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Construction **D**esign and **M**anagement

Construction Phase Plan

Prepared
For

Construction Company

Project

Construction Lane

Company details here

CDM Regulations 2015

TEMPLATE

Document Control Sheet

PROJECT NAME: THE COMPANY -
DOCUMENT REFERENCE:

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1.0 THIS HEALTH & SAFETY PLAN

This Construction Phase Plan has been developed from the Pre-construction Information provided by the client and [enter details here](#) and will be further developed as the Project progresses through the construction phase.

This Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

This document will be clearly displayed and available to all persons working on/visiting the site.

1.1 Principal Contractor

The Principal Contractor will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation are complied with.

- (a) To develop the Construction Phase health and safety plan into a working project document, ensuring that it contains all the necessary information.
- (b) Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and The Principal Contractor's site specific rules. All Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractors representatives.
- (c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- (d) Restrict site access to allow only authorised persons in by use of site security.
- (e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may impact on others.**
- (f) Maintain the Safety Notice Board and the display of all Statutory Notices.
- (g) Advise the Principal Designer of any discoveries or proposals regarding design matters.
- (h) Procure the appointment of competent designers or contractors as far as is reasonably practicable through the use of the supply chain management process.
- (i) Monitor the health and safety performance of persons and companies working on the Project.
- (j) Secure all information that will be required for inclusion in the handover of CD and Health and Safety file so that the building owners / users can safely use and maintain the building.
- (k) Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
- (l) Encourage an open door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm will be underlined.

The Health & Safety Executive has been advised of this project on Notification of Project Form 10. A copy of this form is annexed at Appendix 3 for record purposes.

1.2 CDM Standards and Objectives for the Project

It is the intention of this company that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015;
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected;
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the Project;
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
- The works shall be completed in accordance with the quality standards specified to programme and budget as per Client instruction

1.3 Safety Standards and Objectives for the Project

The Company will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year;
- Comply with all current Health and Safety Legislation and Approved Codes of Practice;
- Ensure compliance with **CLIENT** safety requirements and publish these as part of the Project requirements;
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees;
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian);
- Identify and address all risks arising from both our and our contractors activities to include fire;
- Police and co-ordinate, through our Site Health & Safety Coordinator the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE);
- Work with the Clients direct contractors to maintain safety and site co-operation;
- Employ a Safety Manager/Advisor to carry out safety audits and inspections;
- Maintain adequate levels of welfare facilities for the work force, including contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

1.4 The Principal Contractor Site Safety Policy Statement

The Company regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the client and his representatives and the main contractor. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM).

The Company will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

The Company has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the Company's activities. Such procedures are devised to conform with the requirements of CDM.

It is the responsibility of the Company to:

1. Sustain and carry out this policy by all means at their disposal;
2. Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate;
3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
4. Ensure that the operations of the Company are carried out without risk to the health and safety of third parties.

The Company will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.

All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.

All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

2.0 Summary Project Information

2.1 Project Name	Enter Details Here
2.2 Project Address	Enter Details Here
2.3 Description and Scope of Works	<p>Enter Details Here</p> <p><i>Timescale</i> Proposed Start Date: Enter Details Here Proposed Completion Date: Enter Details Here</p> <p>Normal working hours 8.30am – 5.00pm Work on site outside these times is prohibited unless arrangements have been made with the Site Manager for competent supervision to be on site. Lone working will not be permitted.</p> <p><i>Phased</i> Enter Details Here</p>
2.4 Outline Method Statement	Is appended at Appendix 7 as a framework but will be fleshed out as packages are provided
2.5 Form of Contract	TBC
2.6 Existing Environment	The availability of existing drawings and information has been extensively researched by the client, design team and all relevant information is included in the pre construction information and design drawings/employers requirements.
2.7 Previous Land Use 2.7.1 Soil Investigation	<p>Enter Details Here</p> <p>Ground investigations reports are under separate cover and available upon request from the principal contractor.</p>
2.8 Surrounding Area	<p>The premises is located adjacent to nearby commercial outlets all of which will be kept informed for the purpose of noisy operations, in convenience and with minimal disruption.</p> <p>The rights of way, both pedestrian and vehicular, along adjoining roads and pavements must be kept clear for use of the public at all times. Existing traffic systems will not be affected by the operations. There is a public footpath located at the front of the site which will be adequately separated from the site with hoarding / heras fencing displaying appropriate warning signage.</p>
2.9 Existing Services	<p>The premises are served by existing services within the site boundary comprise of foul water system, gas and electrical supplies to the perimeter.</p> <p>All services to the building are to be classed as live unless stated otherwise. The exact location of these services is not known and will be investigated and confirmed by the company prior to the commencement of any works on site, and in co-ordination with relevant local authority statutory provisions.</p>

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<p>2.10 Existing Structures 2.10.1 Asbestos Report</p>	<p>An Asbestos survey has not been carried out, and ACMs have not been identified in areas where works are to be carried out. However prior to any cutting, drilling or opening up of any part of the structure or ground, the Principal Contractor will be expected to carry out a visual inspection to positively rule out the presence of ACMs. Should any suspect material be discovered, the Principal Contractor shall cease work in the area, cordon it off and immediately inform the Project Manager and the Principal Designer.</p>
<p>2.11 Ground Conditions</p>	<p>A separate ground condition survey has been undertaken and available upon request from the site manager.</p>
<p>2.12 Existing Traffic Systems</p>	<p>There are no existing traffic systems on the site. There are nearby roads off the Construction Lane which takes traffic onto the adjacent roadway. The access to the site is off enter details here</p>
<p>2.13 Programme</p>	<p>FOR CONSTRUCTION PROGRAMME See Appendix</p>

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3.0 MANAGEMENT TEAM ORGANISATION & RESPONSIBILITIES

3.1 Management Team Function

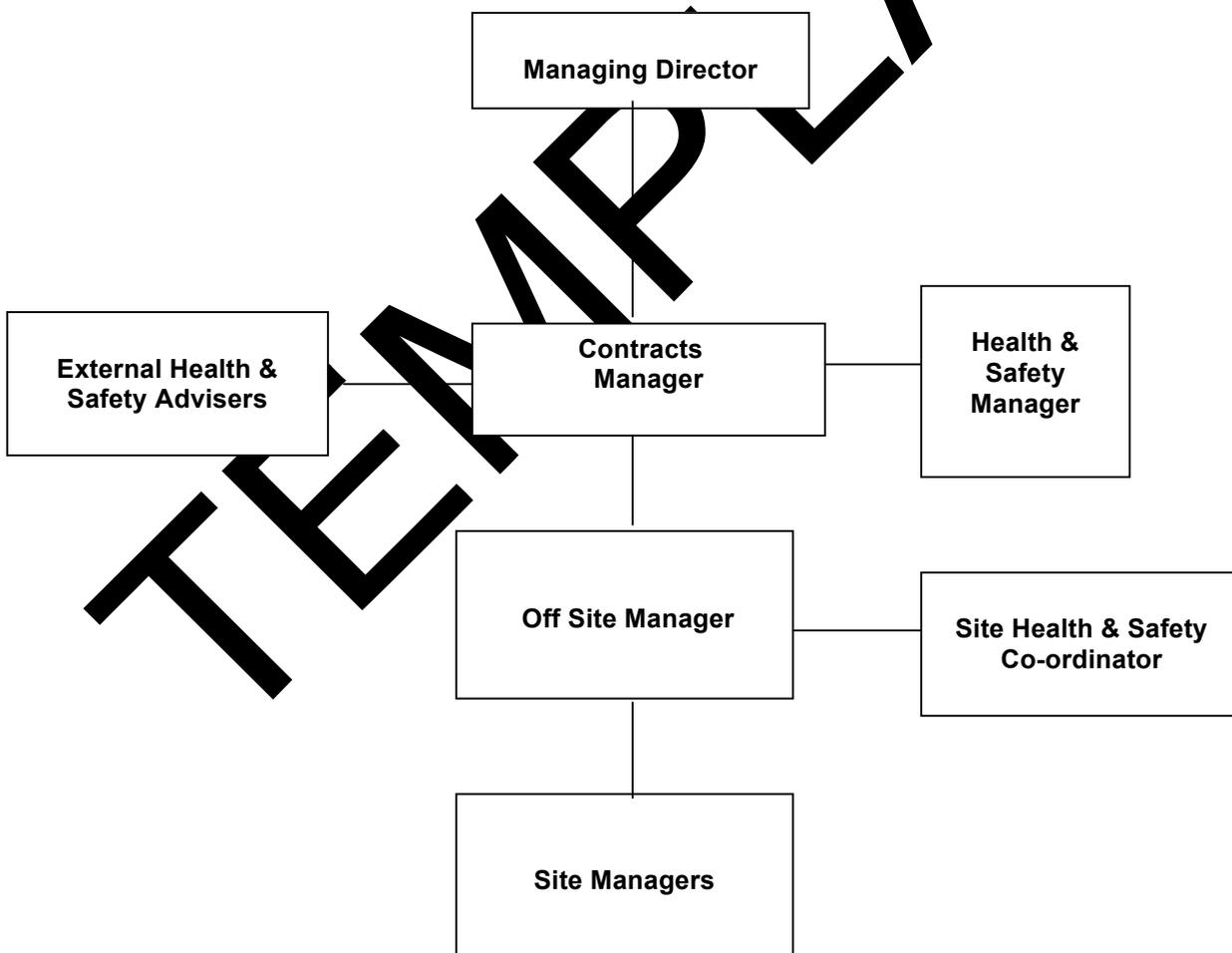
The Principal Contractor have selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will:-

- Integrate with the Consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspirations.

3.2 Project Organisation and Personnel

The Principal Contractor has adopted the following management structure for this project:-



3.3 Responsibilities

Managing Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Implement the Company health and safety policies and procedures.
- c) Administer the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.
- d) Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.
- e) Make adequate financial provision for implementing the health and safety policies.

Contracts Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- c) Ensure appropriate health and safety training is given to all employees as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure an Office Health and Safety Co-ordinator is appointed for each office using the appropriate form.
- f) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Off site Manager-

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure all managers and employees under their control have received the required training in health and safety.
- c) Ensure all managers and employees under their control are aware of their health and safety responsibilities.
- d) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the health and safety Director, Health and Safety Managers and Advisors.
- f) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- g) Where responsible for sites, ensure a site health and safety co-ordinator is appointed for each site using the standard form.
- h) Where responsible for sites, ensure that inspections and audits are carried out as required.
- i) Where responsible for sites, ensure that offices/sites are laid out and maintained to secure site safety, clear access/egress/emergency routes and that welfare facilities are well maintained.

Site Manager –

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure the Site Health & Safety Co-ordinator undertakes his duties and support him.
- c) Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- d) Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the Safety Director, Health and Safety Managers and Advisors.
- f) Ensure that inspections and audits are carried out as required.

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- g) Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc, have been provided and that there is supporting documentation.
- h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- i) Ensure that sites/ offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained..
- j) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- k) Ensure all reportable accidents/incidents are immediately notified to the appropriate person.

Site Health & Safety Co-ordinator-

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist the Site Manager in the safe running of the site and ensure that the site is organized so that work is carried out with minimal risk to employees, contractors and all others on site.
- c) Ensure the adequacy of contractor's risk assessments and method statements for all activities and oversee any high-risk activities or temporary works. Act as a point of contact for contractors whose activities will impact on others operating on/using the site.
- d) Ensure permits to work are issued, recorded and signed off for all appropriate works.
- e) Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site, and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.
- f) Carry out a minimum daily walkover of the site and ensure that all hazards and risks are being addressed.
- g) Keep all registers/records/reports as detailed within the Company Health and Safety Manual, up to date and within a safe place.
- h) Ensure that all statutory notices are displayed on site notice boards, and that first aid facilities, and fire fighting equipment are maintained.
- i) Ensure safety information is provided for everyone who works on site or visits the site; obtain feedback of any health and safety issues and inform the Health and Safety Manager/Advisor.

Health & Safety Manager/Advisor-

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with the Company Health and Safety policies and procedures.
- d) Disseminate health and safety information, to include any changes to the procedures.
- e) Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.
- f) Carry out site and office inspections/audits as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- l) Attend any meetings held with Health and Safety Executive as required.

Contractors

All contractors will operate in accordance with the Company's procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation

All contractors shall co-operate with each other to facilitate the safe operation of site activity

All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

4.0 Information about restrictions which may affect the work

Reference is made to the items given below, these sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.

Section 5.0 of this document also details Risk Registers for the existing environment and the design, this information will be used as a basis for developing method statements.

The following points should be noted at all times:

4.1 Access/Egress

- [Enter Details Here](#)

4.2 Deliveries

- All deliveries will be met and reversed on site by a competent banksman.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum
- In the later phases of the project, to preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time, with the demarcation of a 'holding area' off the site boundary
- Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager/Site Health & Safety Co-ordinator

4.3 Traffic/Pedestrian Routes

- Traffic and pedestrian routes are detailed on the site drawing at Appendix 4

4.4 Accidents, Fire and Emergency Services

- Clear access for emergency personnel shall be kept at all times
- All accidents will be reported and details entered into the Site Accident Log; details will be forwarded in accordance with the Company Accident Reporting Procedure to the Health & Safety Advisor
- Site specific emergency arrangements will be explained as part of the site specific induction and emergency contacts and details will be posted on the Safety Notice board
- A designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

4.5 Any other restrictions noted in the Pre-construction Information

- These observances are to be continually reviewed and developed as the Project progresses. The dissemination of changes to Safety information shall be through the Site Health & Safety Co-ordinator to all site operatives/contractors

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5.0 SAFETY RISK REGISTERS

5.1 The Existing Environment

This Section highlights the significant hazards that will be inherited as a result of the existing environment.

Hazard/Risk	Description	Control	Owner i.e PC or Contractor
PUBLIC SAFETY			
(a) Unauthorised Access	Unauthorised persons entering site.	Hoarding/Herras fence to be erected around site set up.	PC and Contractor's
(b) Vehicular Movement	Deliveries to site.	Contractor to monitor all deliveries and all unloading	PC and Contractor's
(c) Street works	N/A	N/A	PC and Contractor's
ENVIRONMENTAL			
(a) Noise	N/a.	No out of hours work	PC and Contractor's
(b) Vibration	N/A	N/A	PC and Contractor's
(c) Dust and mud	Contamination of occupied areas from dust etc.	Hoarding to be erected to contain dust etc in construction areas	PC and Contractor's
(d) Contaminated Water	N/A		
(e) Waste Disposal	Removal of construction debris.	Contractor to supply skips through a registered company.	PC and Contractor's
BURIED SERVICES			
Gas	Possibility of damage during excavation.	Area to be cat scanned prior to any excavations being carried out.	PC and Contractor's
Electricity	AS ABOVE	AS ABOVE	PC
Telephone	AS ABOVE	AS ABOVE	PC and Contractor's
Water	AS ABOVE	AS ABOVE	PC and Contractor's
Sewers	AS ABOVE	AS ABOVE	PC and Contractor's
Wells	AS ABOVE	AS ABOVE	PC and Contractor's
Services not listed	AS ABOVE	AS ABOVE	PC and Contractors
Competence of operatives working on services listed above	Competent operatives to work on services listed .	Only operatives certified to work on services listed will be employed to carry out works.	PC
EMERGENCY SERVICES			
(a) Fire Risk on Site	Possible risk of fire due to hot works.	Hot works permit to be issued prior to any hot works commencing.	PC
(b) Fire Risk to Adjacent Buildings	N/A	N/A	

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(c)Fire Escape Blockage	Existing fire escapes to be kept in use.	All existing fire escapes to be kept clear at all times.	PC and Contractor's
(d)Access routes obstructed	Materials blocking escapes.	No materials to be stored	PC and Contractor's

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5.2 The Design

This section highlights the significant hazards identified by the Principal Contractor and the design team as a result of the design. The Principal Contractor will manage these hazards during the construction process and will ensure that this Section is kept up to date at all times.

5.2.1 Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Site set up (Working in a restricted area)	Unauthorised access into the work area	PC to ensure that the site is clearly delineated and only authorised personnel to enter the work area.	PC
Working at height	Fall of materials or Personnel	Safe access will be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms. All access plant and materials will be both maintained and checked as required.	PC
Overhead Work (Clash of trades)	Fall of materials or personnel	PC to ensure that adequate protection is provided from works being undertaken overhead.	PC
Lifting heavy plant, equipment, and materials	Falling materials / plant	PC is to ensure that competent operators using adequate lifting equipment in accordance with an approved RA/MS carry out all lifting. PC will be responsible for ensuring that copies of operator and plant certification are provided with the RA/MS.	PC
Persons falling down Holes	Service holes and lift shafts	Secure barriers to be fixed around all openings or panels/timber fixed over service holes	PC
Persons tripping/slipping	Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes at all times.	PC
Falling materials	See overhead work		PC
Manual handling	Dropping material, Crushing injury	PC to control the delivery and movement of materials to ensure that the loads being carried by individuals do not exceed those that can be safely lifted / moved.	PC/ Contractor
Working on live services	Live services	PC to ensure that all areas are surveyed prior to any works being executed. All works will be undertaken by a competent contractor working to an approved RA/MS and in accordance with the procedures contained within this H&S Plan. Permits as detailed within the H & S Manual to be used.	PC/ Contractor
Demolition	Demolition	PC to ensure that demolition is carried out in a controlled way by competent contractors working in accordance with an approved RA/MS. Demolition areas are to be clearly cordoned off from all other.	PC/ Contractor
Control of noise	Excessive noise	Ensure that all noisy operations are carried out between the hours of 10am – 5pm. Excessively noisy operations will be subject to noise assessments. All noisy works will be	PC/ Contractor

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		carried out.	
Control of dust	Dust	Ensure that when dusty operations are carried out that suitable extraction facilities are deployed and that all operatives are wearing the correct RPE Light spray of water	PC/ Contractor
Disposal of waste	Waste	The site is kept in a clean and tidy manner. All waste is put into a central skip which will be changed as and when required. Site Waste Management Plan to be implemented	PC/ Contractor
Protection of existing structures	Works	PC will protect any existing structures that may be affected by the works.	PC/ Contractor
Prevention of unauthorised access	Unauthorised access into the work area	PC will ensure that the site is clearly delineated and only authorised persons allowed to enter the work area. Security guards will be deployed at all entrances.	PC/ Contractor
Working with or near fragile materials	Fall of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suitable personal suspension and fall arrest equipment will be provided. Method statements & Risk assessments to be provided.	PC/ Contractor
Storage of hazardous materials	Inhalation, burns, risk of fire	Recommendations as detailed on manufacturers health & safety data sheets on storage to be complied with. Gases and flammable liquids to be stored as required by the HFL DSEA Regs. 2002	PC/ Contractor
Fire	Fire	PC to produce a fire plan and will ensure that the works are executed in accordance with the procedures set out in the document	PC/ Contractor

Risk		Control	Owner
5.2.3 Significant Hazardous Specified Materials			
Anchor adhesives	Inhalation of dangerous fumes	PC will ensure that all such adhesives are installed by competent personnel working to an approved RA/MS, which has been compiled following a thorough investigation of the adhesives COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site.	
Insulation quilt	Skin irritation etc.	PC will ensure that all insulation is installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor
Sealants	Inhalation of dangerous fume, Skin irritation etc.	PC will ensure that all sealants are installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor
Silicones	Fumes &	PC will ensure that all silicone is installed by competent	PC/

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	Skin irritation etc.	personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	Contractor
Adhesives, Solvent, and Isocyanate based products	Fumes, Skin irritation etc.	PC will ensure that all adhesives, solvent, and isocyanate based products are installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor
Grout and mastics	Fumes, Skin irritation etc.	PC will ensure that all grout and mastic are installed by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor
Paint and Paint sprays	Fumes, Skin irritation etc.	PC will ensure that all paint and paint sprays are applied by competent personnel working to an approved RA/MS which has been compiled following a thorough investigation of the COSHH details. The COSHH data sheet will be appended to the RA/MS and retained on site in the H&S plan.	PC/ Contractor

5.2.4 Significant Hazardous Methods or Sequences (as a result of the Design)

TBA			

6.0 Identification and Effective Management of Activities with Risks to Health and Safety

6.1 Risk Assessments

For site wide elements these will be developed by The Principal Contractor prior to commencement of any works as part of the establishment process to include:

- (a) The storage and distribution of materials
- (b) Access to the works
- (c) Working at height
- (d) Control and disposal of waste
- (e) The provision and use of temporary services e.g. Electricity
- (f) Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- (g) Exclusion of unauthorised people.

All Contractors will be required to submit an overall project method statement and details of high risk activities / activities which will impact on others working on site

All method statements and risk assessments will be accepted by ourselves prior to contractors etc being allowed to commence works on the site.

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. The Site Health & Safety Co-ordinator shall be responsible for the issue of permits to work to include the following activities:

- (a) Hot works
- (b) Working within an area where openings in floors exist
- (c) Electrical adaptation to existing live supplies
- (d) Adaptions to existing surfaces under conservation orders.
- (e) Access to plant rooms and to all roof levels
- (f) Drilling/cons into the structure
- (g) Working in confined spaces
- (h) Alterations to fire protection, sprinklers or BMS

6.2 Safety Method Statements

The Safety Method Statement should contain the following details as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.
- Supervisors: The identity of person(s) with special responsibilities.

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- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public and Occupiers.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items (a)-(i), which will be retained on site for information within the site safety filing system. Method statements and risk assessments for each contractor's works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to The Principal Contractor prior to works being undertaken. The Principal Contractor will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by the Principal Contractor will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should The Principal Contractor judge a Contractors method of work to be unsafe, the Principal Contractor will instruct the Contractor to suspend operations until an improved method can be agreed. Contractors are responsible for their safe systems of work.

The following trade contract method statements will be produced with specific documents being produced for high-risk activities, (this list will be expanded as the Project progresses as part of the Project Risk Register):

Activity	Name of contractor	Approximate Duration and Start Date
Site Setup		
Scaffolding		
Ground works		
Drainage		
Carpentry		
Scaffolding		
Fire stopping		
Glass installation		
Roof work		
Electrical Installation		
Mechanical Installation		
Cladding		
Steel Frame		

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7.0 Arrangements to give directions and to co-ordinate other contractors

7.1 Safety Training

All the Principal Contractor personnel will undergo both an induction on Company safety procedures and a site-specific induction before being allowed to work on site.

All the Principal Contractor personnel visiting site must undergo an induction on Company safety procedures and be escorted around the site.

Contractors will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.

7.2 Safety Inspections

The Principal Contractor's Health & Safety Manager/Advisor will conduct random site inspections and audits and produce a report. Action on all non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the Health & Safety Manager.

Both the Health & Safety Manager and the Site Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be removed from site.

7.3 Safety Meetings

Safety matters will be on the agenda of the following meetings:

- At Tender meetings safety aspects of the project will be discussed and contractors proposals taken into account.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractors proposals for monitoring safety will be agreed.
- Site based daily meetings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements to their own team and other interested parties on site.
- Site based, Contractor weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by The Principal Contractor staff where it is deemed necessary to hold a talk on a particular aspect of safety.

8.0 Arrangements for Vetting Contractors, Suppliers of Materials, Machinery and Plant with Regard to Health & Safety

If we need to use a contractor who is not on our Selected Contractors list then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

8.1 Contractors

Competency checks will include the provision of the following information, as a minimum:
(Regulations 4 CDM 2015 Competency)

- (a) Health and Safety Policy.
- (b) Insurance details.
- (c) Management structure.
- (d) Risk and COSHH assessments and Site Specific Method Statements.
- (e) Confirmation that they will comply with the The Principal Contractor Health & Safety Plan
- (f) Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- (g) Confirmation that plant to be used is properly selected and maintained.
- (h) Confirmation that plant/equipment operators are properly trained.
- (i) Evidence of CSCS accreditation
- (j) Training details
- (k) Accident/incident/enforcement notices and court action details

These documents will be filed within the Safety Filing System in files designated to individual contractors.

8.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffolding and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hoist equipment must be tagged and inspected.

8.3 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety Record folder.

8.4 Noise

Operations shall be subject to noise assessment if required and control measures implemented. All Trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

8.5 COSHH Arrangements

Any Contractor bringing onto site any hazardous substance must notify the Contracts Manager and be in possession of a suitable COSHH assessment and material data sheet.

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency, and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturers health and safety data sheets.

All containers on site must be labelled.

9.0 Management Meetings and Initiatives

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site. In addition each site will have a dedicated Site Health & Safety Co-ordinator.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor, and discuss how the contractors works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative and Principal Designer:-

Type	Frequency
Contract pre start meetings	1 per Contractor prior to start on site
Contract Meetings	Weekly
Progress Meetings	Weekly
Client Meetings	Snagging meeting and post launch meeting.
Management Review	As necessary
Design Team	As necessary

10.0 Design Work Carried Out During the Construction Phase

Prior to commencement on site, any hazard identification elements raised as part of the Design process shall be highlighted to the appropriate persons involved in construction, where it is felt there may be an impact; particularly where residual risks/hazards are expected to be *designed out* as part of the construction process.

All construction work which involve design proposals/changes, will be related to the Client and Principal Designer as required by the *Construction Design and Management Regulations 2015*.

11.0 Emergency Arrangements

- (a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
- (b) This site will have a dedicated Site Health & Safety Co-ordinator, First Aider(s) and Fire Warden.
- (c) A site Emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management.
- (d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.
- (e) As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the Site Health & Safety Co-ordinator have a duty to bring this to the attention of the operatives and Contractors.
- (f) In the event of any of the emergency services being required to attend site, the Site Health & Safety Co-ordinator must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.
- (g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the building, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
- (h) Site-specific Emergency arrangements are appended as Appendix G.

11.1 Accident Procedure including reporting as required by RIDDOR 95

- (a) **All** accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure accordingly, advising the Company Health & Safety Manager (Advise where appropriate so that we are compliant with RIDDOR 2013. The Site Manager will oversee all entries made in the Site Accident Log which will be kept in the site office.
- (b) The person discovering the accident will raise the alarm verbally/through two-way radios operating on site/by operation of the nearest competent person or by use of mobile telephones.
- (c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.
- (d) The Principal Contractor Site Health & Safety Co-ordinator will check the total headcount and if necessary mobilise an emergency search team to look for unaccounted persons. This will only be brought into operation once the risks of further accidents have been assessed and it is considered safe to enter the working zone.
- (e) The Principal Contractor Site Health & Safety Co-ordinator will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- (f) The Principal Contractor Site Health & Safety Co-ordinator shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent the Principal Contractor Personnel as detailed in the Accident Reporting Procedure together with the Principal Designer and the Client.
- (g) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with the Principal Contractor which would be conducted in accordance with the procedures highlighted in RIDDOR 2013. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website

11.2 Fire Action Plan

The site-specific plan is appended as Appendix 4

11.3 Evacuation Procedure

Site-specific procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan will be posted on each floor of the building and displayed on the Notice boards.

11.4 Fire Prevention

It is our policy to carry out works so as to eliminate risk from fire and, to this end, have adopted the Code of Practice laid down in HSE guidance *"Fire Prevention on Construction Sites"*.

- (a) Fire extinguishers, fire notices, fire detection, alarm systems and fire signs will be provided for all working areas.
- (b) Materials and rubbish stored on site will be kept to a minimum.
- (c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
- (d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
- (e) Site accommodation will be of an half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet *'Class 1 spread of flame standard'*.
- (f) A "No Smoking" rule will be imposed in all working areas, storage areas or wherever there are fire hazards.
- (g) We will operate a "Hot Works Permit system" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
- (h) A person may attack the fire with the appliances provided only if they are trained to do so and as long as there is no risk to themselves or others.
- (i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the Site Health & Safety Co-ordinator.
- (j) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and identified during site inductions.

11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is included in Appendix 6 of this Plan. These details will be displayed in a prominent position in the site office adjacent to the telephone.

12.0 Maintenance of Welfare Facilities

Welfare arrangements will be provided in compliance with the *CDM Regulations 2015*.

The following facilities will be available on site, and cleaned daily:-

- (a) Toilet and wash hand basins with hot and cold water.
- (b) Canteen with hot food facilities.

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- (c) Mess room/area. Seating with back support
- (d) A source of clean drinking water
- (e) A first aid box (which will be kept in the site office).
- (f) Sufficient and suitable fire fighting equipment.
- (g) A heated drying room, where appropriate.

Under a shared welfare agreement as set out in the Health and Safety (First Aid) regulations 1981, and where required by contract, the contractor will be responsible for providing their own qualified First Aider/Appointed Person and their own first aid box; all accidents/incidents must also be reported to the Principal Contractor Site Health & Safety Co-ordinator.

Site-specific arrangements for The Principal Contractor are described in the Site Specific Safety Induction appended as Appendix 2.

13.0 PROVISION OF INFORMATION

13.1 Information for contractors & co-ordination & co-operation of contractors

Contractors will be informed in writing at tender stage of:

- Risks to their health and safety arising from the environment in which the project is to be carried out.
- Copies of any relevant existing method statements/risk assessment for activities which impact/have a possibility of impact on individual Contractors will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Construction Phase Health & Safety Plan.
- Initial site induction training will also be provided. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Contractors employed directly by the Client will come under the Principal Contractor jurisdiction and be subject to our site rules and observations.
- Maintenance person's etc visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their visit. These persons will only be allowed onto site if they are dressed appropriately to the prevailing site conditions.
- Representatives will attend weekly site meetings from all Contractors on site, so that co-operation and communication are encouraged.
- All Contractors will be issued with a Project Directory and the developed Construction Phase Health & Safety Plan, as well as being inducted.

13.2 Training

Toolbox talks will be provided for general health and safety matters on a weekly basis as and when requested.

Specialist training in the use of abrasive wheels, cartridge tools etc. will be secured e.g given by the CITB or a similar organisation.

All Contractors will provide information on the suitability and the training undertaken by their operatives as part of their Health and Safety documentation prior to commencing any works.

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety. Where the need arises, specific toolbox or task talks will be carried out with the operatives concerned.

All Toolbox talks and site briefs will be recorded on the appropriate form.

13.3 Health & Safety Information

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area. In an operational environment, operatives may also be required to sign in/out of the Client premises – this is an additional requirement and not an alternative.

Operatives who operate plant or machinery must have documented evidence that they are qualified to do so prior to commencing their work.

As part of the site induction, Contractors are asked if they have read and understood their OWN method statement/risk assessment and sign to say that they have. If they have not the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

13.4 Display of Statutory Notices

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

- (a) Health & Safety at Work law Poster (which include the Safety Representative details for The Principal Contractor)
- (b) Employers Liability Insurance
- (c) Revised F10
- (d) Emergency arrangements: First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- (e) Fire Evacuation arrangements and Site Plan detailing fire points etc
- (f) Hazard reporting cards (which can be filled in by operatives anonymously)
- (g) Weekly activity hazard list
- (h) Principal Contractor Health and Safety Committee
- (i) Signage route to Hospital
- (j) Commissioning certificates for Emergency connection of services etc

13.5 Site Registers and Documentation

The following will be available on site:

- (a) Accident Log
- (b) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations 1998.
- (c) Record of scaffold inspections as required by the Work at height Regulations 2005.
- (d) Waste transfer notes.
- (e) COSHH hazard data sheets, risk assessment.
- (f) Electrical equipment register. Maintenance checks and records.

- (g) Plant inspection records.
- (h) Risk assessments.
- (i) Method Statements.
- (j) Health surveillance.
- (k) Emergency procedures.
- (l) Manual handling assessments.
- (m) Record of toolbox talks.
- (n) Record of Site Inductions.
- (o) Copies of the following the Principal Contractor information notices will be displayed on site.

14.0 Consulting and Co-ordinating the Views of People

Contractors will carry out their statutory duties to consult with their workforce: results of these consultations will be passed to the Principal Contractor, and where deemed necessary minutes will be issued to the appropriate parties.

The Safety Plan and other health and safety related matters will be formally reviewed at regular meetings which will be held on site. Attendance at these meetings will be obligatory for Contractors. Representatives of the Project Manager and the Client will be invited to attend.

The Principal Contractor operate a policy of active safety management involving contractors and operatives in brief, recorded daily site safety meetings. The purposes is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the previous day.

Site safety issues will be co-ordinated by the Principal Contractor's Site Manager, with the support of the Site Health & Safety Co-ordinator.

A team approach to safety will be encouraged with suggestions from all site personnel welcome.

The results of risk assessments and investigations of incidents or dangerous occurrences will be reported to the whole workforce by site briefing to maintain the level of safety awareness.

Temporary Works design and construction will be co-ordinated by a TWC (Temporary Works Co-ordinator) appointed in writing by the Principal Contractor.

For elements of work designed by the Principal Contractor a Design Co-ordinator (DC) will be appointed to co-ordinate the design process between the parties. Approval of these designs will be by the Project Manager's designated representative.

15.0 Site Rules

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times. Site Rules can be found in Appendix 2 of this document.

16.0 The Health and Safety File

16.1 Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover CD - O&M Health & Safety File to The Principal Contractor.

16.2 The Principal Contractor will collect and collate the requisite information from each Contractor/sub-contractor and issue it to the Principal Designer two weeks prior to practical completion.

17.0 Monitoring of Health and Safety Performance

17.1 Monitoring

The Site Health & Safety Co-ordinator will actively monitor health and safety performance on site.

He/she will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

The Principal Contractor Health & Safety Manager/Advisor will make regular visits to the site and written reports will be issued to the Site, requisite Managers and the Principal Contractor Director. All non-conformances will be closed out by a re-visit or completion of the follow up form.

The Principal Contractor Directors make periodic safety tours and advise the Site Management of any corrective action needed.

Monitoring of site Health and Safety will also be discussed at the weekly Contractors Liaison Meetings where related subjects will be raised, discussed and actioned.

All Contractors, Consultants and visitors have a responsibility to comply with the Site Specific rules and statutory regulations. Ignorance is no defence.

17.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention actually given to safety compared to standards set out within this Plan.

TEMPPLATE

Appendix 1: Project Directory

TEMPLATE

TEMPLATE

The **Principal Contractor** is [Enter Details Here](#)

The **SITE MANAGER** is [Enter Details Here](#)

The **Client** is [Enter Details Here](#)

The **Principal Designer** is [Enter Details Here](#)

The Site **First Aider** is [Enter Details Here](#)

The **First Aid Kit** is located Within The Site office

The **Fire Alarm Warning** is A Klaxon and fire, fire, fire,

The **Fire Assembly Point** is [Enter Details Here](#)

The **Fire Marshall** is [Enter Details Here](#)

The nearest **Hospital** is [Enter Details Here](#)

For FIRE/POLICE EMERGENCY DIAL 999

The **Local HSE** are at [Enter Details Here](#)

THIS IS A NO-SMOKING SITE

THIS IS A HARD HAT SITE, unless the Site Manager decides otherwise and he is unlikely to do so.

ALL personnel arriving on site must report into the Site Office, be inducted and sign in/out.

The **Hours of Work** are 7.00am to 5.30pm Mon to Fri
7.00am to 1.00pm Sat (by prior agreement)

Canteen/Toilet facilities are located in the existing client site office area compound

Limited parking on site and the surrounding streets. Under no circumstances should contractors vehicles be left outside the adjacent premises.

ALL ACCIDENTS/DANGEROUS OCCURRENCES/NEAR MISSES must be reported

The following Company rules ALSO apply to this site:-

The Principal Contractor operates a zero-tolerance stance on **many safety related issues**.

If you have not signed in, **you are not here** for FIRE, FIRST AID or FINANCIAL PAYMENT. Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. All inductees will be issued with an induction sticker valid for this site only. Failure to comply will result in removal from site.

The first induction is provided free of charge by the Principal Contractor. Any persons who are found to be in breach of these site rules may be required to be re-inducted. The Principal Contractor reserve the right to charge an administration fee for this additional induction.

Persons suspected of being under the influence of **Drugs/Alcohol** WILL be asked to leave site. Persons displaying **racist, sexist, violent or threatening behaviour** WILL be asked to leave site and not return. You must **not trespass** upon adjoining areas except where permission has been granted, to facilitate the execution of your work. Compliance with **safety signs** at all times.

You must comply with **method statements/risk assessments** written for your activity, and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

Suitable and sufficient **PPE** must be worn as appropriate, provided by your employer. All areas on site are deemed to be hard hat, hi viz and protective footwear areas unless designated otherwise by the Site Manager.

Eating and drinking is only permitted in the designated areas. Currently the only designated area is the canteen.

This site operates on **110V supply** only and **no radios** are allowed.

You may only **operate plant and equipment** that you are **trained/authorised** to use, and carry out **tasks** for which you are **authorised and competent**.

If you suspect that **plant/equipment/scaffolding** is unsafe please notify the Site Manager immediately.

If you see any **hazards on site** either real or potential, inform the Site Manager immediately: there are hazard identification cards on site attached to the Safety Noticeboard for this purpose – you may remain anonymous if you choose to, but feedback on actions taken will be provided in this case.

Do not block routes for **access/egress/escape or fire exits** on the site.

Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.

No person may **work from height** other than from a secure platform with guardrails and toeboards. All **mobile work platforms must be locked down when in use**. You should **not** erect a mobile tower unless you are either competent to do so /are supervised by a competent person.

You are requested to declare to the Site Manager, details of any **physical condition** and or the **taking of medication**, if you feel that this would have an effect on your work. A separate form is available and required to be filled in for this and any information given will be kept in the strictest confidence and returned to you/destroyed when you leave site.

Medical Notification Form

NAME:

COMPANY:

MEDICATION (and dosage if applicable):
.....

REASON FOR MEDICATION:

TIMING/DURATION OF MEDICATION:

Was this prescribed by a Doctor? YES / NO

SIDE EFFECTS:

ALLERGIES:

Date of Last Tetanus Injection:

CONTACT NAME (No in case of EMERGENCY):

I believe that the information given here to be correct.

SIGNED:
Date Received:

DATE:

Received By (*print name*):

Signature:

THIS FORM WILL BE KEPT IN THE STRICTEST CONFIDENCE & USED ONLY IN AN EMERGENCY: YOU MAY ASK FOR IT TO BE DESTROYED WHEN YOU LEAVE SITE.

Appendix 3: Notification of Project

This form is to be clearly displayed in suitable locations around the site i.e. within office, on H&S notice board, within welfare facilities.

TEMPLATE

Appendix 4: Site Layouts and Fire Plan

SITE FIRE SAFETY PLAN FOR **XXXXXXX**

1.1 Fire Plan Principles

- 1.1.1 Site specific fire arrangements will be briefed to all site operatives through the initial site specific induction
- 1.1.2 The site shall have a designated The Principal Contractor Site Fire Warden
- 1.1.3 Fire alarms, call points and extinguishers must be maintained on occupied floors.
- 1.1.4 Floors under the control of The Principal Contractor will have alarm call points and extinguishers maintained at all times
- 1.1.5 Where the work takes place in an occupied building the fire buildings over fire warning system will be used with the permission of the occupier.

1.2 Fire Prevention Procedures

- The overall responsibility for the prevention of fire rests with The Principal Contractor.
- All The Principal Contractor sites are no-smoking sites, except for the designated area and no burning is allowed.
- The Design Team and Client will, where possible, specify materials of a non-flammable nature.
- **The Principal Contractor** is responsible for ensuring adherence to the Project fire plan and procedure, and will:
 - i) Provide and maintain in good working order, suitable and sufficient fire fighting Equipment and establish safe and adequate fire assembly points.
 - ii) Maintain means of safe access and egress in all areas at all times.
 - iii) Liaise with the Design Team and Client to secure permanent fire fighting Equipment to be brought into service as soon as possible.
 - iv) Include fire patrols as part of the site safety inspections.
 - v) Conduct fire evacuation tests regularly as per the Company's test procedures.
 - vi) Update the fire plans as the Project progresses and inform site operatives accordingly.
 - vii) Provide secure storage for flammable/highly flammable liquid and compressed gas.
- The Contractor is responsible for:
 - i) Complying with all relevant statutory requirements and directives relating to fire prevention as laid down by The Principal Contractor.
 - ii) Using, where possible, materials of a non-flammable nature for temporary works, packaging etc.
 - iii) Ensuring that safe systems of work are carried out on site.
 - iv) Advising The Principal Contractor of all COSHH materials brought onto site, to include data sheets.

In addition, all Contractors will:

1. Appoint one or more fire-wardens, in writing, with a copy to The Principal Contractor. The fire-warden(s) will:
 - a) Ensure adherence to all parts of this Procedure.

CONSTRUCTION PHASE PLAN

SITE NAME – **Enter Details Here**

- b) Instruct and train operatives and all persons under their control in all relevant aspects of fire prevention on site.
 - c) persons under their control in all relevant
- 2 Obtain approval from the Principal Contractor before erection/alteration/adaptation or extension of any temporary facilities.
 - 3 Liaise with, and obtain written approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases.
 - 4 Not use polyurethane or isocyanate foams in permanent works or for temporary protection within the buildings.
 - 5 Obtain Permits to Work for all hot work.
 - 6 Examine at short intervals all hot work involving naked flames and sparks both during the work and after the work has finished.
 - 7 Petrol/diesel powered equipment should be so located that their exhausts are well away from combustible materials. Engines should be shut off during re-rolling operations. Only electrically driven or air operated equipment should be used unless absolutely necessary, - written permission is to be obtained from the Construction Manager before any petrol or diesel plant is brought to the site.
 - 8 Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders. It is preferable that the storage of oxygen cylinders should be separated from other stores by fire resistant materials. Storage areas should be well ventilated. Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source in a secure, well ventilated and suitably labelled storage areas. All oxy/acetylene welding/cutting sets must be fitted with a spanner/key for emergency isolation. Flash back arresters are also obligatory.
 - 9 It is essential that all cylinders not in use should be returned to the storage areas immediately after use and not left within buildings under construction or within temporary huts. Correct bottle trolleys are to be used for transporting cylinders. Wherever possible, all compressed gas cylinders in use should be returned to the appropriate storage area at the end of the working day. In exceptional circumstances, the Contractor will seek the written approval from The Principal Contractor for the establishment of an area on site for the temporary storage of cylinders. Such an area will be clearly identified as such. Portable cylinders supplying installations should be located out of doors where possible, if impossible a written method statement must detail all precautions to be taken and when two or more are used together they should be suitably manifolded using properly designed fittings.
 - 10 Comply fully with the Principal Contractor's procedures relating to fire safety at all times.

The guidance note "Fire Prevention on Construction Sites" has been considered in the writing of these procedures and all parties shall co-operate to ensure that all statutory requirements are met. Housekeeping will be maintained to a high standard to ensure that combustible materials do not build up and cause a fire hazard.

- The 'Temporary Electric's' Sub-contractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings.
- The Principal Contractor and all Contractors will:
 1. Target a zero loss rate due to fire.
 2. Comply with all statutory requirements relating to fire safety including e.g. flammable

substances, fire detection and alarm, means of escape etc.

3. Ensure a fire certificate for all temporary accommodation has been obtained prior to occupation of such premises.
4. Ensure that open fires are not started for any reason whatsoever.

1.3 Means of Escape

- 1.3.1 All works must be designed and erected so that a safe route is always available to a final exit (place of safety). These routes must be clearly identified, with a maximum travel distance in accordance with the relevant standards.
- 1.3.2 All walls including windows and doors which form part of an escape route or staircase enclosure must have a minimum fire resistances of not less than 1/2 hr in an hour.
- 1.3.3 Doors to protected staircases and escape passageways must be provided with self-closing devices and must be kept closed when not in use.
- 1.3.4 Buildings in which flammable and highly flammable liquids are stored or used must be provided with at least one segregated and fire protected means of escape.
- 1.3.5 Standards must be agreed by the local enforcing authorities after a basic proposal has been accepted by the Principal Contractor.
- 1.3.6 Fire escape routes are to be kept unobstructed and, where necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a permit to Work has been authorised by The Principal Contractor.

1.4 Fire Fighting

- 1.4.1 The Principal Contractor will establish a site procedure for dealing with a fire emergency that takes into account the hazards involved and any special features in the area. The procedure includes the following points:
 - i) Sounding a warning alarm.
 - ii) Dealing with a fire.
 - iii) Closing down of operations.
 - iv) Evacuation of the area.
 - v) Assembly at marshalling points and carrying out of roll calls.
 - vi) Locating missing persons.
- 1.4.2 The Contractor's Fire Warden will instruct and train all personnel under his control in fire precautions and the actions to be taken in the event of fire. He will also instruct and train all supervisors (above operative level) in the correct use of fire fighting equipment.
- 1.4.3 The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as permanent provision is secured.
- 1.4.4 All fire fighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the requisite British Standard.

1.5 Fire Emergency Protocol

- In the event of the discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire. (Temporary fire points will be readily accessible until such time as the permanent alarms are installed).
 - All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/muster point.
 - The Principal Contractor's site office must be notified immediately by the quickest practical means by the discoverer of the fire.
 - The Principal Contractor's site office personnel will establish where possible:-
 - i) The exact location of the fire.
 - ii) The extent and nature of the fire.
 - iii) Whether there are any casualties.
 - iv) The evacuation status.
 - The Principal Contractor's site office will immediately:-
 - i) Activate the fire Alarm (if not already activated)
 - ii) Contact the appropriate emergency services requesting assistance. Advise CLIENT.
 - iii) Ensure all areas are quickly evacuated and site personnel are at assembly points.
 - WITHOUT TAKING ANY PERSONAL RISKS, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.
 - All Contractors' Supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation.
 - The Principal Contractor will arrange for the Emergency Services to be met at the Main Gate, provide them copies of the Floor Fire Plans and guide them to the incident.
 - Upon arrival of the Emergency Services, the Principal Contractor's Contracts Manager will brief the Officer in Charge, and provide such assistance as may be requested.
- If, after an assessment of the situation, a total evacuation of the construction site is warranted, this will be authorised by the Principal Contractor and the warning system for evacuation activated.
- Upon hearing the evacuation sirens/bells:-
 - i) All hot work will be stopped and all flames extinguished.
 - ii) All machinery, vehicles etc will be switched off.
 - iii) Any machinery blocking access routes will be moved to facilitate access by the emergency services.
 - iv) ALL personnel will proceed to the appropriate fire assembly points, at front of club house/centre of pitch where each supervisor will confirm the attendance of their operatives to The Principal Contractor's Construction Manager/Site Fire Warden.
 - The results will be relayed to the Principal Contractor's Contracts Manager, who will liaise with the Client, in deciding upon any action in the event of personnel being missing.
 - No personnel will return to work until the "all clear" has been relayed from the Principal Contractor's Site Manager/Site Fire Warden to all relevant personnel.

1.6 What to Do in Case of Fire

WHAT TO DO IN CASE OF FIRE

A IF YOU DISCOVER A FIRE OR SMOKE

- (i) OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE OR ACTIVATING A RED FIRE ALARM CALL POINT
- (ii) LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY AREA AT **THE FRONT GATE.**

FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO

B FIRE EVACUATION PROCEDURE

- (i) THE ALERT SIGNAL IS A SERIES OF **SHORT SIGNALS ON THE KLAXON ALARM.** REMAIN AT YOUR WORK PLACE BUT BE PREPARED TO LEAVE IF NECESSARY. AWAIT FURTHER INSTRUCTIONS, FROM THE FIRE MARSHAL.

- (ii) THE EVACUATION SIGNAL IS A CONTINUOUS SOUNDING OF THE ALARM,

- (iii) ON HEARING THIS, LEAVE THE SITE/BUILDING BY THE NEAREST AVAILABLE EXIT AND PROCEED TO THE ASSEMBLY POINT, WHICH IS **AT THE FRONT GATE.**

C NOTE:

DO NOT USE THE LIFTS

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT RE-ENTER THE BUILDING

Copies of Fire Plans to be prepared and displayed onsite, conveyed to contractors during induction.

TEMPLATE

Appendix 5: Construction Programme

To be inserted

TEMPLATE

TEMPLATE

Appendix 6: Emergency Procedures

TEMPLATE

The Principal Contractor
EMERGENCY PROCEDURE

CLIENT: Enter Details Here

SITE ADDRESS: Enter Details Here.

TELEPHONE NUMBER: Enter Details Here

FAX NUMBER: Enter Details Here

SITE MANAGER Enter Details Here

APPOINTED PERSONS (FIRST AID):

EMERGENCY SERVICES:

- Fire (if people are trapped)
- Ambulance
- Police (If there is a fatality)

999

Ask for service needed
Give YOUR Name
Give Site address
Be Clear
Give directions if required
KEEP CALM

AMBULANCE (Local Number) Number : 999

FIRE BRIGADE (Local Number) Number : 999

POLICE (Local Number) Number : 999

LOCAL HOSPITAL Number: 999

(With A+E Facilities) Address: 999

H.S.E. Tel: 0121 607 6200

Address: Enter Details Here

SAFETY ADVISOR (The Principal Contractor) Name: Enter Details Here
Tel:
Mobile:

SITE HEALTH & SAFETY CO-ORDINATOR: Name:

MOBILE TELEPHONE NUMBER:

ELECTRICITY Number
WATER Number

GAS Number
TELECOM 100 Ask for dial before dig

Appendix 7: Outline Method Statement

TEMPLATE