(4)

Demolition of existing building, and Internal and External refurbishment and upgrade works to form 5 new dwellings 62 -64 New Road

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

HEALTH & SAFETY PLAN

(Construction Phase) Umbrella Document

Issued By

Bramber Construction Co Ltd

Issued: 4/7/2013

Bramber
Construction Co Ltd
BUILDING CONTRACTORS

Requirement	Action by
This 'health and safety plan' has been prepared in accordance with the Construction (Design & Management) Regulations 2007 and the Approved Code of Practice.	
This Health and Safety plan has been completed by the Health and Safety Coordinator (HSC) and site manager(SM) (according to the 2007 Regulations)	HSC/SM
It will be amended and added to as work progresses by the site manager	SM
It is used to record all health and safety precautions, including continuing assessments and the results from the assessments.	SM
Any changes which are made to the method in which a process is carried out which impacts health and safety is recorded in this document by the site manager.	SM
This document is an essential health and safety document regards legal liability. It should be read and understood by all supervisors and managers.	ALL
Bramber Construction encourages any suggestions regarding general health and safety on the site, or this document. All suggestions are regarded with the highest importance.	ALL

Contents

1 Description of project

1.1 Project description and programme details including any key dates

1.2 Details of client, cdm co-ordinator, designers, principal contractor and other consultants

1.3 Extent and location of existing records and plans those are relevant to the health and safety on the site, including information about existing structures, if applicable.

1.4 Amendment Register

2 Management of the work

2.1 Management and structure responsibilities

2.2 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

2.3 Arrangements for:

2.3.1 regular liaison between parties on site
2.3.2 consultation with the workforce
2.3.3 the exchange of design information between all parties
2.3.4 handling design changes during the project
2.3.5 the selection and control of contractors
2.3.6 the exchange of health and safety information between contractors
2.3.7 site security
2.3.8 Restrictions Affecting the work
2.3.9 site induction and onsite training
2.3.10 PPE
2.3.11 welfare facilities and first aid
2.3.12 Electrical Installations
2.3.13 Ladders
2.3.14 the reporting and investigation of accidents including near misses
2.3.15 Rubbish Chutes
2.3.16 the production and approval of risk assessments and written systems of work
2.3.17 Site Management and set up Rules
2.3.18 Manual handling
2.3.19 Special Procedures
2.3.20 Fire and Emergency Procedures

3 Arrangements for controlling significant site risks

3.1 Safety risks

3.2 Health risks

4 Timescale

5 Management of incoming and outgoing materials / people

5.1Storage
5.2Traffic Management
5.3Waste
5.4Site Facilities and Office Location

Schedule 1: Drawings and site sketches
Schedule 2: Hazardous materials to be used on site
Schedule 3: Fire safety plan
Schedule 4: Site sketch
Schedule 5: Reducing noise and vibration
Schedule 6: Drug and alcohol policy
Schedule 7: List of Legislation – Health and Safety Standards
Schedule 8 Risk Identification/Method Statements/Tasks Summary Schedule
Schedule 9: Health and Safety Chart
Schedule 10 Risks Identified during Pre tender Process
Schedule 11Emergancy Information
Schedule 12 Risk Assessments

1 Description of project

1.1 Project description and programme details including any key dates

Name of project: Development of 62-64 New Road Shoreham by Sea
Start Date: W/C 5th August 2013

Completion Date: W/C 2nd June 2013 2014. ???.

The works comprise the formation of 5 dwellings and includes the following works:

- The demolition the existing single storey shop unit
- Adapting the existing layout to the remaining property

Works will include:

- Demolition
- Complete and entire strip of number 62 leaving shell
- Removal of asbestos materials
- Excavations –Deep
- New services
- Total strip out to existing structure
- Upgrade insulation
- Sound insulation
- Remedial work
- Repairs works
- New elements
- 1st fix
- Structural alterations
- 2nd fix
- External repairs refurbishment and adaptations
- External areas

1.2 Details of client, CDM co-ordinator, designers, principal contractor and other consultants

The client is: McRae Smith Limited

Located at
46 Surrenden Close
Brighton
East Sussex
BN1 6WF

The CDM Co-ordinator of the project is: Phil Wiltshire The Old Coach House 78 Lower Street Pulborough West Sussex RH20 2AZ
Email:

And was appointed on: tbc September 2012.

The Contracts Manager is: Tarquin Taylor Assisted by Steve Manser Knight
Bramber Construction Co Ltd

And was appointed on: July 2013

1.3 Extent and location of existing records and plans those are relevant to the health and safety on the site, including information about existing structures, if applicable.


5. Section B - Appendix 2 - Refurbis


1854-12-EX1-Existing-62 64 New Road Sh


1854-12-EX1-Existing-62 64 New Road Sh


1854-12-DS1-DrawingIssueSheet-62 64 N


1854-12-DEM1--Existing-62 64 New Road S


1854-12-BR10-Building Control-62-64New


1854-12-BR9-Building Control-62-64NewR


1854-12-BR8-Building Control-62-64NewR


1854-12-BR7-Building Control-62-64NewR


1854-12-BR6-Building Control-62-64NewR


1854-12-BR5-Building Control-62-64NewR


1854-12-BR4-Building Control-62-64NewR


1854-12-BR3-Building Control-62-64NewR


1854-12-BR2-Building Control-62-64NewR


1854-12-BR1-Building Control-62-64NewR

Health and Safety Amendment Sheet

The site supervisor shall complete this table to provide a record when an amendment to health and Safety information is or has been issued. This shall include information from meetings toolbox talks, diary notes of verbal instructions to operative's, induction or changes in the specification scope of works and programme of works.

Amendment Number	Date	Source	Further Reference documents	Brief description of information
001				
002				
003				
004				
005				
006				
007				
010				
011				
012				
013				
014				
015				
016				

Management of the work

1.3 Management and structure responsibilities

Access hours
All work shall be completed between [07:00 and 18:00 hours Monday to Friday and 08:00 – 16:00 Saturday]. Any work outside of these hours is prohibited unless arrangements have been made with the relevant site manager and immediate supervisor so that competent supervision is also on site. Working alone is not permitted.

Site Traffic

Normal traffic regulations apply including parking restrictions. The site agent and the CA must consider the routine of the site when arranging delivery times to the work zone.

The site fronts a residential street and all adjacent properties will be in occupation so traffic is expected all day around the vicinity of the site.
Due to parking on the opposite side of new road 2 cars cannot pass so the site traffic must not restrict the general traffic.
The site backs the main Shoreham Road and is extremely busy.
The footpath is narrow and protections will be required.

Full liaison with the local authority to reroute pedestrians will be prepared by Steve Manser Knight and appended to this plan.

Emergency and Routine Access
The site Agent shall ensure that the operations do not prevent safe and unhindered access to the environs for residents, public, staff, ambulance service, general public, fire and other emergency appliances.

Escort
All vehicles delivering to the site will be attended by a banksman.
All delivery drivers are to be instructed to contact the foreman and request attendance prior to entering the vicinity of New Road.

Feedback
There is some land adjoined to the site for compound, and the Company yard is 300m away so parking can be provided off site.
Delivery and drop off must be without causing any hold ups. On assessing the true nature of delivery and parking issues

following the meeting the site supervisor shall report to the site management team at the meetings described.
All minutes to be filed with the H&S plan in the site office, which will be in number 64 New Road

Waste movement
Cart away will be removed from site as soon as possible after arising.
The skip location will be agreed see site layout drawing

Signage
Site signage must be agreed to prevent confusion amongst the local residents, site staff and visitor to site
Bramber finger signs will be erected on the local road route to direct site traffic to the work zone.

Pedestrians
Public resident pedestrian segregation must be maintained at all times and is subject to a separate method Statement and permissions

Compound
The site compound is located in 62 New Road; no buildings are to be bought to site.
Offloading of materials will be as close to the work zone as is practical, barriers will be provided.

Materials
Material movement parking and off loading arrangements must be agreed with the CA
Offloading of materials will be as close to the work zone as is practical, barriers will be provided to protect any structures from the possibility of vehicular impact.
Material movements will be subject to safe systems of work
The site supervisor shall ensure that the operations do not prevent safe and unhindered access to the environs for Residents employer, staff, ambulance service, general public, fire and other emergency appliances.

Deliveries
The site supervisor is responsible for ensuring that all Contractors working on the site are fully aware of the access route to follow. This will include providing access details with the order of works.

All delivery drivers are to be instructed to contact the foreman and request attendance prior to parking up to off load

Deliveries are to be managed by the site agent to reduce the risk and impact on the residents and take into account the

volume of traffic associated with narrowness of the Road, and the busy shopping centre close by

Deliveries are to be avoided where possible during peak times (to be added: morning peak: 07H30 to 08H45; afternoon peak: 14.30 H00 – 15.30H00).

The site supervisor and the CA must consider the routine of the site when arranging delivery times to the work zone.

Access
On no account will any vehicle be allowed to reverse unsupervised

Fire precautions
The Site Manager will be appointed as fire safety co-ordinator who will prepare a site fire plan and instigate site emergency procedures. He will nominate a deputy fire marshal.
Their names will be listed in the fire safety plan. See Schedule 3 for the Fire safety plan.

