covid 19 procedures are also issued to the operatives.

Before the start of the project the workforce will meet to discuss any Health and Safety concerns expected. Monthly toolbox talks will be undertaken by the whole of the workforce, all accidents, incidents and near misses are fed back to the team along with measures to prevent future occurrence.

On site daily monitoring –Will be undertaken by the Site Manager, checks of plant, condition of PPE and site conditions will be inspected regularly. A documented diary of conditions will be kept including weather conditions, site operatives in attendance and tasks completed during the day including any “down tool time”. The diary will also include health and safety concerns and design changes. Photographs will be taken throughout as supporting information. The workforce will ensure that the work area remains safe, no debris or materials are left in walkways and are always supervised. Any hardcore debris or waste must be immediately removed, except for timber which will be bulk collected. Waste will be removed weekly by using our ford tipper.

9. Programme of work

The start date for the project is 2nd April 2024, over a 20 week period with the completion date of 20th August 2024. On the first day the site will be set up and the property will be used for our Welfare Facilities until the works carried out require us to provide our own. The first day we will set up site, with clear signage at the front of the property with ARC Contracting's contact details for emergencies and relevant safety signage.

Site Photographs will be taken throughout the progress of the project and documented in readiness for handover file.

SITE PROGRAMME		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12	WEEK 13	WEEK 14	WEEK 15	WEEK 16	WEEK 17	WEEK 18	WEEK 19	WEEK 20	
Week Ending		05/04/2024	12/04/2024	19/04/2024	26/04/2024	03/05/2024	10/05/2024	17/05/2024	24/05/2024	31/05/2024	07/06/2024	14/06/2024	21/06/2024	28/06/2024	05/07/2024	12/07/2024	19/07/2024	26/07/2024	02/08/2024	09/08/2024	16/08/2024	
The Firs, Gffn Forest, Blackwood																						
Item 1	Site set up and erect all information & H&S signage																					
Item 2	Site record photographs and the file.																					
Item 3	Carry out Electrical inspection																					
Item 4	Disconnect, make safe and strip out existing electrical installations																					
Item 5	Carry out Electrical rewire including relocation of meter cabinet																					
Item 6	Demolition of existing flat roofed single extension																					
Item 7	Drainage works for the new extension																					
Item 8	Construction of new extension including groundworks and new roof																					
Item 9	Asbestos removal as per the asbestos survey carried out																					
Item 10	New central heating system																					
Item 11	Minor internal structural alterations																					
Item 12	Strip out existing kitchen and bathroom																					
Item 13	Replacement of ground and first floor ceilings																					
Item 14	Repair/re-skin existing plasterwork as required																					
Item 15	Refurbishment and re-glazing of existing UPVC conservatory																					
Item 16	New internal door, architrave and skirtings																					
Item 17	New kitchen																					
Item 18	New sanitaryware and associated wall and floor coverings																					
Item 19	Upgrading of insulation to existing loft space																					
Item 20	Upgrading of insulation to existing to the existing external walls																					
Item 21	New external windows and doors																					
Item 22	New decoration																					
Item 23	New flooring																					
Item 24	Existing block paved driveway extended																					
Item 25	Patios replaced with new materials																					
Item 26	Minor landscaping to existing gardens, surrounding planting and hedges																					
Item 27	Site Clean up. Remove all signage and protective fencing																					

10. Welfare facilities/Site security

The Welfare Facility will be located within the property. A Fridge, Kettle, table, and chairs will be provided by ARC Contracting and also a facility to wash Hands with Hot Water. Also situated here is the fire station, signing in register and Health and Safety file where all documents can be found.

11. Emergency Procedures/First Aid

Registered First Aider	First Aid box
	Welfare at property.

First Aid Box can be found in the welfare room which is bedroom 2 of the property, it is alongside Health and Safety File

All Accidents must be reported in the Accident book, which is also situated in the welfare room, please see photos below.

Address

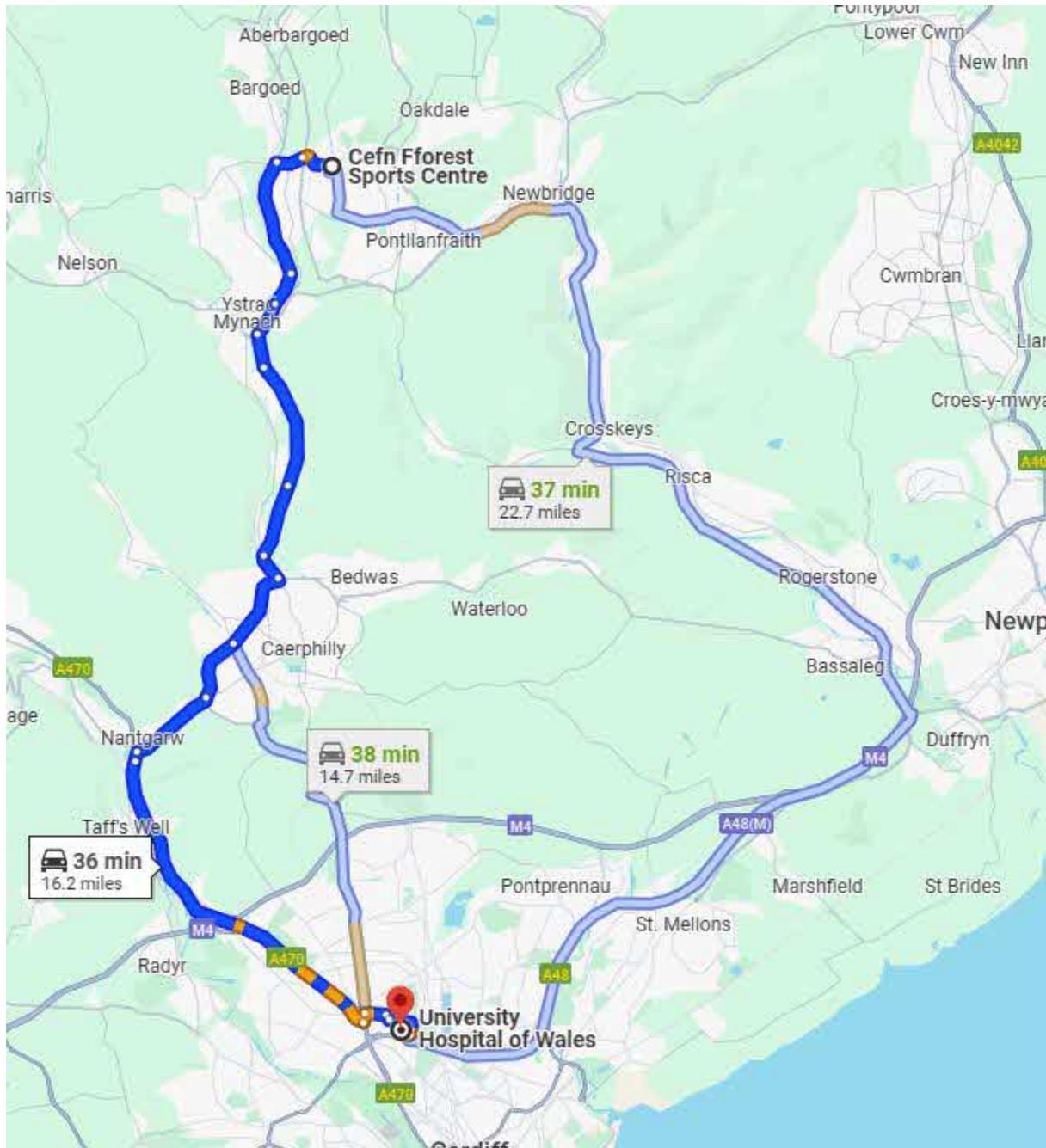
University Hospital of Wales
Heath Park Way,
Cardiff.
CF14 4XW

TEL. 02920747747

Where the emergency services are required, it is important that the caller clearly provides the following information:

- Full name of injured person
- As much details as possible regarding the injuries sustained
- The full address of where the injured person is situated.
- The details of the person making the call.

Quickest route to the University Hospital of Wales is set out below in Map Formation.



The nearest accident and emergency department is the University Hospital of Wales and is 16.2 miles away and an estimated 36-minute journey from site.

12. Accident/Incident/Near Miss

The company encourages employees to report all accidents no matter how minor.

Accidents that involve very minor injuries like small cuts, non-extensive bruises etc. and would not normally require any action on behalf of the company do not have to be reported (although employees could report them if they want).

Accidents that involve (or could have involved) more severe injuries and require investigation and action from the company must be dutifully reported.

Employees are obliged to report any of the following:

Fatalities

Damage to the head, skull, and face

Damage to any of the senses (e.g., partial, or complete loss of hearing, sight etc.)

Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)

Damage to the skin (e.g., extensive burns, bruises, or cuts)

Blows or injuries to the spine, back and ribs.

Harm to the nervous system or loss of consciousness through electrocution, hypothermia etc.

Poisoning

Contamination from hazardous substances or transmission of diseases

Any other injury that requires hospitalization or medical care

When an employee needs medical coverage, the accident must be reported immediately since insurance benefits may have to be approved after the investigation.

Employees are also required to report occurrences that may not have involved injuries or victims but could be potentially dangerous in that respect if repeated. These include but are not limited to:

Slippery surfaces

Water or gas leaks

Inadequate insulation of electrical circuits

Collapses of walls, ceilings etc.

Breaking of window glasses or frames

When an employee witnesses or is involved in an incident they must report it to the Operations Manager, the information will then be relayed to the Company Director (Michelle Duggan), personally, in writing (report is accessed from mobile working tablet) if applicable, within one week. If the employee anticipates an accident due to perceived

negligence or inadequate safety, they must notify The Company Director as soon as possible so the accident can be prevented.

Depending on the incident, official forms may have to be completed and submitted. The accident and any sustained injuries must be recorded to the accident file.

The Company Director (Mark Gwinnell) must initiate an investigation or request an investigation from authorities if appropriate.

The employee who reported the accident must cooperate if called in for questioning to provide details needed. As a rule, the employee must provide information in the incident report as accurately as possible on the following:

- The place of the accident
- The date and time of the accident
- The people involved or injured.
- Their position or involvement in the accident
- Their actions immediately after the accident

The Director is responsible for contacting RIDDOR where the accident is reportable under the regulations.

13. Site Rules/Security

Mandatory items of PPE must be worn – Steel toe cap boots and Hi Viz vests. In addition, appropriate PPE must be worn when undertaking a task (as indicated in Risk Assessments)

Face mask must be worn when speaking to the customer, client, or a member of the public.

All operatives must wear company uniform, which is clean and tidy. ID badges must be worn on sleeve.

All visitors to site must report to the site foreman. The site foreman will then run through the site safety measures before permitting access.

Only trained personnel are permitted to operate machinery.

All onsite tools must be battery operated where possible. Alternatively, only 110v tools are permitted. 110v Transformer must be plugged directly into socket, make note that a 240v extension lead is not allowed to be used at any given time.

Any damaged or faulty plant must be reported to the site foreman and must not be used. Items will then be tagged to prevent usage.

When plant is not in use it must be switched off and isolated

Mobile phones are not permitted on site during the working day except for the site foreman.

Hand tools must be safely stored and accounted for when not in use.

All sites managed by ARC Contracting Ltd are non-smoking.

Members of the public must be protected from our operations.
 Every person is responsible for his/her own safety and the safety of others.
 Work areas must be always kept clean and tidy.
 Noise/dust must be kept to a minimum.
 No Alcohol/illegal drugs, gambling or threatening/violent behaviour is permitted.
 Wolf whistling or abusive behaviour is not permitted.
 The site must be adequately secured at the end of each working day.
 The gate at the front of the property will be locked when not on site to reduce the risk of members of the public entering the site.
 Signage will be placed at the front of the property with all contact details provided for emergency call out.

14. General Standards of Competency

All operatives receive RAMS before commencing work on site. When determining risk, the following Hierarchy of Risk Management must be considered:



Operatives are only expected to undertake task where they have been deemed competent. Up to date training records are maintained to show who is competent to undertake each specific task e.g., trained in the use of abrasive wheels. Access to training records are available to the Site Manager at all times. Operatives are specifically chosen for each site based on their competency levels.

15. Complaints

We have a robust complaint, Policy. The aim of our Policy is to see complaints as an opportunity to improve our services. Complaints can be received by anyone of our operatives. We encourage everyone to take ownership so that the complainants voice is heard immediately.

The following details will be taken:

- Details of the complaint
- Date and time of the alleged complaint

Details of the person making the complaint.

This information is fed back to the directors immediately. They will then undertake a thorough investigation into the complaint. The following will take place:

Contact the complainant and client within 48 hours. We would then either ask the complainant if they would like to fill in our complaints form (attached) or we can do it over the phone on their behalf. Where a complainant has asked for us to send out a complaint form, we will also attach our complaints policy.

We will undertake thorough investigation and feed back to the complainant and client within 14 days with our findings and actions.

Where a staff member is involved, we would take the necessary action and feedback to the whole team in our fortnightly toolbox talks.

16. Site Conditions

The site is accessed from the front of the property via the front path. While work takes place in this area suitable alternative routes must be provided and clearly marked. Staff working at the home will be expected to come back and forth during the working day. The boundary of the rear garden is along a public path.



17. Deliveries

All deliveries will be undertaken during the working day, it is expected that the bulk of deliveries will be delivered to our Yard and transported on a daily basis using our Ford tipper truck, therefore minimise storage issues and traffic build up. Due to the position of the property all materials will need to be moved by hand through the front entrance of the property.

Occasionally a bulk order will be required for items that won't fit on our day-to-day vans, the location of deliveries can be seen on page 7 under Location.

18. Traffic Management

Access to The Firs can be obtained off Bryngoleu Street.

Suitable vehicles will be selected to take account of the access route. Banksmen will be used to oversee the movement of construction vehicles into and out of the site.

Before commencement of operations, signs will be erected which warn all non-construction personnel of the works in progress. The signage will make clear segregation of construction traffic routes and members of the public.

Temporary barriers and a Banksman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site or in occupied / shared areas (for example, during loading and unloading at roadside).

19. Environmental

Waste - All waste will be separated before removal from site, timber waste will be removed to the Local waste services, below is a list of all companies that ARC Contracting Ltd Use for all its waste and recycling.
Any materials that can be recycled, will be used on other projects or

Biffa Waste Services.

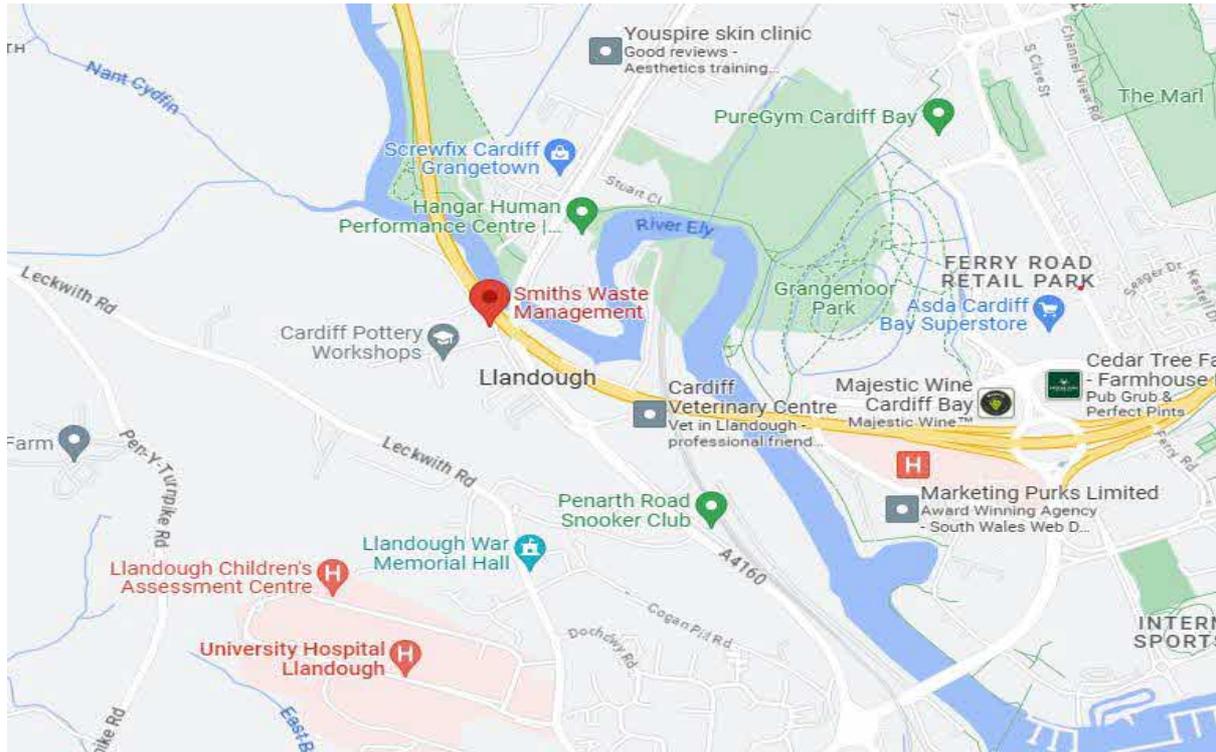
Unit 3, Willow Way, Dyffryn Business Park, Ystrad Mynach, Hengoed CF82 7TR.
Open Mon-Friday 7am to 5pm
Tel. 0800 307307.

Smith's Waste Management.

Llandough Trading Estate, Llandough, Cardiff CF11 8RR
Open Mon-Friday 7am – 5pm
Tel. 02920 707707

Smiths Waste Management.

Biffa Waste Services



Smith's Waste Management



Materials - Due to the Covid 19 pandemic it is expected that there could be a shortage of building materials. The director of the organisation will remain in in constant communication with our suppliers to ensure a good availability of materials required to

complete the project. The operatives on site will be expected to plan to ensure they keep the director informed of what is expected. Where supplies start to become depleted, we will utilise our off-site storage unit and order materials in bulk.

Noise – We will provide ample notice when our work is expected to create noise. It is likely Noise will be created, with the possibility of the following actions :

Cutting timber posts and boards
Day to Day Battery powered tools.
Hammer drills.

20. COSHH

All COSHH materials used by us have been standardised. The workforce has received annual COSHH training and are issued with generic COSHH data sheets and assessments . Where different materials are used a COSHH assessment will be undertaken before use. The operative will download the data sheet and will undertake an assessment based on the data sheets requirements. This will be issued to head office for review. Operatives **must** follow all the recommendations noted on the data sheet.

21. Sub-Contractors

Our Sub-contractors are required to meet our minimum requirements set out in the sub-contractor application process. Evidence of the qualifications and suitability are retained on file.

If these changes and additional sub-contractors are required at any time during the project the following must be provided by the sub-contractor

Complete our sub-contractor questionnaire.
Ensure they are suitable inducted into the organisation.
Provide their own Health and Safety compliance information, RAMS, H&S Policy statement and other Policy's . Where these are missing, they **must** read and sign to say they will adopt our Health and Safety documentation.
Provide up to date insurance certificates.
Confirm they will abide with the Construction Phase Plan
Provide training details.

Sub-contractors required on this Project are:

1. Electrical Engineer. (Full Electrical test)
2. Gas Safe Engineer.(Full gas check required)

22. Covid 19

Health monitoring will be discussed at the beginning of each day. If an operative develops any one of the symptoms of Covid 19 they will be asked to leave site immediately. **Failure to inform the senior management team will be treated as gross-misconduct.** Operatives will also be expected to inform the senior management team if they have been in contact with anyone that has been confirmed as having Covid-19. The occupiers of the properties will be expected to maintain safe distancing, if there is a breach of social distancing rules the operative is authorised to remove themselves to a safe distance.

23. Asbestos

An Asbestos survey has been undertaken by Caerphilly County Borough Council and has identified that asbestos containing materials have been found in all ceilings throughout the property, Roof void on the secondary roof, Floor tiles. The removal works are classed as unlicensed and can be removed by our CAT B Registered Removers. The Site Manager will ensure that the survey report is available on site for reference. All site personnel will be made aware of the results of the survey and any limited scope of the survey. No Asbestos will be stored on site whilst being removed, Asbestos will be double bagged, picked up and disposed of by Moorland Environmental and consignment note provided.

Moorland Environmental.
Unit 43, Portmanmoor Road Industrial Estate, Cardiff CF24 5HB.
Tel. 02920 485528

24. Manual Handling.

Wherever reasonably practicable, manual handling will be avoided, and mechanical methods used. Any remaining manual handling operations will be assessed by the Site Manager. A lifting practice poster will be displayed in the site accommodation.

Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within company safety documentation. These will be adhered to at all times by the employees and sub-contractors.

As, where reasonably practicable, mechanical devices will be used for handling heavy loads, the Site Manager will ensure that sufficient mechanical equipment is available at all times (e.g. trolleys, wheelbarrows, genie lifts, etc.), with particular consideration of movement of materials from delivery to point of use.

25. Noise and Vibration.

Some noise is expected, and excessive noise levels will be attenuated where practicable. Personal protective equipment will also be used where necessary. Works will be assessed and planned to avoid or reduce operatives' exposure to high levels of vibration, e.g. through alternative work methods or equipment. Should any work be necessary which may involve exposure by operatives to levels of vibration above the daily exposure limit or action values (ELV or EAV), a separate and specific assessment will be carried out. Work activities which could result in site operatives' high levels of vibration include use of power tools, scabbling, etc. Persons will not be exposed to levels of vibration above the daily maximum recommended level of 2.5m/s/s. Work methods will be planned, and equipment selected to minimise risks associated with hand and whole-body vibration. The Site Manager will monitor all work involving exposure to noise and vibration and, where necessary seek assistance and guidance.

Noise:

ARC Contracting Ltd acknowledges a typical requirement imposed by local authorities to limit noise emissions produced from construction sites to 70-75 dB at the perimeter of the site.

Prior to the commencement of work, a noise survey of the site perimeter will be carried out to establish typical current levels.

We do not anticipate that the proposed construction works will create significant levels of noise. Typical noise will be emitted from mobile plant and portable work equipment, including:

- o Demolition plant (dependant of type of work).
- o Excavators
- o Forward Loading Dump Trucks
- o Tipper Lorries
- o Delivery vehicles (various)
- o Cement mixers (Diesel Engine)
- o Portable power tools (Petrol Engine and electric / battery)
- o Generators

- o Variety of other tools and equipment

Note; All work equipment will be company-owned or hired from reputable hire organisations. All such equipment will be suitable for its intended purpose and will be maintained in good working order.

All plant will be operated by competent and trained persons.

General control measures for noise reduction will include:

The provision of suitable temporary ground / site surfaces on which mobile plant will travel.

The selection of working practises that reduce the need for loud mechanical plant to be used.

Minimising the amount of noisy work taking place at or near the site perimeter, where this is close to neighbouring properties. For example, changing excavator attachments can produce significant noise levels. They will therefore take place on site at the furthest point from occupied properties.

Located generators away from boundaries within neighbouring premises.

Working within the set hours of:

Monday – Friday: 0800 – 1700 hrs

Saturday: 0900 – 1300 hrs –when agreed with the Contract Administrator

No work will be carried out on Sundays and Public Holidays

All noise emissions will be monitored by site management, by carrying periodic noise level monitoring in and around the work areas.

Noise exposure to the workforce will be minimised in compliance with the Control of Noise at Work Regulations 2005.

Dust:

It is inevitable that dust will be produced as result of the construction works. Activities which may create dust include:

The travel of mobile plant and construction related vehicles on temporary surfaces.

Material handling.

Arisings from demolition, excavation, and groundworks

Concrete

Plaster

Render

Cutting to size of materials

Blocks

Plasterboard

Insulation

Timber

Concrete pipes

Concrete kerbs

Concrete paving slabs

Drilling / Fixing

All reasonable measures will be taken to minimise dust emissions, including silica, produced by the construction work. Such measures will include:

The provision and use of modern work equipment

The provision of suitable temporary surfaces

Off site cutting where possible.

Cleaning of vehicles prior to their departure from areas of the site which could contaminate clean areas (provision of water hose for wheel washing and designated wheel wash area)

The provision of a water spray dust suppression unit (water bowser)

The sheeting of tipper lorries carrying loose aggregate

Forming stockpiles of material as far away as possible from neighbouring occupied neighbouring premises

Sheeting and/or dampening of stockpiles where wind speeds are excessive.

Phasing works in such a way that completed areas are covered as soon as is reasonably practicable.

The selection of working practices that reduce dust.

Use of concrete cutting equipment with built-in dust suppression / extraction

Purchasing correct size concrete materials, to reduce cutting on site.

Selecting where possible, materials that may reduce dust during handling and use.

26. Hot Works

Any Hot Works commencing onsite that is any pipe soldering, disc cutting will be reported to the council and a hot works licence obtained.

27. Fire Safety

A fire risk assessment will be prepared by our Health and Safety Consultant for the construction site, and we will implement fire safety policies, procedures and records to demonstrate compliance with our duties under the Construction (Design and Management) Regulations 2015 [Regulations 29-32] and the Fire Safety Order 2005.

We will make specific reference to the HSE's document 'Fire Safety in Construction' (HSG168). This guidance document has been written to provide a guide for the responsible person, to help them carry out fire risk assessments for straightforward or less complex projects. More complex projects may need to be assessed by a person who has had comprehensive training or experience in fire risk assessments.

28. Working at Height

Work at height is unavoidable. The Site Manager will supervise all this work and will determine, in consultation with contractors, which methods of access and protection from falls are to be used for each operation. The following equipment will be provided as necessary: -

- a) Access ladders
- b) Stepladders.
- c) Tube & fitting scaffolding.
- d) Mobile tower scaffolding.
- e) Trestle platforms (Safe stand or similar)
- f) Crash decks
- g) Purpose built access equipment (such as pulpit steps)
- h) Air bags

29. Electrical.

We are assuming the property has an electric payment meter. The property will undergo a full electrical rewire so a temporary supply will be installed so works can commence and welfare facilities can be used. The meter will be isolated at the end of every working day.

Policy Register

Policy Document	Review Date
Health and Safety	September 2024
Equal Opportunities	September 2024
Environmental	September 2024
Accident Reporting	September 2024
Safeguarding young adults and children	September 2024
GDPR	September 2024
Complaints	September 2024
Bullying	September 2024
Quality	September 2024
Continuous Improvement	September 2024
Alcohol and drug	September 2024
Training and development	September 2024
Social Value	September 2024
Modern Slavery	September 2024
Anti-corruption	September 2024
Sub-Contractors	September 2024
Staff Well-being and Welfare	September 2024

Site Management

Daily Management of the organisation is undertaken by Mark Gwinnell (Director)
Supervision of sites is undertaken by Lee Edwards (Site Manager)

Your Responsibilities

You have a duty to protect your own Health and Safety and the safety of others
(colleagues, customers, and members of the public)

This includes working in a safe manner.

Ensure your tools are safely stored and in good order.

Ensure you inform the management of any issues of Health and Safety.

Ensure you inform the Management of any accidents or a near miss.

Co-operate with the Management with regards to changes in procedures

Read, understand, and follow specific Risk Assessments, Method Statements
and Site Safety Plan's

(Where the Risk Assessment is not suitable: complete a Dynamic Risk Assessment)

Our responsibilities

We have a duty to protect your Health and Safety while you work.

We will offer you training and support so that you can work in a safe manner.

We have comprehensive Policies to ensure your safety, these will be available
as part of your handbook.

We will provide you with training, so you can understand and follow the Risk
Assessments.

We will provide you with updates in Health and Safety law

We will regularly update you with changes in Health and Safety and our
performance as an organisation.

We have Risk Assessed every area of our work.

*(Where this is not possible: We provide a specific Risk Assessment for you to
undertake)*

About the Organisation

ARC Contracting Ltd have been operating since 2012. We predominately work With Local authorities and the Ministry of Defence, Over the years we have developed from being a Groundworks and brick laying contractor and now offer a full building and maintenance service. For the past 3 years we have provided a reactive maintenance service which includes the following:

- Reactive repairs – Full Internal and external repairs to the whole of the building
- Void works
- Specialist bathroom and physical adaptation works.
- Mechanical and electrical repairs
- Fire sprinklers, Fire Alarms and CCTV.
- Surveying – Diagnosing repairs and specialist damp inspections. Damp and Mould Surveys.
- Full Roofing Systems including Flat roof Rubber bond Systems .
- External Wall insulation (EWI).

- Hours of work – 8am-4pm
- Overtime – Discretion of the management
- Dress code – Work wear will be provided by the organisation and must be worn. Shorts are prohibited.
- Personal Development – Regular One to One's are designed to work on development needs.
- Duty to the customer/client – Kind courteous, communication is highly important and a clean and tidy appearance.
- Work vehicles – Cleaned on a weekly basis inside and out, stock levels maintained, and cabs kept 100% clear.
- “Right first time” – We do not expect call backs, where these happen, we learn from our mistakes. If you feel you are rushing a repair and it will result in poor workmanship, we expect you to communicate with your team leader.

Equality and Diversity

All employees have a duty to promote equality and diversity within the organisation. We have mechanisms in place to ensure you can inform the management if you feel our Policy is being breached in any way. We will:

- Set clear rules regarding how people should be treated.
- Challenge any negative attitudes.
- Treat all staff, customers, and clients fairly and equally.
- Create an all-inclusive culture for staff
- Avoid stereotypes in examples and resources.
- Use resources with multicultural themes

Induction Undertaken by:	
Employee inducted:	
Date of Induction:	

SUBCONTRACTOR'S HEALTH, SAFETY & ENVIRONMENTAL COMPETENCY QUESTIONNAIRE

ARC Contracting Ltd places great emphasis on health and safety performance. We strive to achieve zero accidents and incidents with a safety culture that encourages the correct behaviours and attitudes in our staff and subcontractors alike, to ensure that our workforce goes home safely.

The Health and Safety at Work Act 1974, Construction (Design & Management) Regulations 2007 and current health, safety and environmental regulations, impose a duty on us to make reasonable enquiries regarding the suitability, competency and knowledge base of our subcontractors, so that we can ensure they meet their statutory obligations.

In accordance with our HS&E management systems, we are moving towards working only with companies that have been 'approved' on completion of a health, safety & environmental assessment and returned to Mark Gwinnell, Director at ARC Contracting Ltd.

We require each subcontractor to commit to the minimum safety standards and conditions. A signature is requested within the questionnaire to confirm this.

Each subcontractor will be assessed on the contents of their questionnaire along with supporting documents provided, and will be awarded a grading status, as follows:

RED = Does not meet minimum legislative H&S requirements.

AMBER = Partially compliant with legislation & good practice, inadequate systems.

GREEN = Meets and exceeds legislation & best practice with a solid commitment to safety.

The more concise and specific the information provided, the higher the grading status. Each subcontractor will be informed of their grading and notified of any outstanding requirements needed to be implemented.

To support a completed questionnaire, the following documents should be provided. Please highlight the below to indicate what documents are enclosed:

Health and Safety Policy Statement (signed & dated) & Organisational Chart.

Professional qualifications for key safety personnel

Drug & Alcohol Policy.

Copies of enforcement notices issued by HSE or local authorities in last 3 yrs and details of rectifying actions taken by your company.

Sample safety training certificates or records for operatives and managers

- Recent method statement & risk assessments specific to typical work undertaken.
- Proof of in-house training e.g. company induction, toolbox talks, method statement briefings.
- Inspections, audits, meeting minutes to show monitoring staff safety performance.
- Measures in place for controlling & monitoring your employees/subcontractors
- Certificates / awards from relevant trade or safety organisations
- Environmental Policy and evidence of environmental training e.g. certificates, toolbox talks.

All completed questionnaires and supporting documents should be sent to:

██████████
Director
ARC Contracting Ltd
Hazelwood
Machen
Caerphilly
CF83 8NJ

1. ORGANISATION

Organisation Name:

1.1 How many direct employees do you have?

1.2 When was your Health & Safety Policy last reviewed?

1.3 Who has **executive** responsibility for health and safety in your company e.g. MD /CEO?

Name:

Job Title:

1.4 Who has **operational** responsibility for health and safety in your company?

Name:

Job Title:

1.5 Who have you appointed to provide competent safety advice and services, as required by the Management of Health and Safety at Work Regulations 1999 (Reg 6)?

Name:

Job Title, Company:

Tel:

1.6 What professional health & safety bodies does your organisation belong to?

1.7 Do you have a Health & Safety Management System? If so, when was it last reviewed?
How do you monitor and review your system? Is it third party certified?

1.8 Do you have a Drug & Alcohol Policy? If so, when was it last reviewed?

1.9 What company induction process do you have to brief staff in your safety arrangements?

1.10 How do you monitor the health & safety performance of your direct employees?

2 ACCIDENTS & INCIDENTS

Please provide details of all accidents / incidents that have taken place in the last 3 years:
 Previous Year 3 Previous Year 2 Previous Year 1 Current Year

Fatal

Major

Over 3 Days

Non Reportables

Near Misses

Please provide details of subcontractors accidents / incidents in the last 3 years (whilst in your employ):

Previous Year 3

Previous Year 2

Previous Year 1

Current Year

Fatal

Major

Over 3 Days

Non Reportables

Near Misses

Have you or your subcontractors received any of the following within the last 3 years?
 (If so, please provide a short summary of details)

Yes / No

Date

Reference No.

Prohibition Notice:

Improvement Notice:

Prosecutions:

Safety / Industrial Tribunal Hearings:

3 INFORMATION, INSTRUCTION AND TRAINING

3.1 What percentage of your staff have valid CSCS Skills Cards? _____%

3.2 Please give details of Health & Safety training given to your staff within the last 3 years:

Managers:

Supervisors:

Operatives:

4 PLANT AND EQUIPMENT

4.1 Do you provide tested and tagged equipment?

4.2 Are test records kept & up to date?

4.3 Who carries out tests & inspections?

5 PERSONAL PROTECTIVE EQUIPMENT

5.1 What instruction are operatives given on the use, maintenance and storage of PPE?

6 SAFE SYSTEMS OF WORK

6.1 How is information regarding safe systems of work disseminated to personnel on site e.g. risk & COSHH assessments, method statements? How do you ensure it's been fully understood?

6.2 How do you ensure that your work practices overcome any language barriers?

7 SUBCONTRACTORS

7.1 How do you assess the health and safety competence of companies you place your contracts with?

7.2 How do your subcontractors assess the safety competence of companies they place contracts with?

7.3 Please tick to confirm that all subcontractors employed by yourselves would be:

Suitably experienced.

Properly qualified with membership to relevant accredited organisations.

Provided access to documentation enabling them to fully appreciate all aspects of

works required by them.

Able to demonstrate capability and resources to meet requirements of any contract.

7.4 How do you monitor the performance of your subcontractors?

8 THE ENVIRONMENT

8.1 Do you have an Environmental Policy?

8.2 Do you have an Environmental Management System? If so, when was it last reviewed?

How do you monitor and review your system? Is it third party certified?

8.3 What significant environmental impacts are associated with your working activities?

8.4 What actions have you implemented in the last year to reduce your organisation's environmental impact?

Completed by:

Signature:

Name:

Job Title:

Date: