ADENSTAR GROUP
BUILDING AND CIVIL ENGINEERING CONTRACTORS

CONSTRUCTION PHASE PLAN

PROJECT:

Land to the North of Brighton and Hove Albion Training Ground Lancing Vision Bund

Prepared by Paula Hale (Grad IOSH)

12th July 2016

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PLANNING SERVICES

PLAN	AWDM/ 0759/16.
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1 Project Safety Statement

It is Adenstar Developments Ltd policy that this project is undertaken with the highest regard for health, safety and welfare matters.

Adenstar Developments Ltd believes that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

Adenstar Developments Ltd will take all reasonably practicable steps to meet this responsibility paying particular attention to:

- The provision and maintenance of equipment and systems of work that are safe and without risks to health to employees, sub-contractors and any other person likely to be affected by work activities

- Proper arrangements for the use, handling, storage and transport of materials, equipment and substances

- The provision of information, instruction, training and supervision to assist all employees and subcontractors to avoid injury and contribute positively to their own safety and health at work, with adequate communication of information, instruction and supervision to avoid injury to any other person likely to be affected

- The provision of a safe place of work and environment which has safe access and does not present a risk to health to any person

- The provision of adequate welfare arrangements

This safety plan can only be successful with the active co-operation of all employees, self-employed subcontractors and subcontract companies. It is therefore the responsibility of the aforementioned to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts or conditions.

Steve Barron
Director

2 Scope and Objectives of the plan

This Health and Safety Plan has been prepared by Adenstar Developments Ltd (Principal Contractor) in order to comply with the CDM Regulations 2015 and other health and safety legislation.

This plan shall apply to all personnel on the project, including the client, employees, contractors and any other persons working on the project.

The purpose of this plan is to ensure that the project is undertaken safely and without risk to health and the environment, and to protect the public or anyone who may be affected by the work activities.

The plan sets out the means by which health and safety will be co-ordinated and controlled.

This plan will be reviewed and updated as necessary from time to time during the project, particularly if circumstances or the design changes.

3 Project Information

Location of Site:	Land to the North of Brighton and Hove Albion Training Ground 60 Mash Barn Lane, Lancing, West Sussex, BN15 9FP	
Nature of Construction Work:	The proposed development comprises the construction of an earthwork bund which will provide visual screening from the land to the north, which is to be developed by New Monks Farm Development Limited	
Project Start Date & Duration:	25th July 2016 Duration: 12 weeks	
Working Hours:	8.00 – 18.00 Monday to Friday 8.00 – 13.00 Saturday	
Client:	The Community Stadium Ltd AMEX Stadium Village Way Brighton BN1 9BL	Derek Chapman [redacted]
Principal Contractor	**Adenstar Developments Ltd** New Sussex House Fishersgate Terrace Portslade East Sussex BN41 1PH	Contact: Paul Stokes [redacted]

Principal Designer:	**CDM Services** Third Floor, One Mortimer Street, London W1T 3JA	Tom Branagh [redacted]
Designer: **Civil / Structural** **Engineers**	**The Civil Engineering Practice** 11 Tungsten Building, George Street, Fishersgate, West Sussex, BN41 1RA	Gerry Waller [redacted]
Designer: **Architects**	**Hyland Edgar Driver** Suite 12, Waterloo Court, 1 0 Theed Street, London, SE1 8ST	Dafydd Coe [redacted]
Archaeology	**Archaeology East**	Any Shelly [redacted]
Nearest A&E **Hospital**	**Worthing Hospital** Lyndhurst Rd Worthing West Sussex BN11 2DH	[redacted]

4 Description of Work

Works to Include:

- Site setup
  - Erection of HERAs panels and debris netting to protect public walking route at the perimeter
  - Erect Construction site warning signs on the approach to the access entrances from the A27 in advance of the site
  - Install site speed limit signs through the haul route
  - Set up welfare provision
  - Scrape up and move existing hardcore surfaces, stockpile at the East end of the proposed bund off of the works site
  - Commence top soil strip from borrow pit area and the footprint of the bund and stockpile for screening
  - Construct bund and fill and compact to underside of road formation, screen topsoil and lay topsoil on bund
  - Install Swales and lay capping layer
  - Lay edgings and MOT type 1 in preparation for tarmac
  - Dig tree pits on bund fill with top soil and mark with Timber stakes, Irrigation system installed.
  - Tarmac
  - Fencing Works
  - Tidy up and clear site
  - Planting to commence November / December

5 Reference/Design Information

Drawings / Documents

- Landscape/ Architect drawings
- Civil Engineer drawings
- Site plan
- Pre-construction information
- Existing services drawing

6 Project Organisation

6.1 Project Safety Management

Operations Manager:	Paul Stokes
Project Manager:	Paul Ashton
Safety Advisor:	Paula Hale

As Principal Contractor, Adenstar Developments Ltd has overall responsibility for managing the project.

6.2 Subcontract Companies

Subcontract companies have responsibility for managing and organising their scope of work while complying with their own safety policies/procedures and the requirements of this plan and the site rules.

Details of subcontractors working on this project:

Site Investigation Contractor	Soils Ltd
Fencing Contractor	TBC
Earthworks	Penfold
Surfacing	TBC

7 Responsibilities

7.1 Project Manager's Responsibilities

- Ensure there are effective arrangements for planning, organisation, control and monitoring for health and safety on the project
- Overall management of the project
- Ensure compliance with Health and Safety at Work Act 1974, CDM regulations, all other relevant regulations and approved codes of practice
- Ensure adequate resources and funding is maintained to undertake the requirements of this plan
- Ensure that key personnel are trained and competent
- Monitor the effectiveness of the plan and ensure revisions are implemented as necessary
- Ensure sub-contractors are aware of the plan and individual responsibilities
- Ensure competent sub contract companies are engaged
- Report any notifiable accidents / incidents to the HSE
- Attendance at weekly project meetings

7.2 Site Manager/Supervisor Responsibilities

- Organise and co-ordinate site work with minimum risk to Health and Safety and to comply with the company safety policy and relevant regulations
- Provide site safety induction to all site personnel and visitors
- Ensure agreed methods of work, codes of practice, risk assessments and method statements are adhered to and all registers and records are kept up to date
- Ensure sub-contractors comply with the health and safety plan, risk assessments and method statements
- Ensure the storage of materials and substances are safe and comply with statutory requirements
- Ensure the safety plan, emergency procedures, insurance certificate, names of appointed first aiders and other statutory notices are displayed in prominent locations
- Ensure only authorised persons are allowed on site
- Ensure the project has been notified to HSE when applicable by Principal Designer and copy of F10 is displayed in a prominent position on site if applicable
- Maintain a tidy site with safe access and egress to places of work and the site accommodation
- Meet and liaise with visitors to the site and appoint a competent person to take charge during temporary absences and maintain a record of all site visitors
- Discuss with safety advisor any site problems relating to health and safety
- To co-operate with statutory authorities (i.e. HSE Inspector)
- To set a good example of behaviour with regard to health, hygiene and safety
- To listen to site operatives concerns in relation to health & safety and act accordingly
- To ensure combustible materials are not burnt on site
- To act as fire marshal in the event of a fire alarm
- Forward "as built" drawings, manuals etc. to the Principal Designer for inclusion in the health and safety file

7.3 Safety Advisor's Responsibilities

- Prepare and assist in the implementation of the health and safety plan while ensuring compliance with health & safety legislation
- Assist in the preparation of risk assessments and method statements
- Offer health & safety advice to the Site Manager/supervisors and operatives as required
- Conduct site inspections and produce safety reports, as required
- Monitor the safety performance on site, as required
- Report dangerous situations which would warrant the stopping of any operation
- Carry out investigations and report on dangerous occurrences and serious accidents

7.4 Site Operative Responsibilities

This section applies to employees, self-employed subcontractors and subcontract company employees.

- Comply with their own company safety policy (where applicable), this health and safety plan, risk assessments and method statements
- Comply with the site rules
- Use the appropriate tools and equipment for the job and not misuse
- Keep tools, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the site manager
- Take all reasonable steps to ensure the safety of himself and others
- Raise any health & safety concerns with the site manager
- Avoid improvised arrangements and suggest safe ways of reducing risks
- Observe all warning notices and follow instructions
- Ensure that guards are in position whilst plant and portable tools are in use
- Wear appropriate clothing, footwear and PPE conducive to the work
- Report defective plant and equipment to the site manager and do not use until repaired
- Inform the site manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

7.5 Subcontract Company's Responsibilities

- Ensure compliance with Health and Safety at Work Act 1974, CDM regulations, all other relevant regulations and approved codes of practice
- Ensure compliance with the health and safety plan and their company safety policy
- Review site specific hazards and provide health and safety information including suitable site specific risk assessments and method statements prior to commencing work
- Ensure operatives are aware of the requirements of this plan
- Adhere to site rules, co-operate with and follow instructions from Adenstar Developments Ltd
- Issue risk assessments and method statements to operatives before commencing work
- Where applicable, before work commences on hazardous operations a permit to work procedure will be prepared as required
- Report any accident, dangerous occurrence or condition to the site safety representative
- Provide "as built" information (drawings, manuals, data sheets etc.) to Adenstar Developments Ltd for inclusion in the Health & Safety File

8 Safety Management

8.1 Construction Materials

Adenstar Developments Ltd will, whenever possible, procure materials/substances which are known to be safe to handle and free from acute and chronic health effects.

All materials/substances will be used in accordance with COSHH assessments, Manufacturers safety data sheets, and HSE Guidance Notes.

8.2 Construction Design and Design Changes

The design work has been undertaken by the Designers (see section 3).

The Principal Designer has ensured that the design process includes design risk assessment and has ensured that the design does not introduce significant hazards to the health and safety of those persons undertaking the work or using the premises after completion of the work.

Any changes to the design during the construction work will be reported to the Principal Designer as soon as possible to ensure that the changes to the design do not introduce new health and safety risks.

8.3 Selection of Subcontractors

Adenstar Developments Ltd will ensure that subcontractors have adequate health and safety arrangements in place and good health and safety performance. These checks will be undertaken a) through experience of working with the subcontractor or b) through a health and safety competency questionnaire. Records of completed health and safety competency questionnaires will be kept on file in the head office.

8.4 Project Control and Communications

Informal meetings will be held as and when required based upon the progress of the works as determined by the Project Manager
In attendance will be: Project Manager, Site Manager/Supervisor and Sub-Contractors

The Site Manager, or an assigned deputy in his absence, will be present on site at all times. The Site Manager will communicate with all site personnel on site on a day to day basis as required.

Communications with subcontract companies will be achieved through formal orders and telephone communications. All subcontractors will receive detailed instructions, drawings and induction prior to starting work on site.

Subcontractors will be supplied with key information about Health & Safety Management prior to work commencing on site.

A notice board in the site office will provide key health & safety information.

8.5 Third Party Liaison and Co-operation

At the early stage of the project significant coordination and design changes are not envisaged to be a problem. General Coordination and design changes will be dealt with within the design team as the project develops.

8.6 Safety Consultation

The management view consultation and good communications as a crucial aspect for successful health and safety management on site. All site personnel, including subcontractors, will be encouraged to raise any safety issues with the Site Manager at any time, during site visits or via the telephone.

8.7 Site Rules / Induction

All personnel working on the site will receive a site safety induction prior to the commencement of any work on site.
The Client site rules include:

- The site is an active training facility with numerous people, including Academy youngsters, staff and visitors in attendance.
- All precautions must be taken to minimise disruption to all users of the facility.
  <u>The goals are:</u>
- To avoid health & safety incidents or accidents to all workers
- Anyone else who may be affected by the works
- To ensure the site is kept clean and tidy at all times. Cleanliness is of the utmost importance.
- The PC must carefully plan the works and vehicle movements.
- Access should be treated as high security. Groundsmen's vehicles and tractor movements must also be treated with paramount consideration.
- Site speed limit must be adhered to
- All access routes must be via the entrances from the A27
- Full inductions on site rules must be carried out for all supervisors and operatives
- Drivers/ Delivery Induction to be given on the gate , All vehicles must display their induction pass in the cab window

- The PC will be required to develop the construction phase plan (CPP) and shall not commence construction of the works until this information, which should include site inspection details to monitor and review H & S provisions, has been submitted and agreed with the PH and the Client.
- The PH must detail accident recording arrangements and emergency procedures in the CPP.
- Any plant or vehicle movements within public areas will require a banksman.
- No photography at any time without the permission of the client.
- Working hours must not be exceeded
- Dust suppression monitoring at all times

8.8 Information

A copy of this plan will be available at the site and positioned in a prominent place.

The following information will be also displayed in a prominent position at the site:

- F10 Form
- Site Rules
- Emergency Procedures
- Contact Details (Principal Contractor, Contractors, Principal Designer, Emergency telephone numbers)
- Copy of employer's liability insurance certificate
- Copy of Health & Safety at Work Law poster
- Site Plan

9 Safety Monitoring & Surveillance

The safety advisor will undertake safety inspections periodically to:

- Ensure that operatives are working with control measures identified in risk assessments
- Ensure operatives are wearing PPE as required
- Assess whether there are any uncontrolled hazardous situations which are not covered by risk assessments and method statements
- Ensure safety records are being maintained

The Site Manager/Supervisor will undertake informal monitoring on a daily basis while on site.

The Site Manager/Supervisor will undertake a formal weekly inspection using a checklist.

Formal monitoring will be undertaken by the Adenstar Health & Safety advisor, as required.

Each contractor has a foremen/supervisor who will be responsible for monitoring his own operatives on site.

10 Risk Management

10.1 Risk Assessments

Adenstar Developments Ltd and subcontract companies have a duty to ensure that suitable and sufficient risk assessments are undertaken. The risk assessments must consider those hazards which have a significant risk to health and safety, the persons affected, the potential severity of the risks and the implementation of suitable control measures to reduce the risks to the lowest level reasonably practicable. The Site Manager/Supervisor will review risk assessments before work is commenced.

Site inspections will be undertaken by the Safety Advisor to identify any additional hazards that may not have been identified by the risk assessments. Additional risk assessments will be produced accordingly.

10.2 COSHH Assessments

Adenstar Developments Ltd and sub-contract companies who are using materials or substances which are potentially damaging to health will prepare COSHH assessments for the substances to determine the level of risk, the persons at risk and suitable control measures.

10.3 Control Measures

Adenstar Developments Ltd site management will ensure that control measures identified in the risk / COSHH assessments are implemented.

10.4 Safe Systems of Work

Adenstar Developments Ltd site management will ensure that all operatives working on site, including sub-contractors, are competent and trained in the safe system of work where a safe system of work is identified as a control measure in a risk assessment.

10.5 Method Statements

Method Statements will be produced by subcontractors where detailed planning is required to control significant risks exist i.e. removal of asbestos operations, demolition, working at height, deep excavations.

Adenstar Developments Ltd will ensure that all operatives are conversant with the relevant method statements before they start work.

11 Emergency Arrangements

11.1 Fire Precautions and Emergency Procedures

Site fire and emergency arrangements will be displayed on the notice board in a prominent location on site.

Fire Extinguishers:

- Water and $C0^2$ extinguishers will be available in the main site office, at the work locations and adjacent to any areas where hot works are undertaken.

Assembly point:

- In front of the site entrance to the training ground

NOTE: The Site Manager/Supervisor will ensure evacuation arrangements are coordinated at all times in accordance with the premises managers direction at site induction.

Fire Alarm System:

- Verbal warning and air horn within the working area

Procedure in the event of a fire or emergency:

- On hearing the alarm all persons will evacuate through any available external exit and assemble at the designated assembly point
- Extinguishers will only be used to fight minor fires or to help escape
- The site manager or his deputy will call the emergency services on a mobile phone
- The site manager or his deputy will check that all persons have evacuated the site
- No-one will re-enter the site until the fire service have authorised that it is safe
- Spill kits will be deployed to contain spilt substances if safe to do so

Signing In Procedures

Signing in book will be located in the site office.

Site Manager will induct all site personnel and visitors and check competency cards.

11.2 Hot Work Permits

Anyone undertaking "hot work" will be required to work under a "hot work permit" and make available suitable fire extinguishers in the vicinity of the work. The Site manager/Supervisor will be responsible for administering the hot work permit system.
Flammable substances will be only stored on site where there is a ventilated and secure area away from buildings and escape routes.

11.3 First Aid

A suitable well stocked first aid kit will be available at site at all times.
There will be at least one person on site with a first aid qualification.

First aid arrangements on this site:

- The qualified first aider will be the Site Manager/Supervisor – Paul Ashton
- A first aid kit will be available in the site office.

Information about first aid provisions will be provided to site workers during site safety induction and details of first aiders and location of first aid box will be posted on the notice board in the site accommodation.

11.4 Emergency Contact numbers

Operations Manager – Paul Stokes	07795 517225
Safety Advisor – Paula Hale	07799 117631
Health & Safety Executive	0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
Emergency Services	999
Local Police (non-emergency)	101
A&E Hospital	Worthing Hospital Lyndhurst Rd Worthing West Sussex BN11 2DH T: 01903 205111

11.5 Accident / Incident Procedures

The Site Manager/Supervisor will record any accident in the accident book kept in an accessible place in the site accommodation. Site operatives are encouraged to report incidents and near misses so that they can be recorded and the information used to help prevent re-occurrence of the event.

Arrangements will be made, if necessary, for the safety advisor to visit the site to investigate and report any incident/accident.

11.6 Reportable Accidents / Incidents

In the case of a major accident or dangerous occurrence which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) the Site Manager must ensure that the HSE is notified by phone/fax/email immediately and a report submitted to the HSE using the F2508 form in accordance with the RIDDOR reporting requirements.

Any RIDDOR reports will be filed in the health and safety file in the office (See H&S Policy).

12 Site Set-up

12.1 Public Protection and exclusion of unauthorised persons

Heras fencing/barriers will be installed around the perimeter of the working area where required to ensure access is restricted. This will be regularly checked by the site manager/supervisor.

12.2 Site Entrance

Access to the site will be via A27 Only

12.3 Signage

Suitable construction site safety signs will be positioned on the perimeter fencing. The signs will include mandatory instructions for site workers / visitors and warnings to the general public.

12.4 Vehicular Access and Movements

See site plan enclosed for movement routes and access points.

12.5 Parking for site workers

Vehicle parking will only be permitted within the contractors parking area.

12.6 Materials Delivery and Unloading

See site plan for delivery route and loading/unloading area.

A Banksman/Traffic Marshal shall oversee all delivery and unloading on site.

12.7 Storage of Material / Equipment

All material will be stored in such a manner to prevent injury to workers, visitors or anyone gaining access to the site. Consideration will be given to other people e.g. the public at all times.

Materials/equipment will be stored within the material storage compound. Fuel will be housed in a double bunded bowser to 110% of its contents and other substances hazardous to health will be placed on bunds in a designated COSHH store.

12.8 Tree Protection Works

No tree protection is required for these works.

12.9 Removal of Waste

Waste will be placed into a skip within the site compound and removed when full by a licenced waste contractor to a waste transfer station for recycling to reduce waste to landfill.

Arrangements will be made to dispose of any hazardous waste using a specialist contractor in accordance with the regulations under the Hazardous Waste (England and Wales) Regulations 2005.

Waste containers will be removed from site before they become overfull.

Waste disposal records will be retained by the Site Manager.

12.10 Site Lighting

Natural lighting should be sufficient during the works.

12.11 Site Welfare Facilities

During the work an oasis unit will be located on site to provide welfare and rest facilities.

13 Management of Specific Site Risks

13.1 Electrical Supplies

Isolation Arrangements:-

The Premises Manager shall be responsible for isolation of power to pitch 4 and issue an isolation certificate to Adenstar prior to commencement.

Temporary Supply Arrangements:-

Temporary electrics supplied from the on-site generator to a 110v transformer.

13.2 Gas Supplies

Isolation and commissioning arrangements:

The services drawing shall be consulted prior to commencement to determine if gas supplies are present and if isolation is necessary. If isolation is required, the Premises Manager will arrange to isolate the supply and issue Adenstar an isolation certificate prior to commencement.

13.3 Demolition / Dismantling Work

Demolition / dismantling work on this project:

N/A

Sequencing and methods employed:

A programme of works has been issued showing the sequence of works. Also please refer to risk assessment / method statement

13.4 Excavations

Excavation work on this project:

Excavation works will include: Hard & soft surface strip, sub-soil excavation for re-use, concrete base reduced level, fence posts, swale drainage, general drainage & ducting.

Excavation methods:

An excavator will be used for the majority of excavating work. Some hand digging maybe required. Please refer to the risk assessments and method statements.

All excavations will be continually assessed for risk of collapse. Suitable means of support shall be provided when necessary.

Excavations will be inspected in accordance with statutory requirements

- At the start of each shift
- After any collapse of part of the excavation
- After accidental fall of material into the excavation

Records of inspections will be retained at the site office.

The company will have on site a suitably qualified person to supervise all ground works activities.

13.5 Contact with Hidden Services

Methods to detect hidden services

The existing underground site services drawing will be consulted. Areas to be excavated will be scanned for underground services by trained and competent persons. Trial holes and or slit trench proof hand digging will be carried out as necessary to determine if any unidentified services are present and the exact location of services detected.

13.6 Working at Height

The scope of work will necessitate working at height. All work at height will be undertaken in accordance with the Work at Height Regulations 2005.

The activities involving work at height include:

Activity	Proposed Equipment
Unloading / loading	Vehicle edge protection

The Company will ensure suitable, well maintained equipment is provided for working at height. The equipment will be provided with the means to prevent falls, so far as is reasonably practicable. (I.e. access towers, guardrails etc.).

Ladders and stepladders will only be used subject to risk assessment. The risk assessment will take into consideration the duration of the task, the potential fall distance and surrounding environment, surface conditions, and the forces required during the task, the weight of any materials and equipment, other people or trades in the area etc.

All operatives using equipment for work at height will be competent in the use of the equipment.

All work at height will be planned before work starts – risks assessments and method statements will be provided by contractors before work commences.

13.6.1 Scaffolding (as applicable)

Suitable scaffolding will be erected, altered, maintained and inspected by a competent scaffolding contractor. The scaffolding will be erected in accordance with the NASC Guide to Good Practice for Scaffolding with Tubes and Fittings. A completion certificate will be issued by the scaffolding contractor to the site manager after installation or any alterations.

The Safe Working Load will be established and clearly displayed on all loading bays.

The scaffolding will be inspected at least once every seven days, after any modifications and after any event likely to have affected its strength and capability. Records of inspections will be retained at the site in Appendix I.

Arrangements to prevent unauthorised access to the scaffolding outside normal working hours:

The working area will be secured with Heras fencing/barriers to prevent unauthorised access.

13.6.2 Mobile Scaffold Towers (as applicable)

All access towers will be suitable for the job and erected in accordance with the manufacturer's instructions by a competent person.

Towers will be erected on firm, level, clear ground and the height to base ratio must not exceed manufacturer's recommendations. Outriggers /stabilisers will be used in accordance with tower manufacturer's recommendations.

All towers will be provided with guard rails and toe boards. The safe working load must not be exceeded.

13.6.3 Ladders / Step Ladders (as applicable)

All ladders / step ladders will be class 1 or EN131 equipment, suitable for the job, of adequate height/length and be in good condition.

The equipment will be inspected before use.

Ladders will extent at least 1m above the step off point, be erected at a suitable angle (1:4) and be tied at all times.

13.7 Lifting Operations

Lifting Operations to be undertaken on this site include:

A vehicle with Hiab will be used for deliveries.

The company will ensure that any lifting equipment used on site is suitable for the site and the loads being lifted.

All lifting equipment and lifting accessories will not be used unless there is documentary evidence that the equipment has been subjected to statutory examinations.

A risk assessment and method statement must be prepared for the lifting activity. The ground conditions, weather and type of load must be taken into account.

An appointed person must plan and control the lifting operations. The plant operator will have a recognised certificate of competence and competent banksman must be available to assist the lifting operations.

Arrangements to be considered for the lifting operations:

Lifting operations will be carried out by trained operatives and contractor will provide RAMS detailing lifting works.

13.8 Manual Handling

Significant manual handling risks on this site include:

Handling tools and equipment, waste and general construction materials.

Manual handling operations will be assessed and risk assessments will be prepared where significant risks to health exist. The following tasks will be taken into consideration:

- Vehicle unloading
- Moving material from unloading area through to workplace storage areas
- Lifting of heavy/awkward items into position
- General handling of material
- Removal of waste from workplace to skip/vehicle loading area

Where possible, manual handling will be avoided and suitable lifting equipment used instead.
Mechanisation used on this site:

Use of Adenstar truck for moving materials from the compound and work point. Wheel barrows as required. Delivery of materials to near point of use.

Where it is not possible to use suitable lifting equipment, safe manual handling techniques must be applied (i.e. two men or more lift). No one person must lift more than they feel comfortable with. The HSE recommends a limit of 25 kg.

13.9 Asbestos

Potential asbestos on this site:

No asbestos in the vicinity as the training ground was built very recently.

All Asbestos Containing Materials (ACMs) will be removed by a competent organisation prior to commencement of works on the site.

It is possible that additional ACMs may be encountered during the works. Should any person believe they have discovered asbestos then work will cease immediately, the premises will be evacuated and the management informed immediately.

The management will then take steps to arrange for an additional survey and removal of ACMs as required.

13.10 Hot Works

Activities on site necessitating the use of a hot works permit system:

Cutting reinforcement bar

A Hot Works Permit will be issued by the site manager to the operatives undertaking hot work to reduce the risks of fire after any activity that could potentially lead to a fire.

13.11 Unexploded Ordnance

Local area surveys have highlighted a Low risk with unexploded ordnance, all activities that require a permit to penetrate the ground will have additional controls for emergency situations with regards to UXOs , these controls will also be reflected in the RAMS and site induction , further information will also be communicated through a site specific tool box talk

If at any time you discover an object on site that you do not recognize as a specific item of construction, domestic or industrial scrap or waste and think it may be an item of UXO, do not touch, move or interfere with the item.
Report it immediately to your supervisor
Inform all those around you of the find, and evacuate the area to a minimum radius of 100m.
If the suspect item is discovered in a excavator bucket, lower the bucket to the ground and switch off the excavator.
Do not tip the suspect item out of the bucket

14 General Health & Safety Arrangements

14.1 Personal Protective Equipment (PPE)

It will be mandatory for all self-employed contractors, subcontract company employees, visitors etc. to wear PPE as specified in the site rules, in the risk assessments/method statements, or as instructed by Adenstar Developments Ltd.

All subcontract companies will be expected to provide suitable PPE for their employees. Self-employed contractors will supply their own PPE.

Adenstar Developments Ltd will ensure that PPE is available for visitors at site.

It is a mandatory requirement that the following are worn on the site at all times.

- Safety footwear
- Head protection at all times
- High visibility clothing

The following are worn on the site subject to risk assessment.

- Gloves and eye protection suitable for the task
- FFP3 dust masks
- Hearing protection with an SNR rating of at least 37
- Waterproof boots and clothing for concrete work

No person will be allowed to work on site unless properly clothed / protected / equipped for the tasks they undertake or will be exposed to. If necessary the site manager is authorised to exclude site workers without appropriate PPE.

14.2 General Plant and Equipment

Adenstar Developments Ltd and its subcontractors shall ensure that any plant and equipment is:

- Suitable for the job
- Operated correctly by competent persons
- Regularly maintained and inspected

The Provision and Use of Work Equipment Regulations 1998 will apply.

The following plant and equipment is to be used on this site:

Excavator, dumper, generators, power tools, general hand tools, Heras fencing/barriers.

All plant and equipment shall be properly tested and records of testing made available. The company and its subcontractors will ensure risk assessments are provided for use of plant and equipment.

All operatives of plant and equipment shall, where necessary or appropriate, hold relevant Certificates of Training e.g. CITB or the Approved Trade Body.

14.3 Portable Electrical Equipment

Portable electrical equipment used on site will be 110 volts or less.

All 110 volt site equipment will have been subjected to combined inspection and test (i.e. Portable Appliance Tests (PAT) on a regular basis, preferably at least once every 3 months. All Portable Electrical Appliances shall have a label showing date of inspection and date for renewal.

The site manager will check that portable electrical equipment has been PAT tested at induction and will inform operatives that the equipment will be removed from the site or from service until tested.

14.4 Abrasive Wheels

All activities involving the use of abrasive wheels are regarded as high-risk activities. If abrasive wheels are to be used on this site, risk assessments will be required indicating the necessary precautions.

All persons using abrasive wheels will have had suitable training in the use and maintenance of abrasive wheels. Guards will be used at all times.

14.5 Hand / Arm Vibration Syndrome (HAVS)

The Company will take all reasonably practicable steps to reduce the likelihood of any employee contracting the condition known as Hand / Arm Vibration Syndrome.

The Company will select vibrating equipment with preference given to equipment with the lowest published vibration emission levels.

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

The Company will assess the use of vibrating equipment and ensure that operatives are not exposed to daily exposure levels in excess of 5.0 m/s^2 (A8) so far as is reasonably practicable.

Equipment manufacturers or hire companies are legally obliged to provide data relating to level of vibration produced by the equipment. In this case the vibration calculator on the HSE (www.hse.gov.uk/vibration/hav/hav.xls) will be used to calculate the daily exposures for each individual using vibrating equipment and trigger times recorded.

The Company will ensure that operatives using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Operatives will be provided with information on recognising symptoms of HAVS and informed about the measures required to reduce the risks.

Operatives will be instructed to report any signs of HAVS or any concerns with the equipment being used.

14.6 Noise & Statutory Nuisance

All practicable means shall be taken to minimise noise on site through selection of appropriate equipment and procedures.

Where risk assessments specify the use of hearing protection, all operatives working in the vicinity of the noise must wear suitable hearing protection. Hearing protection will be supplied by the respective employers and maintained by the operatives.

It is unlikely that the noise levels will exceed the action levels as defined in the Control of Noise at Work Regulations 2005, however hearing protection with an SNR rating of at least 37 will be ready for use on site.

In the situation where the level of noise appears to be excessive and suitable control measures are not in place, then any person affected should contact the safety advisor with a view to undertaking a noise assessment. It may be that the level of sound exposure exceeds statutory requirements, and as such, professional assistance may be required to measure the sound levels.

14.7 Dust Hazards

Dust suppression to be deployed were required , this includes moving stock piles of materials such as Type 1 and concrete , stock piles of soil and all haul routes, all areas to be monitored continuously

14.8 Prohibitions

No radios are permitted on site. Alcohol and drugs will be prohibited from use on the premises. Smoking will only be permitted in designated areas. Appropriate language and dress codes to be followed.