Liaison
The site manager will carry out liaison with the following:

- emergency services
- Sub contractors
- Local Residents
- Clients nominee

Site access
Access to the site will be via New Road
Access will be required on the Brighton Road and a scaffold will need to be erected.

Site management
The management structure of this project is as follows:
Further details of these parties can be found in section 1.

CDM Co-ordinator:	
Safety advisor:	Construction Safety South East
Contracts manager:	Tarquin Taylor
Site manager:	Lee Randell
Site foreman:	Lee Randell

Project Management – See Table

Role	Contact	Address	Contact Details
Client	McRae Smith Limited	**46 Surrenden Close Brighton East Sussex BN1 6WF**	**T: M: E:**
Cost Consultant			**T: M: E:**
Lead Designer	Philips Surveyors	Philips Surveyors LLP The Old Coach House 78 Lower Street Pulborough West Sussex RH20 2AZ Tel: Fax:	**T:**01798873222 **M:** 01798 873444 **E: court.william@gmail.com**
M&E			**T: M: E:**
CDM Co-ordinator	Philips Surveyors	Philips Surveyors LLP The Old Coach House 78 Lower Street Pulborough West Sussex RH20 2AZ Tel: Fax:	**T:**01798873222 **M:** 01798 873444 **E: court.william@gmail.com**
Principal Contractor	**Bramber Construction Tarquin Taylor**	Bramber House, 370 Brighton Road, Shoreham-By-Sea, West Sussex, BN43 6RE	**T: 01273 465111 M: E: tarquin@bramber-construction.co.uk**
Bramber's	**Construction Safety (South East)**	46 School Road	**Phone 01622 681487**

Site Safety Rep	**Ltd**	Maidstone Kent ME15 6YF	**Fax 01622 678084** **Email info@constructionsafety.co.uk**

1.4 **Safety Goals**

The work zone will be in sole possession of the principal contractor.

The access to the work zones is adjacent to public vehicle and communication routes Material movements through these areas must be monitored. Any accidental spillages of debris etc shall be cleared immediately.

The site will be unoccupied for the duration of the works.

Compliance with all applicable Health and Safety Legislation

- 100% public construction operations segregation
- Zero Accident Frequency Rate
- Site Safety Inspection scores of 70% or above
- All Site Managers to hold CITB SMSTS qualification
- All Site Operatives to be in possession of relevant CSCS Skillscard

The site manager will be introduced at the pre contract meeting.
The safety and welfare of contractors (and where applicable the Client's staff and the public) needs to be considered fully.

- No unauthorised persons will be allowed in the work zones.
- All visitors must report directly to the site supervisor on arriving on site and on leaving site.
- A site register will be on site and all operatives will sign in and out each and every time they enter or leave the site.
- Visitors will be accompanied, will be briefed on the hazards of a construction site and requested to wear appropriate clothing in the work zone, if they have requested, and been permitted to enter the works zones, in the site area
- All site management (and where applicable staff) must take all reasonable measures in the execution of site works to ensure that the safety of all individuals likely to be affected.
- Refer to procedures for compliance with procedure for reportable accidents.

All the adjacent areas of the work zone are in occupation.
Specific approach to Health and Safety

- Design development and any associated value engineering shall consider all risks to Health and Safety, and wherever reasonably practicable eliminate these risks;
- Where design and value engineering risks cannot be eliminated then the hierarchy of controls is to be employed such that remaining risks are, in descending order;
    - Substituted, so that hazardous processes, materials etc. are replaced by less hazardous equivalents;

- Combated at source / or Engineering controls, such as adequate guarding are introduced;
- Safe systems of work are devised and employed;
- Operatives have suitable and sufficient Information, Instruction and Training;
- Collective Protective Equipment is to be used in preference to Personal Protective Equipment - Personal Protective Equipment will always be considered a last resort when safeguarding any persons health and safety;
- Personal Protective Equipment is provided and used in accordance with risk assessments;

- All residual design risks to be reduced as low as reasonably practicable, and in any case to a tolerable level;
- All project personnel, including staff, to be adequately consulted as to project health and safety risks;
- All project personnel, including staff, shall have the required training, knowledge and experience to undertake the tasks required of them;
- A commitment across all members of the project team to achieving ZERO RIDDOR reportable accidents during the course of the project.

1.5 Arrangements

1.5.1 regular liaison between parties on site

Meetings will take place weekly and will be attended by the principal contractor, designers*. Minutes will be taken and distributed. Dates and timings of meetings will be advised.

* Dependant on necessity

1.5.2 consultation with the workforce

Structured consultation will take place through regular Health & Safety meetings and sub-contractor co-ordination meetings. This does not preclude day-to-day consultation.

The site agent is expected to be available for advice and information exchange and will act as the first point of contact for site staff. Suggestions when put forward shall be recorded for consideration by the Safety department.

1.5.3 the exchange of design information between all parties

Meetings will take place when necessary and will be attended by the principal contractor, designers and CDMC Minutes will be taken and distributed. Dates and timings of meetings will be advised.

Other methods of distributing information will be via email, and conference calling.

1.5.4 Handling design changes during the project

Any substantial design changes shall be examined by the designer(s) for health and safety implications, hazards identified, risks assessed and consideration

given to avoiding, minimising or controlling risks in accordance with CDM Regulations and The Approved Code of Practice.

Details of proposed substantial design changes must be submitted to the CDM Coordinator to ensure compliance with the regulations.

The principal contractor and where applicable the sub-contractor, shall re-examine the health and safety implications of any substantial design changes and implement all necessary measures to deal with those changes.

Non-design generated works/site developments (which had not or could not have been envisaged) necessitating a revised approach, must be evaluated by the designer(s) (health and safety risk management).

The designer's/designers' resolution of any such unforeseen circumstance must be submitted to the CDM Coordinator to ensure compliance with the regulations.

1.5.5 The selection and control of contractors

The selection process is carried out using the competence assessment forms for designers and contractors supplied with the programme 'Principal Contractor'. All sub-contractors must complete the questionnaire before commencing work on site.

Safety issues can be discussed at further length at pre-order meetings. The access information will be developed with the site agent and the suppliers/sub contractors.

Orders will only proceed with sub-contractors who, in the opinion of the project team, satisfy all safety criteria.
Sub contractor details are checked in accordance with Bramber Constructions QA procedures.
Sub contractor assessment and compliance is achieved through a combination of the following:-

- An initial questionnaire. The duty of the Administration Department
- Liaison with sub contractor's supervisors.
- Inclusion of sub contractor's operatives at H&S briefings and inductions. Site agent's responsibility.
- Using known subcontractors with whom working relations are established.
- Checking documentation i.e. insurance certificates and confirming membership of trade organizations. This is a split responsibility i.e. Contracts managers duty and or Administration departments remit.
- Using the Bramber Construction Co Ltd QA system as the checking system. All employees are obliged to use the QA system.

Orders will only proceed with sub-contractors who, in the opinion of the project team, satisfy all safety criteria.

1.5.6 The exchange of health and safety information between contractors

Where risks can be identified at an early stage, these will be advised to the sub-contractor and discussed at the pre-order meetings and any actions agreed will be recorded.

Regular Health and Safety meetings, concentrating on risk assessment, will be held with all sub-contractors and chaired by a member of the Construction Management Team. These meetings will produce written risk assessments that will be circulated to all persons concerned.
Where risks not previously identified are recognised, the site agent will refer to the CDM C and agree with the CDM C that before the work progresses, further that the plan adequately addresses those risks. In addition as the work proceeds and the plan is developed the CDM C will be given the opportunity to comment.'
The extent of the development of the health and safety plan on this project is to be agreed with the CDM coordinators post and any instruction for development agreed as the work proceeds.

1.5.7 Site security

The matter of site security will be developed with input from the CA and client and a method produced which will include

- Responsible persons
- SSOW
- Key Control
- Segregation

1.5.8 Restrictions Affecting the Work

Contract programme will illustrate key dates and targets. The programme needs to reflect procedures required to ensure SSOW

The close proximity of adjacent housing and Brighton Road means that segregation is required, fencing or barriers, scaffold protections and signage will be erected around all work zones

- Site must be kept clean and clear of all materials and tools
- Lighting on scaffolds must be maintained at all times.
- No works are to commence on any aspect of the work until the full resources are available.
- Dust and noise policy must be agreed with the CA
- Contract programme will illustrate key dates and targets.
- The programme needs to reflect procedures required by the CA.
- The permissible work areas, site office in 62 New Road, and contractor's compound are the only areas available to the contractor's staff.

- All vehicles attending the site will be attended by a banksman or site supervisor.
- On assessing the true nature of delivery and parking issues following the meeting the site supervisor shall report to the site management team at the meetings described.
- All minutes to be filed with the H&S plan accessible to all staff and sub contractors
- Cart away will be removed from site as soon as possible after arising

1.5.9 Site induction and training

The site manager will ensure that operatives on site have been trained and instructed to understand the health and safety procedures which are relevant to their work. Where operatives' knowledge or experience proves insufficient, the site manager will notify the operative's employer so the appropriate corrective action can be taken.

Toolbox talks will be held as determined by changing site conditions. Talks will be arranged by the site manager and details of attendance will be recorded.

Before commencing on site, the site manager will receive instructions regarding his roles and responsibilities for the site.

All operatives, management personnel, and visitors must be inducted by the site manager before going onto the site for the first time. Inductions will be recorded and signed by the inductee.

Induction training will include:
A) Safe access/egress to working areas;
b) Site restrictions; working close to occupied residential buildings.
c) Identification of specific risks/hazards Tool Box talk 10 and 21
d) Emergency procedures;
e) Welfare;
f) Requirement for method statements;
g) Identification of further training needs;
h) Site rules.
I) Asbestos materials on site and the asbestos survey
J) Manual Handling Toolbox talk 18

- Training certificates will be requested and logged as required (e.g. working at Height Asbestos awareness welding, cartridge tools and plant).

- Toolbox Health and Safety talks may be requested to address specific areas. When these are considered to be of benefit they will be arranged by site management through the Safety Department.

1.5.10 PPE

The site will be designated a "Hard Hat and Safety Boots" site for all the period where there is a risk of head or foot injury. The site manager will be responsible for assessing these risks. Other PPE will be worn as indicated in risk assessments and method statements. Every contractor is therefore expected to provide each of it's operatives with the following items of PPE:

- a safety helmet
- safety shoes / boots
- High Viz clothing
- Gloves
- Goggles
- items of PPE as appropriate to the work undertaken as outlined in COSHH – risk and Noise assessments

The site manager will ensure that all operatives have available and wear / use, when appropriate all items of PPE. The site manager will provide all the relevant items of PPE for visitors.

1.5.11 Welfare facilities and first aid

There will be no more than 15 persons on site.

Toilets/ Wash stations
• Up to 5 personnel = 1 x WC, 1x Urinal, 1 x Wash Basins • 6 – 15 personnel = 1 x WC, 1 x Urinal, 2 x Wash Basins • 16 – 30 personnel = 2 x WC, 1 x Urinal, 2 x Wash Basins • 31 – 45 personnel = 2 x WC, 2 x Urinal, 3 x Wash Basins • 46 – 75 personnel = 3 x WC, 2 x Urinal, 4 x Wash Basins • 76 – 90 personnel = 4 x WC, 3 x Urinal, 5 x Wash Basins
Hot/Cold Running Water Supply
Drinking Water
Restroom/Eating Area –
Clothes Drying Area – Area to be allocated

A standard welfare requirement including store mess room, office WC and handwash

Bramber Construction will supply adequate hot and cold washing facilities (including soap, towels or dryers). Sinks will be large enough to enable decontamination of arms, hands and face.
Water for drinking will be provided and adequately signed as "drinking water".

A means of drying wet clothes will be provided on site when operatives are required to work outdoors. Heaters will be thermostatically controlled and have enclosed elements. Coat stands and drying racks will be positioned a safe distance away from heaters.
Also prior to initial installation of facilities the facilities at 370 Brighton Road will be available for the operatives as a fall back. They include kitchen, toilet and drying facilities. First Aid and conference and meeting facilities

Area	Requirement
First Aid Provision	1 x Appointed Person (< 5 personnel on site) 1 x Qualified First Aider (5 to 50 personnel on site) + adequate First Aid facilities as per ACoP L74
Fire Fighting Eqpt	As per HSG168

A first aider is present on site at all times when work is in progress. The site Supervisor will be the 1st Aider. When the first aider is unforeseeably absent, another person will be appointed to be in charge should an accident happen.

A list of trained first aiders will be displayed on the Health and Safety notice board. Contractors are to notify names of first aiders to the site manager.



1.5.12 Electrical Installations

The testing and commissioning of all electrical installations will be to the specification of [BS 7671] and be carried out under the direct supervision of the Electrical Contractor only. Unauthorised use of the installation whilst these testing are in progress is strictly forbidden. If any equipment is modified or fabricated on site, the British Standard testing will be undertaken on site.

The Director responsible for Safety will ensure that the Electrical Contractor allows sufficient time in the project for commissioning the plant and services. In order the ensure safety during Testing and commissioning the use of a permit-to-work system may be necessary. No unauthorised use, amendment of or addition to the installation is to be made by any contractor other than the appointed Electrical Contractor.

1.5.13 Ladders

Ladders (including step ladders) may be used for access purposes only. They will not be used as a working platform for anything but the shortest of jobs. An assessment of the likelihood of risk of falling will be made prior to the work starting. All ladders will be removed or boarded to prevent unauthorised access after working hours.

1.5.14 The reporting and investigation of accidents including near misses

All accidents should be reported to the principal contractor and site management and described in the Site Accident Book. For further procedures see the Bramber Construction Health and Safety policy, this is available to all visitors to site. Accident book B1 510 as issued May 2003

Accidents which occur outside working hours which are attributed to the project are to be reported to the principal contractor in writing within 24 hours to enable investigations and if necessary procedure changes to minimise potential reoccurrences of the incident.

1.5.15 Rubbish Chutes

A method statement will be required for the use of the rubbish chutes

1.5.16 The production and approval of risk assessments and written systems of work

Construction Safety South East – H&S Consultant
Carol Taylor – Health and Safety Coordinator
Site Supervisor-Lee Randell
Sub Contractors-
Contracts Manager Tarquin Taylor

2.3.17 Site rules

Including drug and alcohol policy
The following rules apply on all sites:

i. all operatives will attend a brief site induction conducted by the site manager
ii. each operative will provide Bramber Construction with relevant "proof of competence and training" certificates before work commences.
iii. contractors bringing any plant, machinery or electrical tools to the site will provide relevant testing certificates for each item.
iv. all sites are designated "hard hat and safety footwear sites". All operatives must wear hard hats and safety shoes at all times.
v. all operatives will wear / use any item of PPE required by the site rules and indicated as a result of an assessment.

vi. all operatives will observe site signs.
vii. no smoking, eating or drinking anywhere within the vicinity of the work area.
viii. no operative is allowed enter to unauthorised areas.
ix. operatives will be given clear instructions as to the procedures for handling visitors / strangers.
x. Rules will be linked with the site plan and programme and appendixed to this document.
xi. Information in relation to rules shall be relayed to operatives at briefings and by use of signage.
xii. A hot working permit is required **for all hot works**
xiii. The site agent shall identify the need for the use of gas bottles or high pressure containers if required suitable caged storage shall be provided. This caged storage will be sited in the compound, outside away from the building in a location away from the storage of other materials.
xiv. LPG may be required the sub contractor shall provide a method statement detailing storage requirements and agree the method statement with the site agent prior to the LPG being bought to site.
xv. Attention to the access to the site. Including tool box talks to inform operatives of the site procedures to be adopted for this site.
xvi. Method Statement for lifting operations will be required.
xvii. Further and better investigation of working areas. Including looking for possible asbestos materials.
xviii. Use of under surface detection equipment and layout plans to detect services both external and internal. Temporary power supplies are disconnected at night.
xix. Use of 110v equipment.
xx. All accidents are to be referred to the CA for assessment/investigation.
xxi. Un enterable or inaccessible parts of the property are to be reported to the client for measures to be taken.
xxii. Areas immediately under the operation are to be vacated if a risk of falls is anticipated i.e. around roof openings.
xxiii. Site staff is to respect that the work is to be carried out in un occupied premises and are to observe security protocols.
xxiv. The site agent shall study the pretender information and implement any works in accordance with the legislation listed. (The H&S review meeting will be the forum to ensure compliance.)
xxv. All COSHH rated materials will be kept in ventilated storage within the compound.
xxvi. Design the access equipment to protect public and persons walking under scaffold working platform, including proposals for protections to entrances.
xxvii. The project has particular requirements regarding the following details:

1.5.17 Site Management and Set up Rules

These generic rules are reproduced from our procedures
Areas where rules need to be developed
Rules will be developed to take into consideration the logistics around the usage and access of site in relation to access.

Site rules list

2.3.17.1

For new and existing buildings all openings in floors and roofs are to be properly protected and perimeters of floors and roofs are to be protected.

2.3.17.2

Temporary openings in roofs/walls are to be protected against rain and snow where practicable.

2.3.17.3

For an occupied building, all temporary screens and any alterations to existing means of escape are to be approved by the Fire engineer before work is put in hand.

23.17.4

The client and the Fire engineer are to be informed before a fire alarm system; smoke/fire detection system, sprinkler installation or other fire fighting system is shut off. They are to be advised of the dates and times of disconnection and reconnection. The client will need to be informed, since building insurers will have to be notified and insurance may be affected.

2.3.17.5

Where any fire alarm systems, smoke/fire detection systems or fire fighting systems are disconnected in order to carry out extensions, modifications or repairs, temporary systems must be installed and if at all possible be in operation prior to the start of the work to permanent systems. Similarly, where there are no existing systems, temporary systems must be installed. If it is not possible for systems to be in operation without a break in cover, any shut off/switch over period must be carried out at a time of least risk; e.g. when neither the site nor other inhabited areas such as offices, shops etc. are occupied. Such shut off should therefore be arranged for a specific and known time and duration and all affected persons informed. The systems must be in operation in all occupied areas at all times. (Occupation of relevant areas by the client, principal contractor and others may be at different times, e.g. the principal contractor may work in the evenings or at night, outside of normal working hours.)

2.3.17.6

In screened off areas, ensure that alarm bells can be heard and that temporary bell pushes are installed if required.

2.3.17.7

Temporary lighting must be adequate in staff and public areas affected by the works.

2.3.17.8

.If escape is necessary through the building works, ensure that properly designated routes are kept clear at all times by using scaffold protected

walkways including any necessary overhead protection, and adequate lighting and signs provided as necessary.

2.3.17.9

Adequate temporary emergency lighting is to be installed.

2.3.17.10

The area occupied by the principal contractor must be properly secured at nights, weekends and bank holidays. If the building is occupied, the client's area must be secure so that thieves cannot gain access from scaffolding.

2.3.17.11

Building operations must not cause risks to the public e.g. temporary footpaths and crossovers out of level or insecurely fixed.

2.3.17.12

The public must be protected from all builders work and associated activities along the perimeter of the site by properly secured hoardings.

2.3.17.13

Where Calor gas or air bottles (or similar pressurized bottles) are used on site, they are to be secured in a vertical position within a caged enclosure in an open-air location. There may be adverse reactions between various gases. This should be checked and such gases kept in separate locations.

2.3.17.14

Adequate fire points are to be provided by the principal contractor at agreed locations on the site. The number of fire points required must be agreed with the principal contractor. A fire point will consist of a minimum of two fire extinguishers and two fire buckets, which must be checked at regular intervals. The type(s) of fire extinguisher(s) must be appropriate to the type(s) of fire risk.

2.3.17.15

It is not suspected that asbestos exists on site in the vicinity of the work however it may exist it may be affected/disturbed by the current works, the principal contractor must arrange for a special survey if hazardous materials are found, then they must be removed using an approved scheme.

2.3.17.16

No works are to be commenced without the resources being available to complete the tasks safely including the risk assessment and where applicable method statement. The Principal contractor must ensure adequate resources in staff, labour and training are available, to facilitate the work to be undertaken. It is the contractor's responsibility to provide resources to carry out the developed H&S plan and to develop risk assessments for non standard operations and tasks prior to them being undertaken.

2.3.17.17

Work zones must be clearly marked. Green zones are those areas which encompass the general areas of the building site including the compound. Red

zones have restricted access and are established around major hazards such as lift zones and scaffolds, or when working close to live services.

2.3.17.18

Alcohol is strictly forbidden on site. No person under the influence of alcohol is allowed access to the site. Any person thought to be under the influence of alcohol will be asked to leave the site and where necessary escorted from the work zone. Drug use is strictly forbidden on site. No person under the influence of drugs is allowed access to the site. Any person thought to be under the influence of drugs will be asked to leave the site and where necessary escorted from the work zone. Some prescription drugs which may affect the affect a person's performance maybe permissible however the person's duties must be restricted to duties which will not in anyway present a hazard to others or themselves. A risk assessment must be carried out which will detail safe working practices for persons using prescription drugs. Smoking is strictly forbidden in the work zone or in work vehicles or in any workplace building. All operatives must adhere to the smoking policy of the complex in which they are working.

2.3.17.19

Permits

Restricted Confined Spaces. The following areas have restricted access, or have been designated confined spaces and are not to be accessed by site personnel without express permission from the Principal Contractors Site Manager, who will issue the necessary access permits etc. Work in such areas will be subject to individual risk assessment prior to issue of permits.

- Basement Cellar areas
- Electrical Systems
- Internal Works Areas
- Rear car park and access road

Permit to Work required for:-

- Excavations
- Hot working
- Working at height
- ACM's
- Confined Spaces
- Access to public areas
- Isolation of Electrical Systems

1.5.18 Manual Handling

Movement of general material on site will be considered in manual handling assessments. Heavy or awkward materials will be moved a s lose to the point of use as possible using mechanical equipment. Materials will be delivered as lose to their point of use as possible. This will reduce the amount of manual handling

required on site and therefore reduce the chance of injury. Special arrangements will be made for the following:
Bulk materials- Cement and Aggregate
Pallets of Steel
Repetitive loads of 15kg or more
Awkward loads

1.5.19 Special procedures

Safe place of work
Residents of the local area and occupants of any building in the vicinity will be instructed not to enter the construction site. However, their presence in the building has been considered as part of the health and safety management of the project.

Site fencing
Fencing will not be less than 2mhigh. It will either be close-boarded or covered with mesh not exceeding 30mm in size to prevent it being easily climbed. It will be properly maintained with all support posts securely anchored and fully clamped. Openings for access will be fitted with gates which will be kept locked at all times when the site is unoccupied. Supervision will be maintained when any gate is open.

Materials will not be placed or stacked in the vicinity of the fence in such as way as to provide easy access to climb over the fence. Suitable warning notices will be fixed to the fence.

Hoarding
All timber hoardings will be constructed using not less than 100x50mm stud with 18mm G1X ply panelling, incorporating a pedestrian spring loaded access door fitted with a Yale type lock, which will allow easy exit but which will prevent unauthorised entry. The hoarding will be suitable to site conditions and will be properly fixed, strong and safe.

Inspection
A nominated person will inspect the fencing twice a day before each shift. Repairs will be made immediately. No gaps or loose fittings will be left unattended.

Information and signs
A health and safety information board will be displayed on the site. It will contain information on the evacuation procedure, site risks, first aid and resuscitation details and a health and safety law poster. All signs and signals will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 amended

Dealing with services

All subject to permit to work policy,

The existing services are fully detailed in the working drawings for the project.
The principal contractor will need to locate check and record the location of the main services.
The site agent shall arrange for a specialist sub contractor to locate existing internal and external services affected by the works, or those that may cause a Health and Safety risk.
The incoming services for the property will be detailed on the site plan during the set up phase
Water main and meter are detailed on the plan.
The Principal contractor will need to carry out his own investigations into the services subject to instruction.
Where investigations are complex and likely to cause delay and or disruption such matters will be referred to the CA for guidance and instructions.
All temporary services shall be installed by a competent electrician. A method statement will be provided by the electrical sub contractor, and will provide details of cable management, a test certificate on completion of the installation, testing regime during the programme of works, SSOW control of the fuse board.
All electrical equipment will be 110v supply.
Permit to Work are required for Electrical Works and Temporary Works.

Occupied premises
Bramber Construction will take precautions to protect occupants and visitors to the buildings around the site. An assessment will be undertaken of the hazards and risks which could face local occupants and the public and the appropriate action taken. The assessment will have regard to safe access and egress, noise and dust generated by the work, emergency procedures, disruption of services traffic movement, requirements for signage and lighting.

Rubbish disposal
One specific area is to be dedicated for rubbish disposal. This will ensure that all contractors working on site dispose of their rubbish to this area. On completion of the works Bramber Construction will leave the site in a clean and orderly state.

1.5.20 Fire and emergency procedures

Fire Safety Plan – the fire safety coordinator will establish a 'site fire plan'. Fire marshal Lee Randell and Deputy to be appointed by Lee

Arrangements for the emergency procedure and fire precautions and procedures are to be set up. The escape route and assembly point are to be clearly identified this information shall be included on the fire notice on site. Location Green at far point of site.

The site supervisor will be expected to induct operatives on the assembly point and also protections together with the evacuation strategy. The site supervisor shall brief all new operatives to the site on fire policy throughout the project duration.

Location of basic equipment for fire fighting, risk management and maintenance of escape route should be considered.
The policies regarding hot working are to be developed; a copy of a standard permit is included.
Important Points

- The name of the Site Fire Safety Co-ordinator Lee Randell
- General site fire procedures including, as appropriate fire extinguishers, fire detection and warning alarms, site security storage of HFL and LPG.
- The requirement for Hot Work Permit systems
- Fire escape and communications, including an evacuation plan emergency lighting and procedures for calling the fire brigade
- Fire brigade access, facilities and co-ordination including the provision of operational rising mains where appropriate.

2 Arrangements for controlling significant site risks

2.1 Safety risks

Formal safety inspections will be carried out by Construction Safety South East on a fortnightly basis. The report made fortnightly –will be reviewed immediately and appropriate action will be taken to reduce any potential risks.

The report will be faxed to the head office at 370 Shoreham Road West Sussex BN43 6RE

The site manager will carry out daily inspections and results will be recorded on the site diary

2.2 Health risks

Noise

The Director responsible for safety will continually assess the level of noise that operations are creating and implement measures that keep noise levels as low as possible, not only for workers on site but for residents and the public close to the site. Adequate provisions will be allowed for these measures which could be the use of noise reduced compressors and other machinery, out of office hours working for the noisiest operations, the use of baffles etc.

Dust and Mud

If in periods of dry weather, excessive dust is created due to construction work, the affected areas will be lightly watered to reduce dust levels.

In periods of wet weather, there is a risk that mud may be deposited onto roads used by members of the public. If the prevailing weather conditions create such a circumstance all managers and supervisors will provide wheel cleaning facilities at the exit to the site to ensure that roads are kept as clean as reasonable practical.

Preventing falls procedure (WAH)

Working at height is taken very seriously. Only those who are qualified to work at height shall be able to carry out such tasks. The Scaffold will have a certificate. Daily inspections and weekly certification

3 Timescale

Start date: W/C 5th August 2013

Expected date of completion: **June 2014**

Additional notes:
week programme
pre contract Meeting 9th July 2pm

4 Management of incoming and outgoing materials / people

4.1 Storage

Bramber Construction shall establish a storage area on site complimented by storage in the yard so that general building materials and tools can be stored in a safe position. All materials, when not in use, will be stored here.

4.2 Traffic management

Traffic routes and parking for contractor's vehicles will be agreed with client All reversing will be carried out under the supervision of second person who shall not be in the vehicle.

4.3 Waste

Waste removal will be controlled by the site manager. Contractors shall inform the site manager of approximately how much waste they have and what the waste is compromised of. Waste will then be removed at the site manager's discretion by a registered waste carrier. Waste transfer notes will be retained for reference.
The SWMP will be developed

4.4 Site facilities and office location

Expected numbers of people on the site at any time: peak: 30 Minimum: [2] TBC

Temporary power and water connections will be taken from existing supplies.

Catering facilities will cater for a maximum of 6 people at any one sitting. A grill / microwave / toaster will be provided for heating food. An electric kettle will be provided for making hot drinks.

Water flushing toilets and urinals will be provided. Washing facilities will be located in the toilet room which includes sinks, hot and cold running water soap and towels

The facilities will be installed during site set up and remain in place until after completion of the project. They will then be removed by a specialist over the course of 1day.

Schedule 1: Drawings and site sketches

The site supervisor is to provide a site plan following the pre contract meeting

Schedule 2: Hazardous materials to be used on site:

Material	Information to be provided by	

Schedule 3: Fire safety plan

The fire safety co-ordinator is: Lee Randell

Alarm – aerosol sounder

Fire extinguishers located in each work area

Schedule 4: Site sketch:

Schedule 5: Reducing noise and vibration

Construction Noise & Vibration

The noise and vibration issues relating to the management of the site will be subject to agreement, which will be agreed with the, site preparation and stripping out will be the most intrusive noise as external noise, generated when setting up site, can be mitigated by controlling the opening of doors and windows.

Health and Safety related noise will be controlled by, monitoring work that will be carried out during the project to verify that the noise levels are not being exceeded. Part of this will be to propose and agree the points for monitoring, which will be centred on the sensitive areas on the site. These must be agreed with the CA

Exposure to excessive levels of noise/vibration must be assessed and controlled. Exposure can occur from various sources including the surrounding environment, tools, plant, and activities on site.

The starting point for considering compliance with the Noise at Work Regulations is where potential exposure to sound levels at or above 85 dB(A) (known as the first action level) or to peak action level or above, is suspected. As a general rule of thumb in an environment with a noise level of 85dB(A), normal conversation is difficult at 2 metres i.e. voices need to be significantly raised. All reasonably practicable measures must be taken to prevent exposure to noise levels between the first action level and the second [90dB(A)]. The use of hearing protection must be considered as a last resort.

Managers are responsible for ensuring risk assessments are carried out on a project by task before the task commences and appropriate control measures implemented for persons involved in construction activities. Limiting headphones and earpieces should be limited to 93dB(A) unless otherwise stipulated by a risk assessment, which has been carried out by a competent person. The exposure level is based on an 8hour Time Weighted Average.

The risks associated with not being able to hear what is going on when headphones are used must be assessed and visual signals and or physical methods of gaining and individuals attention be considered for emergency warnings.

Selection of appropriate equipment and methods of working by operatives in control of equipment or work areas may help ensure that persons are not exposed to excessive noise levels.

General site procedures for reducing noise, detailing best practice, will be followed during the construction works. Basic precautions will be taken to minimise noise on the site, including silenced plant, working hours and reduced working hours for percussive operations.

Standard limitations for noise are as follows:

The project shall not exceed the following noise levels: -

a) 70 dB LAeq 1 hr during the hours of 07:00 to 19:00 on Monday to Friday (excluding Bank Holidays)

b) 55 dB LAeq 1 hr during the hours of 19:00 to 23:00 on Monday to Friday (excluding bank holidays)

c) 70 dB LAeq 1 hr during the hours of 07:00 to 13:00 on Saturdays; and

d) 50 dB LAeq 1 hr at all other times

In the event that a complaint or concern is raised, an immediate review will be completed to remove the problem wherever possible, and to establish what levels of noise and vibration have been emitted from the site. The interested parties will also be notified.

In the event that the limits have been exceeded, the operation will be modified, and the noise and/or vibration rechecked from that operation, to verify that the corrective action has been

effective. These actions may include reducing the operating hours, reciting the equipment, changing the method of working or temporary barriers.
In the event that the noise levels prescribed are not being exceeded, the complaint will be reviewed, and discussions held with the third party to understand the problem further, and evaluate whether the particular problem can be rectified, or at least improved.
Communication will be maintained in conjunction with the interested authorities.

Principle responsibilities for noise incorporating vibration
Project Director Overall responsibility Shaun Hopper 01273 465111
Contracts Managers – Tarquin Taylor 01273 465111
Site Supervisor – Lee Randell

Dust Management

Dust management for the project will be task specific.
Basic precautions will be taken for dust control. This covers all airborne issues, including fumes and smoke.
In the event of a complaint, however received, shall be directed to the Liaison Manager Name and contact number who will be responsible for following the complaint through to resolution, and initiating any necessary enforcement, or corrective action.
Testing will be carried out, and any high-recorded levels will be investigated to identify the source. Remedial action will then be taken to reduce levels, and the monitoring repeated to verify that the corrective action has been successful.

Rubbing down during preparation will generate dust. Control measures will be warning occupant's so they can shut windows and doors.
Operatives will have access to disposable face masks

Principle responsibilities for dust and general nuisance
Project Director Overall responsibility Shaun Hopper 01273 465111
Contracts Managers Tarquin Taylor 01273 465111
Site Supervisor Lee Randell

Schedule 6: Drug and alcohol policy

Bramber
Construction Co Ltd
BUILDING CONTRACTORS

Drugs and Alcohol Policy

April 2012

constructionline

Chas Accredited

NHBC

DRUG AND ALCOHOL POLICY STATEMENT

Bramber Construction is committed to promoting a safe and supportive environment in which to work.

In order to do so, it will:

- encourage and support mutual respect within the whole of the Bramber's activities
- work with staff to create an understanding of acceptable behaviour
- assist staff to make informed decisions about drug and alcohol use
- take very seriously its legal responsibility for the health, safety and welfare of its staff and visitors and aim to provide a safe, healthy and high quality working environment
- recognise that staff with responsibilities for the support and welfare of staff and those who manage others have additional responsibilities to promote, to be alert to indicators of drug or alcohol misuse and to take appropriate action when necessary
- provide guidance and information to staff to help them develop the confidence to know what action to take if they are concerned about drug and alcohol misuse, the health and safety of colleagues, of staff members, or of themselves

Tarquin Taylor

Managing Director

Bramber Construction Co Ltd

DRUG AND ALCOHOL POLICY

1. Introduction

This policy is part of a Bramber's approach that promotes a safe and supportive environment in which to work. The overarching premise is one of support and education, focusing on boundaries of acceptable and responsible behaviour.

The use of drugs and alcohol is becoming increasingly common in our society, and with that in mind the policy is set within the context of national strategies.

> The National Alcohol Harm Reduction Strategy (2004), aims to reduce the harm and cost that alcohol misuse causes to society. It cites 'binge' drinking as a particular risk to health as well as increasing the risk of accidents, violence and sexual assault. In addition, the updated Drug Strategy (2002) aims to reduce the harm that all illegal drugs cause to society.

- If staff declare that they have dependency problems, their cases will be treated sympathetically and in confidence.
- Staff who have or develop drug- or alcohol-related problems may cause harm to themselves and to others.
- The misuse of drugs and alcohol (substance misuse) often affects their performance, conduct and relationships both on site and at home.

Bramber Construction has a legal responsibility for the health, safety and welfare of its operatives, staff and visitors and aims to provide a safe, healthy and high quality working environment.

This includes addressing the risks posed by substance misuse, informing staff of their responsibilities and codes of conduct and providing help and advice on request. All staff have a legal responsibility to take reasonable care for their own safety and for that of others.

2. Who is covered by the policy?

The policy applies to staff in circumstances where there is a safety risk to themselves or others, or where their conduct or quality of work affects others or the reputation of the Bramber Construction.
It applies whether staff are on Bramber's premises or elsewhere on Bramber's sites or including premises managed by a third party (such as clients premises).
In certain situations individuals may be subject to disciplinary action, be asked to leave and/or be reported to the police.
Bramber does not wish to criminalise its staff or visitors, but it has a legitimate interest in protecting its own reputation from the likely consequences of substance misuse.

3. Aims of the policy

The purpose of the policy is to:

- Promote health and safety and wellbeing by providing information, advice and support
- Inform staff about drug and alcohol use and misuse
- Provide advice on the support options available
- Enable individuals with drug- and alcohol-related issues to seek help
- Offer guidelines to all staff regarding their responsibilities and the required code of conduct
- Explain how misuse may lead to disciplinary or legal action
- Explain that no use of drugs or alcohol will be tolerated on site and that anyone suspected of using drugs or alcohol will be removed from site.
- If unable to work through drugs and alcohol it will be the decision of the line manager based on the individual circumstances as to whether the staff will be paid.

4. What do we mean by misuse?

Substance misuse is defined as the habitual or intermittent use of alcohol or any drug or other substance which causes detriment to an individual's health, social functioning or work performance.
It will invariable impair safety of themselves or others and affect attendance, time keeping, efficiency or conduct.
It will adversely affect safety on site of those misusing substances and other employees.
Misuse also includes the possession, use or supply of illegal drugs.
The term 'substance misuse' relates to all illegal drugs (controlled by the Misuses of Drugs Act, 1971); all legal drugs, including alcohol, tobacco, volatile substances (those giving off a gas vapour that can be inhaled), ketamine, khat and amyl nitrates (known as poppers); and all over-the-counter and prescriptive medicines. Illegal drugs are divided into three classes: Class A includes cocaine and morphine, Class B includes amphetamines and barbiturates, and Class C includes cannabis and anabolic steroids.

5. The legal position

Under the Misuse of Drugs Act 1971, the term 'misuse' covers the supply, possession and use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Supply or possession of an illegal drug is unlawful. It is an offence for an employer, an occupier of premises or persons concerned in the management of premises to allow the supply, use or production of drugs to take place on their premises. The penalties for offences involving controlled drugs depend on the classification of the drug.

The Health and Safety at Work Act 1974 places a duty on employers to ensure, as far as is reasonably practicable, the health, safety and welfare at work of staff, staffs and other users of its premises.

The Road Traffic Act 1988 states that a person is guilty of an offence if driving or attempting to drive a motor vehicle in a public place while unfit through drink or drugs. Under licensing laws it is illegal to sell alcohol to someone who is inebriated.

6. Code of conduct

A code of conduct has been developed for staff guidance. It describes the legal health and safety obligations and provides guidelines for behaviour. What constitutes misuse will depend on many factors, but it is expected that all staffs will take personal responsibility for ensuring that it does not affect work or study performance. A breach of this code may result in disciplinary action. The code states that:

- Supply, possession or use of illegal drugs is forbidden.
- Prescription drugs are only to be used as prescribed.
- No one should undertake construction related activities or represent Bramber's while unfit through drink or drugs.
- Substance misuse resulting in risk to the safety of others is likely to lead to misconduct or serious misconduct under staff disciplinary procedures. Examples of situations where this might occur include working at heights, manual handling, using machinery, using plant or hazardous substances, driving, or any other activities identified as hazardous on a risk assessment.
- Staff undertaking activities identified as hazardous on a risk assessment and who are taking prescribed drugs must consult their doctor as to whether the drug(s) could affect safety (eg cause drowsiness or affect judgment or co-ordination). If so, they must inform line manger or other person responsible for health and safety and refrain from the safety-critical activities.
- Where applicable, staff must comply with any statutory registration requirements, professional codes of ethics and accreditation provisions with reference to substance use (e.g. working in hospitals, children's facilities, private homes, public housing,or in work in schools).
- Caution must be exercised where services, including official hospitality, staff or visitors are involved, or where work involves using information systems that hold sensitive data and where error could damage the interests of individuals or Bramber Construction.
- Staff are strongly advised not to compromise their own safety by working with or being reliant upon (e.g. as a car passenger or a banksman to) someone who has consumed alcohol or drugs.
- Staff are strongly advised that a disruption of construction activities or programme due to substance misuse will be investigated by the company.

• Pressure should not be applied to encourage others to drink alcohol, take drugs or misuse substances. This includes disrespectful or exclusive behaviour and spiking drinks.
• It is illegal to serve alcohol to someone who is already intoxicated.

All the above apply to any work organised function including parties and seminars outside of normal working hours where Bramber Construction is being represented in any capacity.

7. Confidentiality and data protection

All cases will be handled in strict confidence and all personal information will be processed securely in accordance with the Data Protection Act 1998. It may be used by the relevant Bramber's managers to consider and plan any support needed and to manage the employee relationship. Wherever possible, confidential disclosure of information by staff will be honoured, unless the staff or someone else is at risk.

Appendix A
Guidance
All staff should be able to:

- Access this policy and supporting documents.
- Seek help if they have a problem.
- Encourage other staff to seek help if they have a problem.
- Access information about the effects of misuse, on other people, and on the quality of their work.
- Alert an appropriate senior member of staff to any problems they see developing within the site or with sub contractors, particularly where legal or health and safety obligations are paramount.
- Co-operate with any investigation of suspected misuse.
- Seek help or advice if they have been asked, or if they seek help voluntarily, to co-operate fully with the support and advice offered.

Managers

Managers should:

- Be aware of the policy, procedures, services available and referral processes for dealing with substance misuse problems, and ensure that staff and sub contractors on their contracts are informed of the policy and understand their roles and responsibilities. This information should be included in induction.
- Be aware of the signs of substance misuse and be prepared to refer as appropriate guidelines and advice.

Managers should ensure that:

There is no misuse of, or pressure to misuse, alcohol or drugs during Bramber's social functions or presentations. Provision of alcohol on these occasions should be moderate and plenty of non-alcoholic drinks should be available. Publicity for social events does not focus on alcohol or encourage its misuse. Investigate accidents and incidents for signs of substance misuse and liaise with the relevant authorities. Monitor risk assessments and working practices so that risks from substance misuse are included where appropriate, particularly in high risk or hazardous areas. **Appendix B**
Procedure for dealing with substance misuse problems
General

Bramber's aim is to provide a safe working environment for its staff.
Early intervention can increase the likelihood of a positive outcome.
All dependency cases will be treated sympathetically, for example being considerate about attending appointments.
All information about the case will be handled confidentially and securely in accordance with the Data Protection Act.
In most cases, a factual and evidence-based record of actions and advice should be kept, including dates and names of individuals involved.
Bramber's powers are limited by law (for example, Bramber's cannot carry out a personal search).

Action to take when there is a safety risk

If because of a misuse problem (or for any other reason) staff act in such a way as to endanger him/herself and/or others, Bramber's will take corrective action to prevent injury/ damage or other serious risk. In this situation a dependency issue may be taken into account, but it will not automatically exempt the staff concerned from the normal consequences of his/her serious misconduct.
The manager/member of staff must immediately remove the staff from the area of risk, interview them to investigate the situation and advise them of the consequences of their behaviour. The following steps are suggested:

☐ Try to obtain a second witness
☐ Do NOT attempt to tackle the situation alone
☐ Do NOT confiscate any materials or equipment
☐ PROMPTLY (on the same or the next working day) report the matter to your line manager responsible for the site where the incident took place.

If they are heavily under the influence of alcohol or drugs, they may need to be observed or referred to their doctor or emergency services; or they should be sent or accompanied home and arrangements made for an interview at the earliest opportunity.
If there were any witnesses, their statements must be taken as soon as possible, and an incident report should be completed.
The incident should be reported to a Director.

Staff who witness substance misuse are encouraged to refer the matter to a senior member of staff. **Action to take in cases of possession or supply of illegal drugs**
Possession or supply of illegal drugs is a criminal offence. A Director must be notified immediately. Bramber's will report to the police all incidents involving the supply or taking of illegal drugs on the premises as required by the Misuse of Drugs Act 1971 and may decide to take action, whether or not the authorities decide to prosecute. This is because Bramber retains the right to maintain discipline and to take disciplinary action where there is a clear breach of Bramber's rules due to substance misuse. **Action to take in cases of suspected misuse in Bramber's property, workplaces or sites.**
Where the report is about a staff **suspected** of being in **personal** possession of drugs or is about a staff allegedly being engaged in substance misuse, and it is the **first report** about that person, a senior manager will interview the staff concerned to investigate the situation and advise them of the consequences of their actions. A letter confirming the discussion and issuing a first written warning should be sent to the staff concerned within 7 days of the incident occurring. **Action to take in cases of dealing in/supplying illegal substances or of a second suspected misuse offence in**

Bramber's property, workplaces or sites. (Stage 2) Where there is a report about a staff suspected of **personal** possession of drugs, or about a staff engaged in substance misuse and it is **not the first report in any 12 month period** about that staff, **or** where the report concerns dealing or supplying, the senior manager will write to the staff concerned on the same day that the alleged incident occurred or on the next working day, to arrange an interview as in Stage 1. The senior manager should then follow the same guidelines as in Stage 1. Correspondence should be copied immediately to a Director for referring the matter on to the police. The senior manager should be aware that some allegations relating to substance misuse may be baseless or malicious, and so must try to obtain corroborative evidence where practicable.
The Senior Manager will refer the incident to a Director with a copy of all other relevant documents. The senior manager will consider, in collaboration with the Director whether a disciplinary hearing should be convened to further investigate the conduct of the staff concerned.

Where there is actual or suspected substance misuse by unidentified persons on Bramber's premises, a report should still be made to the senior manager responsible for that site. A report should also be made to the local police and the crime reference number recorded

Schedule 7 List of Legislation

HEALTH AND SAFETY STANDARDS

All works will be undertaken in compliance of the statutory requirements as follows:

The Health and Safety at Work Act 1974

Construction (Design and Management) Regulations 2007, as amended (CDM)
Managing construction projects for health and safety

Management of Health and Safety at Work Regulations 1999
(Management Regulations)
General management of health and safety including availability of health and safety advice and risk assessment

Provisions and Use of Work Equipment Regulations 1998 (PUWER)
Machinery, vehicle and other work equipment suitability and safety, including safety helmets

Control of Substances Hazardous to Health Regulations 2002(COSHH)
Control of health risks

Manual Handling Operations Regulations 1992
Control of risks from handling heavy and/or awkward loads

Personal Protective Equipment at Work Regulations 2002
Provision and use of personal protective equipment

Noise at Work Regulations 2006
Control of exposure to noise

Confined Spaces Regulations 1997
Safe working on confined spaces, i.e. where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen)

Lifting Operations and Lifting Equipment Regulations 1998
Requirements regarding the use of lifting equipment

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) Amended 2012
Duties to report accidents, diseases and dangerous occurrences

Workplace (Health, Safety and Welfare) Regulations 1992 (Workplace Regulations)
General workplace issues, including some design requirements for commercial buildings

Health and Safety (Enforcing Authority) Regulations 1998 (HSEAR)
The demarcation between HSE and local authorities for enforcing health and safety law

Safety Representatives and Safety Committees Regulations 1977 (SRSCR)
The right of employees to participate be consulted and represented on health and safety issues, including the appointment of safety representatives by recognised trade unions.

Health and Safety (Consultation with Employees) Regulations 1996 (HSCER)
The provision of consultation for those employees who have no safety representative

Control of Asbestos at Work Regulations 2012

Control of Lead at Work Regulations 2002
Control of exposure to lead

Construction (Head Protection) Regulations 1989
Ensuring head protection is provided and worn

Electricity at Work Regulations 1989
Control of exposure to electricity

Control of Vibration at Work Regulations 2005

Work at Height Regulations 2005

Schedule 8

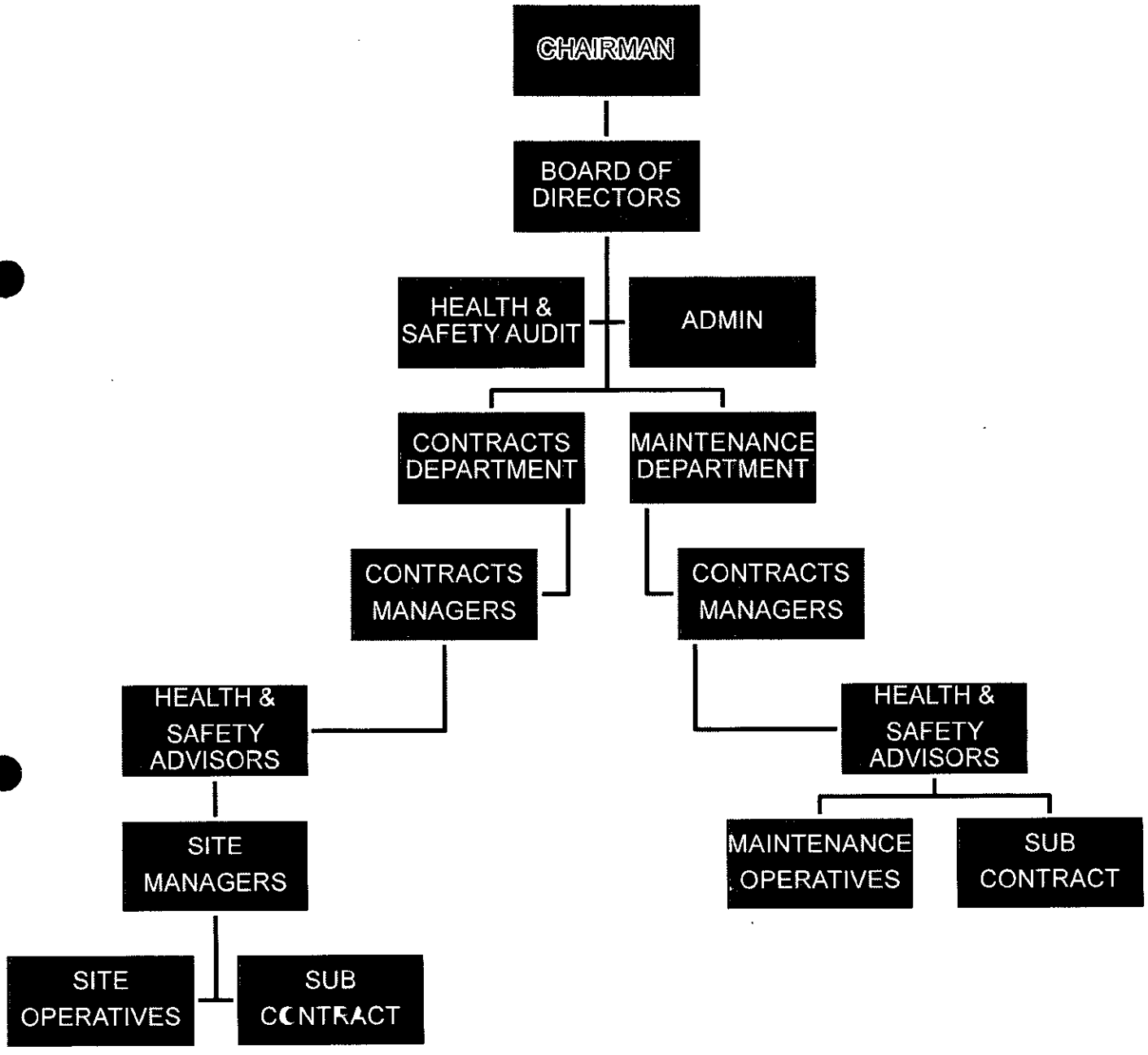
Risk Identification/Method Statements/Tasks Summary Schedule

To be maintained and completed by the Site supervisor.

No.	Date	Subject	Contribution	Issued by	Distribution
1		Security of the site Unauthorised access to work zones	Bramber/client/security	Site supervisor	
2		Protections under work zone	Bramber/Specialist /scaffold	Specialist	
3		Reduction of noise and dust as reasonable practicable	Client/Bramber/CA	Site supervisor	
4		Co ordination of deliveries and rubbish removal	Bramber/Waste manager/SWMP	SW Manager	
5		Scaffold erection and inspection	Specialist-Scaffold contractor	specialist	
6		Working at height	H&S Coordinator	Bramber	
7		Fire Plan and emergency procedures	Site supervisor H&S Coordinator CDM coordinator	Bramber	
8		Strip out and dust/noise minimisation	Specialist/Bramber/Client/CA	Site Agent	
9		Delivery coordination and traffic flow	Bramber/CA	Site supervisor	
10		Preparation and dust/noise minimisation	Specialist/Bramber/Client/CA	Site supervisor	
11		Hot working necessity and procedures	Specialist/Site supervisor	Specialist	
12		Recycling of waste materials	SW Manger/site supervisor	Bramber	

13		Scaffold erection and ground conditions	Scaffold contractor/CA/Client/Bramber	Scaffold Scaffold contractor	
14		Material movement on and of the scaffold	Scaffold contractor/CA/Client/Bramber	Site supervisor	
15		Asbestos Register and operative induction	Sub contractor/Bramber/H&S Coordinator	Client	
16		Connection to existing services	Sub contractor/Bramber/H&S Coordinator	Specialist	
17		Personal protection. Including skin protection and water for hydration.	Sub contractor/Bramber/H&S Coordinator	Sub contractor	
18		Avoiding disconnection of essential services	Specialist/client	Site agent	
19		Electrical isolation using permit to work and key holder access to electrical cupboards	Specialist/Site Agent	Specialist	
20		Location of Site Supervisors accommodation and H&S A board	Specialist/client	Site supervisor	
21		Excavations	Groundwork	Groundwork	

Schedule 9


CHAIRMAN
BOARD OF DIRECTORS
HEALTH & SAFETY AUDIT
ADMIN
CONTRACTS DEPARTMENT
MAINTENANCE DEPARTMENT
CONTRACTS MANAGERS
CONTRACTS MANAGERS
HEALTH & SAFETY ADVISORS
HEALTH & SAFETY ADVISORS
SITE MANAGERS
MAINTENANCE OPERATIVES
SUB CONTRACT
SITE OPERATIVES
SUB CONTRACT

Schedule 10

Risks Identified During the Tender and Planning Process

	ACTIVITY	HAZARD	PRECAUTIONS
1	Access Route within Buildings	Risk of unauthorised access to works areas.	Clearly defined access route with protective hoarding/fencing. Crash protection over pavements and Brighton Road Elevation
2	Preparations	Dust contaminating work zone.	Test, report and provide method statement for dealing with removal. Close windows and openings into areas unrelated to the works. Bag up and remove debris as it arises. Vacuum where possible and avoid sweeping in enclosed areas
3	Overhead Works	Dust, falling debris and materials. Contamination of adjacent areas.	Dust masks. Provide suitable ladders etc, protective screens and clothing.
4	Creation of Dust	Inhalation, affect staff and public in adjacent Work zone.	Must be strictly controlled and contained. Where practical prevent at source.
5	Creation of Noise	Disruption to public and staff. Hearing loss. Disorientation.	To be strictly controlled and within agreed time periods: Use ear protection.
6	Site Management	Trip hazards, storing materials, general safety procedures.	Take all necessary precautions to keep site clean and tidy at all times.
7	Preparation Works	Falling debris, dust and noise transmission. Skin irritant. Disruption as before.	Clear work zone. Wear correct protective clothing Obtain Hot Works Permit. Protective sealed hoarding & warning notices to all elevations of site areas
8	Storage of Materials	Combustion, blocking of exits.	Segregation of flammable materials, maintain fire escape routes. Only store in authorised areas.
9	Fire	Serious risk to persons	Take all necessary and

		in adjoining areas.	recommend precautions. Maintain all routes of escape. End of day checks should take place. Adequate fire points erected. Permit to work for hot works
10	Fumes from Paint and Adhesives	Inhalation of toxic fumes. Serious risk to public,	Elect suitable products to avoid toxic conditions arising. Ventilate provide mechanical extraction to outside air. Undertake COSHH risk assessment and advise managers when appropriate.
11	Hand Tools	General risk.	Take all necessary precautions.
12	Heavy Load / Materials	Manual handling / lifting.	Carry out risk assessments on the use of mechanical lit / hoists.
13	Hot Works	Use of naked flame and resulting fumes. False activation of alarm system.	Hot Works Permit to be issued in accordance with the procedures. Fire extinguishers to be on hand. End of day fire checks.
14	Out of Hours Work	Supervision, Communication, Security	Adhere to contract times
15	Cutting into rainwater goods	Poisonous fumes. Handling effluent. Hot works.	Pre-arrange shut down of connecting areas. Wear correct protective clothing. Obtain hot works permit.
16	Demolition Works	Falling debris, dust and noise transmission. Loss of stability. Skin irritant. Disruption as before.	Specialist sub contractor – Method Statement Clear work zone. Wear correct protective clothing Obtain Hot Works Permit. Protective sealed hoarding & warning notices to all elevations and work areas
17	Electrical Installation	Disruption to supplies. Risk of electrical shock.	In depth survey. Liaise with managers to agree isolation and disconnection procedures, works carried out to Electrical Regulations. Confirm isolation with voltmeter. Adopt safe system of working. Key holder isolation
18	Fire	Serious risk to persons	Take all necessary and

		in adjoining areas.	recommend precautions. Maintain all routes of escape. End of day checks should take place. Adequate fire points erected. Permit to work for hot works
19	Mechanical Installation	Disruption to services.	In depth survey. Liaise with managers to agree isolation and disconnection procedures.
20	Roofing works	Collapse, dust, noise,	Follow MS and RA provide detailed support information. Adequate resources prior to commencing work
21	Site Management	Trip hazards, storing materials, general safety procedures.	Take all necessary precautions to keep site clean and tidy at all times.
22	Storage of Materials	Combustion, blocking of exits.	Segregation of flammable materials, maintain fire escape routes. Only store in authorised areas.
23	Working in Confined Space	Disorientation / electric shock.	Adequate ventilation, work carried out to meet Electrical Regulations.
24	Heating and Hot Water	Burns and electric shock.	Take all necessary precautions. Liaise to agree isolation and disconnection procedures.
24	Excavations	collapse of adjacent buildings Risk of falls	Structural inspection Temporary support underpinning permit to work inspection regime protections

Schedule 11
Emergency Information
The nearest hospital

- **Worthing Hospital**

- **A map and route to the hospital will be posted on the H&S board in the site office together with the site address and postcode**

Emergency 999

Gas leak 0800 111999

Health and Safety Executive, gas, water, electricity and sewerage contact details will be posted on site.

Nearest A&E Department
Worthing Hospital, Lyndhurst Road, Worthing, BN11 2DH Tel: 01903 205111



NHS Direct on 0845 4647.

Primary First Aider on Site – Lee Randell Site Agent

Fire Marshall – Lee Randell Site Agent

Schedule 12

No	Task/Keyword	Risk Assessment			Before Control				Control	After Control		
		Hazard – The potential to cause harm	Event/ An event causing harm as a result of a hazard		C	F	R R			C	F	RR
Rating (Consequence x Frequency) E1 No effect E2 Minor Injuries E3 Major Injuries E4 Irreversible		S1 Negligible S2 Minor Injuries S3 Major Injuries S4 Fatalities	1 Negligible 2 Unlikely 3 Likely 4 Probable					1-4 Trivial 5-8 Acceptable 9-12 Substantial 13-16 Intolerable	WORK MUST START			
1	Working overhead	Falling objects/Falls from height	Injury to operatives Personal injury	E1 S3 E4	3		E3 S16 E12	Fix objects to tool belt Secure access with fall protection		E1 S4 E4	2	E2 S8
2	Handling treated timber	dermatitis	Injury to operatives	E1 S2	4		E4 S16	Barrier cream gloves		E1 S2	2	E2 S4
3	Lifting operations	Unsafe system of work	Injury to operatives	E1 S4	4		E4 S16	All lifting operations to follow standard procedures. Barriers to be set up. Method Statement for all lifting operations.		E1 S4	2	E2 S8
4	Lifting operations	Falling from heights	Injury to operatives	E1 S4	4		E4 S16	Operatives to observe procedures regarding use of safety harnesses in non edge protected areas.		E1 S4	2	E2 S8
5	Control of Access	Unauthorised access	Personal injury	E1 S4	4		E4 S16	Heras fencing. Access to work site to be controlled by erection of		E1 S4	2	E2 S8
6	Abrasive wheels	Incorrect disc fitting leading to shattering Flying debris	Personnel injury Injury to operatives and passers-by	E1 S3 E4	4		E1 S12 E12	Trained operative to fit wheel. Protective fencing or isolated area to carryout work. Correct ppe. Consider operation and ensure work area is set up to use tool. Operative to be reminded by foreman on careful use at induction.		E1 S3 E4	2	E2 S8
7	Safe system work	Slip hazards	Fall	E1 S3	4		E4 S12	Personnel briefed as part of method statement. Warning signage implemented. Correct foot wear worn.		E1 S3	2	E2 S8
8	Safe system work	Trip hazards	Fall	E1 S3	4		E4 S12	Personnel briefed as part of method statement. Clear working areas maintained Materials stored at hand in a tidy manner and not causing obstruction.		E1 S3	2	E2 S8
9	Safe system work	Manual handling	Physical injury	S4 E4	3		S12 E12	Trained operatives instruct operatives on how to handle lift. Inspect work equipment		S4 E4	1	S4 E4

Schedule 12

10	Safe system work	Manual handling	back injury	S4 E4	3	S12 E12	Keep manual handling to a minimum. Make sure work area is level and clear of debris. Training in the correct method of lifting and handling. Plan method of securing once in position. Provide clute into bin which is in an enclosure.	S4 E4	4
11	Safe system work	personnel moving around lifting operation	Conflict with personnel and material movement	E1 S4	4	S16 E8	Safe system of work to be established in accordance with conditions on site plan material routes	E1 S4	1
12	Safe system work	Dust Falling debris	Infection through cuts or inhalation of dust cuts and abrasions	E2 S4	4	S16 E8	Issued ppe used plan manual lifting operation	E2 S4	2
13	Safe system work	Environmental conditions causing materials to be slippery to handle. Overexertion Effects of warm weather	Exposure to wind, rain, overheating To operatives Sun exposure	E1 S3	3	S9 E3	All staff equipped with the appropriate PPE relevant to the conditions. Provide water. Provide rest breaks. sun cream recommended	E1 S3	2
14	Manual handling	Dropping materials	personnel injury injury to operatives and passers by	S4 E1	3	S12 E3	follow method statement Supervise operatives. Safe system of work introduced Do not lift in windy conditions sufficient men to facilitate lift	S4 E1	2
15	Working at height	Falls from height	Hit by falling objects Fall causing injury or death	S4 E1	3	S12 E3	Harness to be worn at all times All operatives trained in using harnesses All operatives instructed in emergency procedures for releasing operatives wearing a harness involved in a fall All towers to be in position under tool lights and work zone on roof prior to removal/fixing works commencing. Netting to be installed where practicable under roof area being replaced.	S4 E1	2
16	General works	personnel moving around worksite	Conflict with vehicles and personnel	E1 S4	4	E4 S16	Safe system of work to be established in accordance with Bramber and local site instruction. Bramber /site liaison personnel identified	E1 S4	1

Schedule 12

4		Pedestrian route established									
17	General work	Concealed services Unidentified cables		Contact with services		E1 S3	3		E1 S3	2	
						E3 S9	3				
18	General Work	Ground stability		Scaffold Collapse		S4 E4	3		S4 E2	1	
						S4 E2					
19	Vehicles	Collision Collapse accident		Injury to public and operatives		S4 E1	3		S12 E3	2	
20	Manual Handling	Physical Injury		Exceeding personal capability		S4 E3	4		S16 E12	2	
21	Abrasive Wheels	Improper use		Contact with self/ others, