SHOWTEC | SOUND LIGHTING DESIGN BUILD

Construction Phase Plan

80 Old Shoreham Road

Shoreham

BN43 5TD

Project Overview

A 4 month project to construct a 2 bed flat and a 1 bed flat . Part conversion, part extension in timber frame

Contractors duties

Showtec has appointed Philip Goachers, Goacher Associates, Worthing, Sussex as Project Designer to assist with health and safety (CDM) co-ordination. It is Showtec's responsibility to ensure the safety co-ordinator is notified whenever assistance or support required including the following areas :

- **Advising senior management of any new safety legislation or changes in existing legislation**
- **Providing general assistance to the company in the fulfilment of its obligations and duties as set out in statutes and by clients**
- **Proving an interpretation of safety legislation so that the management fully understands the actions required to meet the legislation**
- **Providing assistance in the formulation of safe systems to work and project specific method statements**
- **Assisting, where required, with the initial implementation of the changes required by changes to safety legislation**
- **Suggesting suitable training for employees, posters, reference texts, films etc to provide awareness of safety management, accident prevention and hazards to health**
- **Recommendations to senior management on ways to improve working conditions**
- **Investigating notifiable accidents or dangerous occurrences and submit to the company a written confidential report, when required by the company**
- **Carry out pre-arranged site inspections, as required by the company**

The contact details for the nominated safety consultant will be displayed within the site office, and company head office

Main contractor's policy

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all the aspects of work, whether in the office or on site, are carried out with the due consideration for safety and with the minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Company directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Contracts Managers will ensure that this policy is adopted by all employees, sub-contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of Showtec. The contact details for this person will clearly displayed on the company notice board.

Implementation of the policy

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Company Directors, responsibility for the day to day application of the policy is delegated to the Managing Director.

To Clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominal employees and must be carried out.

- **Overall responsibility – Paul Craig**
- **Day to day responsibility – Jason Provette**
- **Induction training – Jason Provette**
- **Cosh assessments – Jason Provette**
- **Risk assessments – Jon Rose / Jason Provette**
- **DSE assessments – DSE users**
- **PAT testing – competent electrician**
- **Manual handling assessments – Jason Provette**
- **Fire warden – Jason Provette**
- **PPE inspections – Jason Provette**

- **Equipment inspections – Jason Provette**
- **Sub-contractor's assessments – Jon Rose / Jason Provette**
- **Workplace safety inspections – Jon Rose / Paul Craig**

All individuals are, however expected to;

- **Take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions**
- **Co-operate with others in the discharge of their duties**
- **Work in accordance with all safety procedures**

At the planning stage, full account is to be taken of those factors that help eliminate injury, damage and waste, decisions about other priorities (e.g.; programme and profit) are to take proper account of health and safety requirements.

Main Contractors Site Safety Policy

Showtec is a professional and safety conscious organisation which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that all health and safety considerations are always given priority in planning and day to day supervision of all work.

Showtec will fully comply with the duties placed upon it within the requirements of the Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

Showtec will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personal protective equipment will be provided to all employees. Furthermore, the necessary financial resources will be made available by Showtec to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director, has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

Outline Method Statement

To construct a 5 bedroom flat utilising part of existing building with a timber framed extension at the rear on top of existing workshop roof.

Project specific highlighted risks include

- **Public occupying the surrounding areas**
- **Working at height**
- **Transport of materials through public area to access site**
- **Manual lifting**

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personal protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to all members of staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The accident book is located in the Showtec staff room as is the first aid kits.

All incidents and accidents should immediately be reported to Jon Rose / Jason Provette

Safety training programmes are to be promoted with the object of achieving personal awareness of risks and hazards and knowledge of personal responsibility.

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required.

Arrangements for the implementation of the Policy are the responsibility of the Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work, and a copy of the Policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures manual will be carried out in conjunction with our safety advisors to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all of the Company's personnel.

These risks have been taken into account and procedures have been implemented to ensure awareness of these issues by all persons. Specific details have been included in the site induction of staff and visitors to cover these points.

Traffic systems and Management Inc., deliveries, access and Vehicles

Site pedestrian access will be via the public alleyway that runs alongside the site.

Material access is via the same route unless alternatives are agreed with the Site Manager.

Vehicle unloading will be on the Showtec forecourt, with special consideration given to pedestrians and other road users.

A skip will be placed on the Showtec forecourt, and covered every night to prevent wind bourn debris.

All site vehicles will be parked on the public highway, unloading and loading of tools on the forecourt is permitted.

Overall site access is controlled by the Site Manager, Jason Provette. All persons must be inducted before they are allowed on site, and must meet the requirements set out for PPE. The Site Manager is also responsible for the opening and closing of the site each day, ensuring the security of the site and preventing the unauthorised access of persons during and outside of work hours.

No external traffic measures are needed on this site as vehicles entering and leaving site will not disrupt public traffic flow.

Site specific rules

- **No smoking on site. A designated area will be allocated for smoking.**
- **There is zero tolerance policy on abusive language and behaviour.**
- **No loud machinery or tools to be used before 8am or after 6pm.**
- **Safety boots, Hi-Vis and safety glasses to be worn at all times. Hard hats at Site Managers discretion.**

Accident procedures

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc. as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health and Safety Executive must be notified by telephone immediately by the Site Manager.

Form 2508 should then be completed and sent to the Health and Safety Executive within seven days.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident.

All fatalities, major injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the Company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material will be forwarded to the company insurers or legal advisors. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisors.

The Construction (Design and Management) Regulations 2007 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and number of persons affected at each workplace.

All work will be planned to take into account the requirements of the above regulations.



The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The Works Supervisor will ensure that all planned welfare and first aid facilities are provided and that they are maintained to at least minimum required standards.

The Contracts Manager will formally notify any contractor/ sub –contractor to whom joint/ shared facilities are provided on site.

A first aid box is provided in the Kitchen/staff welfare area. The contents will be monitored and maintained by the Company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any existing on site first aid arrangements provided by the client or Principal Contractor (where applicable) and in such cases, all such arrangements will be confirmed prior to starting work.

The Company will carry out a first aid risk assessment to determine the number of trained first aiders (in date HSE approved course) to be employed by the company, additional first aiders will be provided in accordance with HSE guidelines and subsequent first aid risk assessments.

Site Setup

The site office will be in the Showtec office. The First aid room is the Showtec tea room. There will also be a toilet and hand washing facilities in this room. Breaks will be taken in the garage at the rear of the property along with the designated smoking area. In the garage will be tea making facilities, fridge and microwave. Heating will be provided in the colder months and for drying clothes.

The Site Manager will be the point of contact for the public should there be any enquiries. All neighbours to the site will be visited before the works commence to make them aware of what is being done, and to answer any questions they may have.

COSHH Arrangements

Showtec will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Site Manager will ensure that any special protective clothing or equipment required is available for use on site, together with a copy of the completed assessment.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturer's instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the work force. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires Showtec to take the following steps to comply with the regulations:

- **Identify the problem**

- Assess it, measure it and establish the likely risks and hazards
- Decide on the method of solving the problem. (i.e.; alternative product, method of working or PPE)
- Implement the chosen method of solving the problem, ensuring that all necessary equipment is present and precautions are implemented.
- Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.

Showtec will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Showtec will review the situation at regular intervals to ensure that the systems are working and remain adequate.

RIDDOR

It is the responsibility of Showtec to report major accidents to the HSE. Incidents that require notification include:

- Deaths
- Major injuries
- Over 3 day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work related diseases
- Dangerous occurrences , where something happens that does not result in an injury, but could have done
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/ suppliers must report some flammable gas incidents.

If any of the above incidents should occur, the incident should be reported as soon as possible by calling the Incident Contact Centre (ICC) on 0845 300 99 23 . Details on the incident should be recorded in any of the following methods

- Keeping copies or report forms in a file
- Recording the details on a computer
- Using the accident book entry
- Maintaining a written log