



# Construction Phase Health and Safety Plan

45 Westwood office conversion

Complete

<b>Score</b>	1 / 1 (100%)	<b>Flagged items</b>	0	<b>Actions</b>	0
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**Site / Project Reference or Name :** 45 Westwood office conversion

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**Client :** Venture Developments

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**Conducted on** 27.03.2024 11:55 GMT

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**Prepared by** Clydesdale Group Ltd

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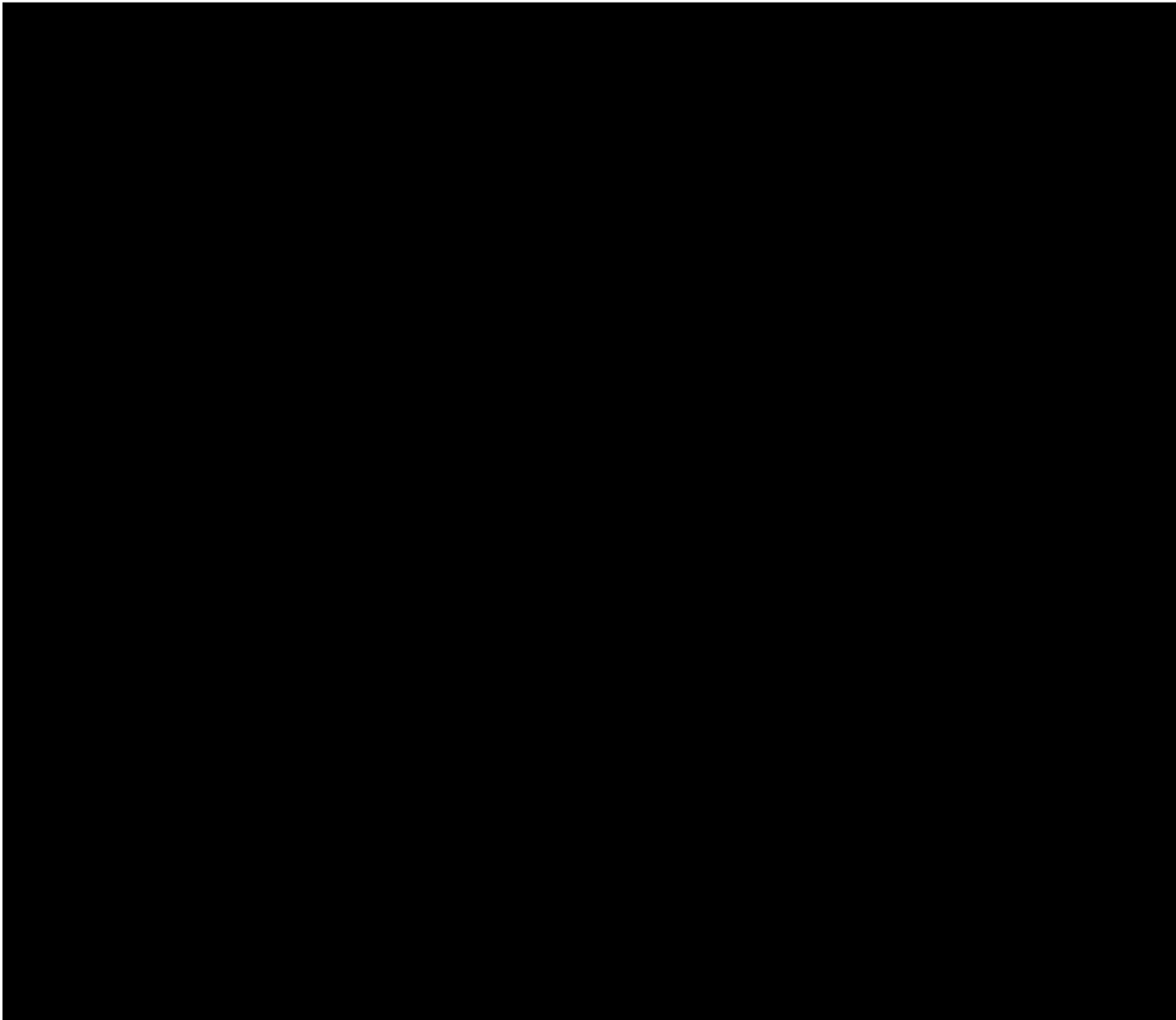
Audit

1 / 1 (100%)

Section 1 :

1.1 Full Site Address

45 Westwood Road,



Principle Designer

**Is the Principle Designer the Principle Contractor?**

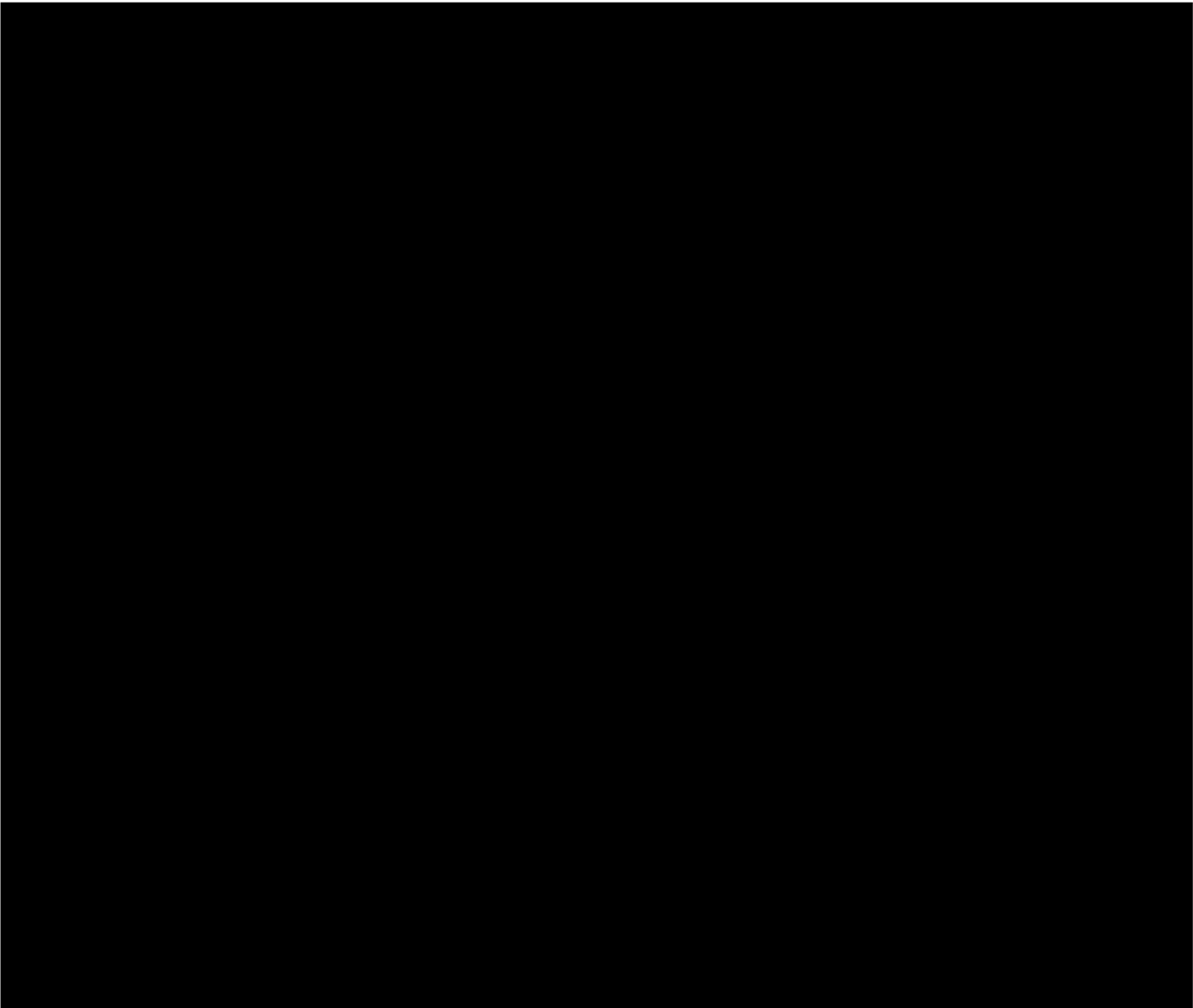
Yes

Other consultants such as Architect, structural engineer etc

Other consultants such as Architect, structural engineer etc 1

**Consultant type, ie Architect**

Architect



Section 2 :

Project Details :

2.1 - Site Specific Information :

**Brief Description of Works:**

Conversion of offices into self-contained flats

Detail the Scope of Works

2.2 - Timescales :

**Project Start Date :**

April 2024

**Estimated Duration of Works**

6 months

2.3 - Notifiable Works :

**Are the works notifiable more, ie. 30 persons or more per**

Yes

day or in excess of 500 person days in total (eg 5 people on site for in excess of 100 days) ?



An F10 notice will be served to the HSE prior to the commencement of the works

### Section 3 :

#### Project Policy, Organisation and Arrangements :

##### 3.1 Project Policy

It is the policy of this project that all works shall be carried out with the minimum of risk to the Health and safety of all persons employed and any other persons likely to be affected. This policy covers all work being carried out within the scope and definition of the project and under the management, supervision, direction or control of the company. This will include sub-contractors and suppliers of plant, equipment, materials and labour employed on and for the purpose of the project works.

##### 3.2 Organisation

It is the responsibility of the Construction Manager to determine the organisation necessary to manage and supervise the works and to ensure that individual responsibilities are defined accordingly. In addition to any specific responsibilities warranted on account of the nature of the work being undertaken, a Site Manager is to be appointed with overall responsibility for the supervision and coordination of the work.

##### 3.3 Arrangements

The site Health and Safety Plan has been prepared in order to identify the extent of the work to be carried out and the arrangements necessary to ensure the safe performance of the project. The plan also identifies the hazards involved in the execution of the works and the risk assessments which will need to be carried out in order to determine the control measures necessary to eliminate or minimise those risks.

Method statements and risk assessments must be submitted by all contractors and sub-contractors for checking prior to work commencing. Each contractor is responsible for ensuring the relevant information as required under Regulation 9 of the Management of Health and Safety at Work Regulations is passed to those identified or considered to be at risk with copies to site. In carrying out the responsibilities of Principal Contractor, they will co-ordinate and where necessary, manage the arrangements currently in force so as to ensure that there is an integrated approach to Health and Safety on site.

Copies of Method Statements, Risk Assessments and relevant information notices shall be incorporated into a single file maintained on site. The Site Manager shall, as necessary review the plan so as to ensure that it is amended and updated to take into account of the changing circumstances of the project.

The plan specifies the arrangements for site induction training and safety awareness talks, which apply to all persons employed on the site including sub-contractor's personnel and site visitors. Full records must be kept of these activities and retained in the site safety folder.

##### 3.4 Project Organisation

## Organisation Structure



Photo 1

3.5 Duties of persons with specific responsibilities "Name" is the person/s or contractor responsible"

Site Manager :

The Site Manager will have overall responsibility for the safety, health and welfare, supervision and co-ordination of work.

**Name : Site Manager**

Jam ie Purvis

Induction Training :

Induction training will be carried out for all operatives on site. They will be shown the site safety rules, be made aware of the location of the first aid facilities and identity of the site trained first aider. They will also be made aware of the emergency procedures and provision regarding fire safety and escape on site.

Temporary Works :

**Name: Temporary Works Co-ordinator**

Kevan Netherwood

**Name : Temporary Works Supervisor**

Jam ie Purvis

Lifting Co-ordinator

**Will there be any lifting**

No

Fire Safety Co-ordinator :

It is this person's responsibility to ensure all arrangements set out in the Site Fire Plan are carried out and regular inspections of the site fire equipment are recorded.

Name : Site Manager

First Aider :

In the event of an accident the first aider will ensure the following:

- Ensure if required, transport is arranged to take the injured person to hospital.
- Advise the injured person to make an appointment with their own doctor.
- Ensure all details are entered in the accident book and inform the Head Office, if appropriate, to

ensure that an accident investigation is undertaken.

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Name : Site Manager

3.6 Details of inspections required on site "Name" is the person/s or contractor responsible"

Site Safety Inspections :

Weekly :

Name : Site Manager

Health and Safety Consultant :

**Will there be a Health and Safety Consultant carrying out monthly inspections of the site**

Yes

Name : Health and Safety Consultant as detailed in the Project Directory

Lifting Appliances and Plant :

To be inspected before use on site and every 7 days thereafter by a competent person. The inspection will be made in a register held on site and this will be inspected by the Site Manager to ensure that this is kept up to date.

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Name : By a competent person and recorded by Site Manager

Scaffold

To be inspected following erection and weekly thereafter or following adverse weather conditions to enable an entry to be made into the Site Scaffold Register noting remedial action required.

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Name : Scaffold Contractor

Electric :

Temporary electrics to be visually checked as part of the site inspections and a competent electrical contractor to carry out maintenance / test of equipment as required and issue certification accordingly. Subcontractors to ensure P.A.T portable appliance testing of their equipment is actioned and recorded.

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Name : Electrical Contractor and Site Manager

#### First Aider :

Responsible for ensuring the First Aid box is stocked and any items are replaced following removal.

Name : Site Manager

### 3.7 Specific Responsibilities

#### Directors :

Overall implementation and regular review of the Clydesdale Health and Safety Policy.  
Providing sufficient resources for managing health and safety.  
Ensuring legislative requirements are complied with.  
Ensuring staff receive adequate information on the risks associated with their work, sufficient and suitable equipment, safe place of work, and training for health and safety.  
Clydesdale's Directors take responsibility for making adequate provision for health and safety.

#### Construction Manager :

Ensuring Site Managers are aware of their responsibilities.  
Ensuring Site Managers undertake their health and safety duties.  
Assessing the competence of contractors.  
Coordinating safe systems of work.  
Ensuring risk assessments are in place.  
Ensuring sufficient and adequate facilities are supplied in relation to welfare and first aid.  
Establishing the site rules in accordance with the Health and Safety Plan and Clydesdale' Health and Safety Policy.

#### Site Manager :

Apply the risk control systems and workplace precautions applicable to works on site. Identify any health and safety deficiencies and bring them to the attention of the Construction Manager.  
Coordinating health and safety on site.  
Ensure all operatives receive a site specific induction and have received the relevant training to ensure their competence.  
Ensure all work equipment and PPE is maintained and used properly. Ensure users have received the appropriate training.  
Monitor on-site safety and compliance with safety requirements through site inspections.  
Report all accidents, occupational ill health and near misses to the Construction Manager immediately and assist in the investigation of the same.  
Conducting toolbox talks and safety inductions.  
Ensuring safe systems of work are adhered to.  
Ensuring that only authorised persons enter site.  
Ensuring that welfare and first aid facilities provided remain in good order.  
Enforcing the site rules in accordance with the Health and Safety Plan and Clydesdale' Safety Policy.

#### Consultants :

The architect and engineer are to make adequate provision for health and safety in their design. The architect and engineer are to forward any information in relation to significant health and safety hazards which have not been “designed out”. MSAFE shall make monthly site inspections of the site, and advise the Construction Manager and Site Manager as required.

#### Contractors :

Use all work equipment and PPE properly and in accordance with training received.  
Report any safety deficiencies, accidents, cases of occupational ill health, near misses and horse play to the Site Manager, or if necessary the Construction Manager.  
Assist the Principal Contractor during investigations of accidents and safety related incidents.  
Work safely at all times giving due consideration for the safety of others.  
Notify the Site Manager of safety training needs.  
Assist the Principal Contractor in improving safety systems and performance through consultation, cooperation and communication.  
Providing staff with sufficient, suitable and safe equipment to enable them to complete their tasks in a safe manner.  
Provide risk assessments, COSHH assessments and method statements (if requested) to the Construction Manager prior to the commencement of their works.  
Ensure safe systems of works are incorporated.

#### 3.8 Health and Safety Goals

The Site Manager will perform a site induction for all contractors which will set the following standards;

- No unauthorised access to site.
- Adequate hazard warning signage throughout the duration of the project.
- Adequate welfare facilities to be maintained throughout the duration of the project.
- No infringements on the site rules, Health and Safety Plan and Clydesdale’ Health and Safety Policy.
- Clear and efficient communication between all parties.
- No major accidents / Incidents during the project.
- All incidents and near misses to be recorded.
- High level of public protection to be provided at all times.
- No recurrence of breaches in safety legislation on subsequent safety inspection reports.

The above standards shall not be compromised through the lack of provision of information. If a dangerous occurrence or accident should occur it shall be documented accordingly and all involved parties made aware so as to limit the risk of another dangerous occurrence/ accident. It is Clydesdale Policy to improve standards of health and safety in the construction industry and we will endeavour to assist contractors to meet these standards. However, contractors should be aware that gross failure to meet these standards may jeopardise their current appointment and repeat business with Clydesdale.

#### 3.9 Site Security

It is the Site Manager’s responsibility to ensure that the site is left in a safe condition at the end of each working day. However, we would ask all contractors to assist in this responsibility by locking doors, welfare facilities and re-clipping any heras fencing (where applicable) and reporting any areas where there is easy access to the site.  
Where practicable excavations should be backfilled or barriered to enable any trespassers to see their location in poor light.  
Ladders to scaffolding should be boarded or removed to restrict access and any areas open to the public will be constructed with the first lift at least 2.5m above the pavement and occupied



areas and shall have no ladder access permitted from the base.  
All equipment to be left inoperable at the end of each working day.

### 3.10 Monitoring and review of site safety performance

The Site Manager will be responsible for the management of health and safety on site. Any major incidents or issues that they have not been able to rectify will be reported to the Construction Manager for further action. The Construction Manager shall also visit site regularly and report findings to the Site Manager.

Formal monthly site inspections shall be conducted by MSAFE and the actions / observations noted during the visit will be copied to the Site Manager and Construction Manager of Clydesdale. An action priority and timescale for completion will be attached to the report and the Site Manager must ensure that all failures / safety breaches are actioned within the defined timescale. Formal safety reviews will be held at defined intervals with the safety reports forming an integral part of the same. The review will serve to identify any trends and recurring breaches in Health and Safety legislation / best practice and will endeavour to ascertain what further control measures or training will be required to address the same.

The review will also serve to identify how sub-contractors have performed during the project and whether they should be re-appointed for further works.

## Section 4 :

### Site consultation and communication regarding Health and Safety :

#### 4.1

#### Project Team :

Progress meetings will be held during the course of the project with health, safety and welfare matters forming an important part of the agenda. These meetings will be attended by the Principal Contractor, the Structural Engineer and Architect (as required) and the Client.

#### Contractors / Employees :

Regular site safety meetings will be held by the Site Manager and attended by site operatives and sub-contractors. During these meetings, relevant information pertaining to Risk Assessments and Safe Systems of Work will be discussed and future training requirements will be identified specific to the works.

#### Communication / Co-operation

Health and Safety matters will be discussed as part of the agenda at the regular Project Team meetings. The meetings will be attended by the Structural Engineer and Architect (as required), Client and the Principal Contractor.

Continued liaison will include review of the Health and Safety Plan following any substantial design changes that may have potential Health and Safety implications. Consideration must be given to “design out” or at least minimise the risks associated with the same and introduce control measures.

The Principal Contractor and where applicable any works contractors, must reassess the Health and Safety implications of any substantial design changes and introduce control measures

accordingly.

#### 4.2 Continued Liaison: Principal Contractor / Designers

Any substantial design changes shall be examined by the Designer(s) and CDM - C for Health and safety implications, hazards identified, risks assessed and consideration given to avoiding, minimising or controlling risks.

The Principal Contractor shall re-examine the Health and Safety implications of any design changes and implement all necessary measures to mitigate any risks associated with the same. Non – design generated work / site developments (which had not or could not have been envisaged) necessitating a revised approach, must be brought to the attention of and evaluated by the Designer(s) and CDM - C

#### 4.3 Selection and control of subcontractors

All subcontractors will be assessed for competence with specific reference to Health and Safety prior to their appointment. All sub-contractors will complete an assessment questionnaire prior to subcontract orders being placed. Orders will only proceed with contractors who satisfy all Health and Safety criteria applicable to the works.

Following the award of contract we will set out our expectations to the sub-contractors during the pre-contract and start-up meetings. Sub-contractors will be subject to monitoring on an ongoing basis throughout the project with review their performance in the regular progress meetings with them.

#### 4.4 Site Induction

All employees, sub-contractors and other visitors to site will receive an induction prior to entering the workplace.

As part of the induction, all operatives will be made aware of the risk assessments and safe systems of work associated with their activities on site. Operatives will be required to read these documents and sign a copy of the induction form as confirm that they have read and understood the content of the same.

Inductions will include:

Safe access / egress on site.

Site restrictions.

Specific risks / hazards.

Emergency procedures.

Welfare.

Site Rules.

Inspection of certificates (Training / Plant) if applicable.

Provision of Safety information i.e. Risk Assessments.

#### 4.5 Reporting and investigation of accidents and incidents including near misses

Should an incident occur, the Contracts Manager, (Kevan Netherwood) aided by the Safety Adviser shall investigate the incident and produce an investigation report, enter the details in the accident record book no matter how trivial they may seem and complete HSE form F2508 for those incidents that are reportable to the HSE.

It is the duty of all contractors to report all accidents and near misses, no matter how trivial they may seem to the Site Manager. A near miss may result in serious injury or worse, next time it occurs. Therefore measures can be taken to prevent a near miss from reoccurring if they are reported to the Site Manager.

#### 4.6 Welfare Facilities

**List the following facilities that will be providing : -**

Toilets, washing facilities, drinking water, canteen

**Detail the location of the facilities**

Inside the property on ground floor at the rear in an existing flat.

Cabins (where applicable) will be provided in cabins with window shutters and FP30 external elevations as they are situated within 6m of the adjoining properties and must be protected against fire spreading to the same.

All contractors have a responsibility to respect the facilities provided, ensuring that the same are kept reasonably tidy and clean throughout the duration of the contract. Contractors are asked to inform Clydesdale if any persons are not adhering to this rule, or if any supplies of soap, water, paper towels or toilet paper have depleted. Smoking on site is not permitted.

It is the Site Manager's responsibility or his allocated member of staff to ensure that adequate supplies are maintained, and the facilities are kept clean and tidy throughout the construction phase.

#### 4.7 First Aid

First aid will be administered by the appointed first-aiders. The Site Manager is responsible for ensuring that adequate and sufficient first aid facilities are available in the site office for the duration of the contract.

All operatives shall be made aware of the identity of the trained first-aider on site and where the first-aid facilities are kept. Suitable signs will be erected in the location of the first-aid facilities, detailing the same.

The nearest accident and emergency unit is: -

**Emergency Unit Name**

Southampton General Hospital

**Address**

Tremona Road, Southampton, SO16 6YD

**Telephone Number**

999

#### 4.8 Fire Emergency Procedures

On discovery of a fire on site, the following action must be undertaken :

- Immediately operate the fire alarm by whatever means required on site, either by operating the fire alarm, sounding the horn or shouting "FIRE, FIRE, FIRE"

- Attack the fire if possible with equipment provided at the fire points, but do not take any personal risks. Fire points will be clearly marked around site.
- Shut all fire doors, especially all those on the stairwells or lobbies.
- On hearing the alarms being raised, all operatives must immediately leave their work areas and head for the muster point as sign posted on the emergency procedure posters on site.
- The site supervisor will call the fire brigade immediately by telephone. Dial 999
- Give the operator the telephone number and ask for FIRE
- When fire brigade replies, give message distinctly. "FIRE AT CONSTRUCTION SITE, ADDRESS \_\_\_\_\_"
- Do not replace receiver or end call until fire brigade have repeated the address.
- Leave building and report to the site supervisor at the muster point, situated outside site.
- Where safe to do so an operative will be stationed at the front of site to direct appliances.
- If safe to do so, inform premises next door of the danger.
- Do not re-enter the building
- Report any missing persons to the site supervisor or fire brigade.

## Site Must Point

### Location

Gravelled area outside main entrance

## 4.9 Site and Safety Rules

1. No alcohol may be consumed during working hours inclusive of overtime
2. No persons will be permitted to start work on site if through the consumption of alcohol, their on safety is impaired or the safety of others who may be effected by their actions
3. PPEs to be worn at all times
4. Personal protective equipment must be worn by all operatives as perscribed as part of the site risk assessment performed by the Principle Contractor
5. All accidents must be reported to the site manager
6. Only 110v equipment to be used unless authorised by the site manager
7. Damaged or faulty equipment must not be used
8. Scaffolds must not be altered other than by a person appointed to do som
9. Abrasive wheels must only be operatives by a competent persons
10. Waste materials are the responsibility of the contractors unless otherwise agreed and MUST be taken to a designated are on a daily basis
11. Smoking is not permitted on site
12. No hot works is permitted on site unless under the "Hot Works Permit" procedure
13. Only authorised persons are permitted to operate plant and machinery
14. Care is to be taken during hot weather to avoid over exposure in the sun
15. All site operatives must attend an induction and sign to agree they have understood before any works take place
16. No work to be commenced on site without the submission and approval of appropriate risk assessment
17. No prone usage to be undergone when engaged in a work activity
18. Ensure fire escape routes are maintained and kept clear at all times

## 4.10 Risk Assessment and Method Statement Register

Risk assessments and method statements will be requested by Clydesdale and must be received in good time for review by the Site Manager. They may also request additional assistance and comment from MSAFE to ensure that the same is sufficient makes suitable provisions to allow the works to proceed without undue risk to Health and Safety.

Give details of activities that will require additional assessments or plans such as lifting plans:

Item

Item 1

**Give details**

Demolition of internal walls and any structural alterations

Item 2

**Give details**

Re-roof

Section 5 : 1 / 1 (100%)

5.1 Health / Safety Risks 1 / 1 (100%)

5.1.1 Site Set-up

Security Measures to prevent unauthorised access to the site:

Item

Item 1

**Detail risk and measures**

Doors and windows closed and locked and checked at the end of every day

Item 2

**Detail risk and measures**

Heras fencing & CCTV in operation with 24/7 monitoring and response

5.1.2 Refurbishment / Demolition Works 1 / 1 (100%)

**Are there any refurbishment or demolition works?**

Yes

Discovery / exposure to asbestos and removal of asbestos 1 / 1 (100%)

Has a Refurbishment and Demolition Survey been done?

Yes

Is Asbestos present in the building?

Yes

What action has/will be arranged to remove / prevent damage to each of the items of asbestos?

Item

Item 1

### Give details

TBC - Full scheme of asbestos removal to be decided

All removal will be done in accordance with HSE guidelines

However, the Principal Contractor is aware there is still the risk of encountering additional asbestos containing materials not identified in the survey and therefore, all operatives working in site must be trained in asbestos awareness.

Working in close proximity to existing services during re-furbishing

All services (particularly gas and electricity) shall be isolated / disconnected by competent persons prior to any strip-out and refurbishment works commencing in the existing building.

The electric will be cut off and isolated back to the main board in the lower ground plant room apart from the new temporary feed from the same to the site.

Only temporary services should be available within the building and these should be 110v. Temporary services to be run in SWA cables within the main riser in the building.

Other works including structural alterations, demolition and removal of plant including any temporary works

Structural alterations to be designed were necessary by a temporary works designer and co-ordinated by the Temporary Works Co-ordinator

Give details of works including structural alterations, demolition and removal of plant including any temporary works:

Item

Item 1

## Activity / Item

Internal wall demolition and replacement where necessary

### Control Measures

Assessing location of structural walls and ensuring the walls are correctly supported using floor props  
Using correct tools made for purpose  
Using PPE (hard hats, eyewear, mask, steel toe cap boots, gloves)  
Ensuring electrical/other supplies are disabled to allow safe demolition and removal of debris  
All workers on site to be informed of the wall demolition to take place and to have appropriate signage  
Minimise dust exposure by separating demolition areas using sheets where possible.

A full task plan will be completed prior to the start of these activities

#### 5.1.3 Removal / disposal of waste

##### Build up of combustible materials

Practise good housekeeping and have combustible waste taken off site on a regular basis. Keep waste away from sources of ignition.

##### Housekeeping

All trades will be informed that they must clear their own working area at the end of each day. All timber with exposed nail shall be de-nailed or placed directly into plastic bins for disposal. "Nail – Board" will not be discarded on the ground where it could cause foot injuries.

##### Removal of waste from site

##### Detail

#### How the waste will be disposed of (ie. skip)

Skips will be located at the front of the site for quick and immediate disposal of waste for contractors

#### Where the waste will be sited

At the front of the building in the gravel area

#### How the waste will be secured and measures to prevent arson

Skip will be located further than 6m from buildings and will be within the herras fence compound and covered IF required

#### How the waste will be taken to the collection point

By hand

#### 5.1.4 Temporary and Permanent Electrical Installation

##### Trips / falls

Practice good housekeeping. Ensure all trailing leads are kept tidy and out of the way of closing doors, pedestrian and traffic routes.

#### Damaged or faulty equipment

Inspect and test all equipment on a regular basis to be defined specifically for each device and repair or replace if unsatisfactory. Electrical installation and temp supply for the construction area is to be tested following installation and every three months thereafter.

#### 240V temp supply cables running from distribution boards to transformers on site.

As far as possible, transformers will be kept close to the electrical distribution point to minimise the amount of 240V cable running across site. Where this is not possible, 240V supply will be run in armoured cable and will be highlighted every 1.5 metres with "Live Electricity" warning tape and inspected regularly for wear and tear. The temp supply shall be run from the existing RCD protected mains distribution board in the lower ground plant room and into the protected riser in the main lobby of the building. The temporary supply will power a transformer on the ground and 1st floor for operatives to plug in tools.

The electrical installation shall be tested and certificated by a competent electrician prior to use by Clydesdale as temp supply before use and every 3 months thereafter.

#### Permit to energise

The contractor to conduct a risk assessment with the Site Manager prior to the commencement of works. Permit to energise the system to be signed by the Site Manager and the contractor that it is safe to do so prior to the use of new live electrics commencement on site.

#### 5.1.5 Working with or close to existing services

**Is there any risk that works could come close to existing above ground services**

Yes

Contact with statutory services, resulting in electrocution, flooding and gas leaks leading to explosion / fire dependent on service

Clydesdale to provide adequate method statement for identifying services and arrangements for works involving or in close proximity to these.

Competent electrician to cut off all electrical supply to each floor area prior to commencing any strip out and refurbishment works. The supply shall be physically locked off at the main board to prevent any reenergising of the same during works.

Competent Gas Safe engineer to cut off all gas supplies to the areas of refurbishment prior to commencing any strip out and refurbishment works.



## 5.1.6 Traffic Routes / Management

### Collisions with pedestrians / vehicles on and off site

#### **What is the pedestrian access to the site?**

Via the same entrance as vehicles, however pedestrian access is minimal as the existing flats are not occupied. Access for construction won't happen to the left hand driveway next to the tenanted flats and that will be a NO construction area.

#### **What is the main access route for vehicles including delivery vehicles?**

Directly off Westwood Road

#### **Are there any loading or offloading restrictions and what are the proposals for deliveries?**

Restricting deliveries to avoid peak traffic times. Vehicles will have to be reversed into site and hi-ab off on to the frontage for larger deliveries. Smaller deliveries will likely be adopted using our own fleet of flatbeds for more control on arrival times, and being able to bring to site as and when. Bulky item storage on site is minimal so we prefer to bring in materials as and when required.

#### **Are pedestrians and vehicles not visiting the site within close proximity of the site and what should be done to avoid contact as far as possible?**

All visitors to the site MUST be wearing high visibility clothing and any large or commercial vehicles are not to be moved or driven on/off site without a banksman to monitor both vehicle and pedestrian traffic

#### **Are there any large deliveries expected and how is it planned to deal with this, also considering the time of the delivery**

Yes. Vehicles larger than a van will have to approach site with the appropriate banksman to stop traffic, larger vehicles will need to reverse to the rear parking lot to offload  
Where possible, deliveries to be delivered using smaller vans in more frequent drops

#### **Do vehicles need to turn on or close to the site and how should they do this**

No. Vehicles can reverse onto site coming from either direction on Westwood Road

#### **Is there a limit to the size of vehicle that can access the site**

Small builders merchant lorry/8 wheeler

#### **Detail any plant that will be used and any further control measures not already covered**

Banksman

Competent banksman to be provided on the highway during all delivery and waste operations to oversee the activity and ensure the safety of pedestrians passing the site and highway closure. Barriers to be provided around the delivery vehicles and loading area to restrict pedestrians from entering the same.

All Banksman will receive a suitable induction training course on site and will sign a copy of the same as a record of the training.

Banksman will be highlighted and easily distinguished from other operatives on site by the wearing of high – viz, orange vests. Drivers will be made familiar with the hand signals that the banksman intends to use when directing vehicle movement and loading activities.

#### Storage of materials

**Where will materials be stored. Consider space restraints on site and ideally, materials will only be ordered on an as required basis so that the rear of site does not become congested with materials.**

Materials will be ordered and brought in as and when needed to prevent the space getting congested. Materials will be stored internally in a safe manner, ensuring H&S and COSHH is adhered to.

#### 5.1.7 Work at height

##### Falls from Ladders

Ladders to be checked for condition on a regular basis to ensure stability and strength. Ladders should be tied at the top or if impracticable anchored at the base to prevent swaying in any direction. Ladders should be placed on a firm level footing and set up at an angle of 75 degrees one out for every four up. The vertical run of a ladder should not be in excess of nine metres without the provision of a landing platform. Ladders should only be used for access purposes only and not as a working platform.

##### Scaffold

**Will scaffold be used**

Yes

Give details of what it will be used for:

Item

Item 1

**Give details :**

The building requires a complete re-roof and repoint

**Will it be on a public pavement or highway or adjoining property**

No

The scaffold shall be tied to the building in accordance with TG20:13 to provide lateral stability and prevent the same falling away from the building.

Where the scaffold is situated near the highway, the base of the standards will be protected to protect against vehicle strikes.

Where pedestrian access is not required beneath the scaffold then the base will be fully fenced with Heras.

The scaffold will comply with TG20, or used a standard detail or bespoke design by a scaffold engineer

Where applicable loading bays will be designed to suit the size and weight of the materials being loaded and will have fall protection

Will be inspected daily by the site manager and weekly by the scaffold contractor and recorded on the scaf tag

#### Other Activity

**Are there any other Scaffold Activity/Item and Control Measures not already covered above, such as working platforms or scaffold structures over roofs etc.**

No

#### Neighbouring land/Buildings

#### Detail any other requirement for scaffold or handrails over neighbouring land

Scaffold will be netted and double boarded+sheeted on the lowest lift to protect the neighbors and pedestrians from falling debris

#### Mobile Towers

**Are mobile towers likely to be used?**

No

#### MEWPS

**Will MEWPS be used**

No

#### Roof works

**Are there any roofing works?**

Yes

Check for fragile roofing materials. Netting to be in place below areas where there are fragile roofing materials.

Edge of roof to be surrounded with scaffold (scaffold hand rail as a minimum).

Hot work permit to be in place for hot works.

#### Other activity at height

**Are there any other working at heights Activity/Item and Control Measures not already covered above?**

Yes

Give details:

#### 5.1.8 Mechanical Installation

#### Hot works / Fire

The contractor to conduct a risk assessment with the Site Manager prior to the commencement of works. Permit to work system to be signed by the Site Manager prior to the commencement of any hot works. Operative to keep a dedicated fire extinguisher close by during works. All hot works to be completed at least an hour before the close of site.

### Working at Height

Operatives will be permitted to use steps / ladders only for short duration work where 3 – points of contact can be maintained on the ladder. All other operations will require the use of alternative access equipment such as mobile towers or podium steps.

Inhalation of fumes during welding / cutting / soldering operations which can cause respiratory disorders.

Maximum ventilation to be provided during welding / cutting / soldering operations - suitable facemasks and goggles to be provided and utilised by contractor.

### 5.1.9 Groundwork

#### Locating existing services (electric)

The Principal Contractor is aware to check for underground and overground LV and HV electrical services and will firstly obtain a plan utility plan

#### LV and HV Plan

To be obtained - service quotes are being applied for and service drawings will come as a part of their package

Clydesdale shall undertake service locating procedures prior to any excavation commencing on site or out on the highway. This will involve the use of a CAT and GENNY scanner by trained operatives on the surface of the ground.

The location of services found will be marked on the surface of the ground with red spray paint and warning signs will be displayed. Following the locating of any services, safe digging practices will be undertaken which will involve the use of hand digging and no use of mechanical excavators within 0.5m of the same.

**Are there any overhead HV or LV cables**

No

#### Locating existing services (gas)

The Principal Contractor is aware to check for underground gas services and will firstly obtain plan utility plan

#### Gas Plan

To be obtained - service quotes are being applied for and service drawings will come as a part of their package

Clydesdale shall undertake service locating procedures prior to any excavation commencing on site or out on the highway.

The location of services found will be marked on the surface of the ground with red spray paint and warning signs will be displayed. Following the locating of any services, safe digging practices will be undertaken which will involve the use of hand digging and no use

#### Protection to the public

##### Where are the excavations

Along the front of our site, within our site boundary

##### What depth are the excavations

750mm max

##### What will be put in place to protect the public and prevent falls or trips into the same.

Trenching will only be for services. They will be covered over with road plates whilst open to allow for delivery vehicle access and to stop falls.

Perm ission shall be sought from the local authority for any excavation required in the public pavement or highway and the works will be undertaken by an approved contractor in accordance with a formal traffic management plan.

Suitable signing, lighting and guarding to be provided to protect the public, pedestrians and vehicles

#### Deep excavations - Perm its

The contractor to conduct a risk assessment with the Site Manager prior to the commencement of works. Perm it to dig system to be signed by the Site Manager prior to the commencement of any deep excavation daily.

#### Other Activity

**Are there any other working at heights Activity/Item and Control Measures not already covered above, ie deep excavations and temporary works**

No

#### 5.1.10 Lifting and lowering materials and waste

Work at height Manual handling Protection of the public

##### How will materials be moved around the site (excluding use of lifting equipment)

All materials will be moved on site around by hand or by use of barrows. No need for lifting equipment with the exception of a bumpa hoist - subject to roofing contractors requirments

##### Is lifting equipment required?

No

## Manual Handling

Where lifting equipment is not required a safe working method will be developed for the lifting and installation of the same.

This will detail suitable lifting methods and shall also detail any manual handling requirements for steel in excess of 25kg.

### 5.1.11 Finishes

Working with solvents and other harmful substances which may cause respiratory disorder, eye injuries, dermatitis / burns, and /or fire.

Ventilate the working area. If this is not possible provide respiratory equipment with suitable filters

A COSHH assessment for hazardous substances will be made by each contractor in liaison with the Site Manager. The COSHH assessments will be kept in the site office for reference. The Site Manager is to ensure that adequate and suitable PPE is utilised by all contractors.

#### Potential Lead Paint

Controls -

Sample or assume to contain lead.

A) Avoid creation of lead containing dust or fumes

B) Prohibit anyone not invoiced in the work from the area, and preferably the building until the area has been thoroughly cleaned.

C) Ensure no cylinders or pregnant women are present in any area where renovation work which involves the disturbance of lead- containing surfaces is taking place

D) Do not smoke, eat or drink in the working area

### 5.1.12 Fire

#### Build up of flammable materials

Building to be cleared regularly of combustible materials and waste.

#### Fire fighting

Suitable fire points to be installed on the landing areas within the main stairwell at the south end of the building. These shall consist of 9 litre water and a 9kg powder extinguisher, along with the means of raising the alarm.

Suitable powder extinguishers are to be provided adjacent to the electrical distribution boards on site.

#### Fire Escape

Is there a protected means of escape distances from all floors will that will be in excess of those prescribed in HSG 168 for escape in a single direction (18m)

Yes

What additional temporary means of escape will be provided?

#### Hot Work

Hot-work permits will be operated to control all hot works in the building. The areas where the hot works have taken place will be inspected at the end of the day by the Site Manager and the permit will then be signed off.

#### Storage of Highly Flammable Liquids and Gases

The project will involve the use of various flammable substances including contact adhesives for floor coverings, solvent based paints etc. As far as reasonably practicable, these will be substituted for nonflammable alternatives. Where the use of the same cannot be avoided, the amount of substances stored on site should be kept to a minimum.

All flammable substances, liquids and gas bottles will be removed from the building at the end of each working day.

Where flammable materials are to be left inside the building, they should be stored in a specifically designed and lockable, metal flammable substances cupboard / bin and no more than 50 litres of flammable liquids etc. should be stored in the same.

#### Fire Notification

##### Detail the system for fire notification

Interlinked call points

The chosen method will be audible at all points within the building

#### Build-up of flammable materials

Buildings to be cleared regularly of combustible materials and waste.

#### 5.1.13 Temporary Works

All temporary works to be co-ordinated by the temporary works co-ordinator

All temporary works to be supervised by the temporary works supervisor

The temporary work co-ordinator to record all works and appoint a temporary works designer where necessary

The temporary works supervisor to monitor and report to the temporary works co-ordinator

where necessary and as required by the temporary works co-ordinator

#### 5.1.13 Other risks

##### Loan Work

Any potential lone or remote working will be reviewed with the contracts manager and a specific risk Assessment developed that sets out safe working procedures and means of ensuring the individual is at risk.

##### Exposure to Silica/Building dusts

Review areas dust can be created or materials are to be cut.  
Use water suppressants on concrete saws or extract equipment.  
Exclude non-essential personal from the area.  
Operatives to wear face fit tested RPE. If not available or for a short period of exposure, FFP3 grade masks must be used.

##### Plant

Plant only to be used by trained operatives

See also Section 3.6 Lifting Appliances and Plant

Plant to be used:

Item :

Item : 1

##### **Plant type**

1.5t Excavator

##### **Task plant being used for**

Excavation of services

COSHH

To be provided by contractors for all hazardous materials and substances

Any other activity not already covered in this plan

Activity / Item and Control Measures, Item

Activity / Item and Control Measures, Item 1



## Activity / Item

Noise pollution to Neighboring properties

### Control Measures

Prioritise minimising noise pollution as much as reasonably possible and when unavoidable, doing so as less as possible within the hours of 8am to 6pm (Monday-Friday) and 8am to 1pm (Saturdays)  
The use of newer tools that produce less noise (such as saws with soft breaks)  
Using appropriate PPE (earplugs or earmuffs/ear defenders)  
Avoid excessive noise exposure to workers on site using signage and acoustic barriers.  
Depending on the dB produced, restrict workers of further exposure

Activity / Item and Control Measures, Item 2

## Activity / Item

Dust to Neighboring properties

### Control Measures

Minimise the exposure and production of dust as much as possible where such activity cannot be avoided.  
Mandatory use of Class M extraction for all operations using equipment that create dust internally and externally (such as mitre saws, circular saws, sanding equipment)  
Brick cutting will be done using a stone splitter as oppose to disc cutting which is a virtually dustless operation.  
Therm olite blocks will be cut by hand using handsaws as oppose to disc cutters  
Concrete blocks will be cut using hammer and bolster as oppose to disc cutters  
Where work with disc cutters is unavoidable, water suppression MUST be used at all times to dampen down dust.  
For drilling operations vacuum dust extraction or water suppression MUST be used, whichever is deemed most suitable  
Mixing of mortar will be done in a designated area to minimise airborne concrete dust travelling.

Section 6

## Reporting Incidents

It is the duty of all contractors to report all accidents and near misses, no matter how trivial they may seem to the Site Supervisor. A near miss may result in serious injury or worse, next time it occurs. Therefore measures can be taken to prevent a near miss from reoccurring if they are reported to the Site Supervisor.  
All accidents even minor items should be recorded in the site accident book.

## Consultation

Employees and subcontractors will be advised of any changes to the health and safety policy. We operate an open door policy and employees and subcontractors are free to make comment, suggestions for improvement and concerns regarding health and safety to any member of management.

## Training

Operatives must have appropriate training for the tasks they are undertaking and where

appropriate carry the relevant card e.g. Forklift, Excavator CPCS, IPAF for MEWP, PASMA for scaffold towers.

### Responsibilities

All staff have a duty to act with due care and attention in safeguarding their own health and safety and that of others whom their actions may affect. Employees and subcontractors must comply with any instructions given, use personal protective equipment as instructed and report to their immediate supervisor any unsafe condition, act or omission.

### Changes

Do not undertake changes in design or method of works without first consulting the site supervisor. For minor changes in method of works or design, where competent the site supervisor will instruct you on how to respond. For significant issues identified the site supervisor will escalate the issue to the contracts manager / maintenance manager and directors or action with the designers and client as necessary.

### 2.5 - Permits to Work

#### What permits to work are required on site?

Hot Works	Works in Electrical Systems	Confined Spaces
		Permit to Dig

All permits to be issued by the site manager

Media summary

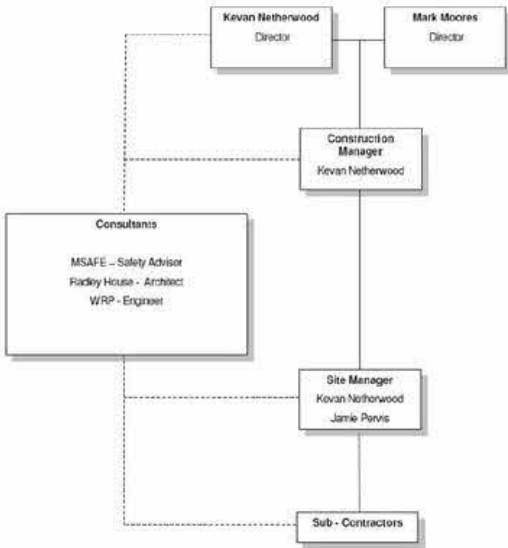


Photo 1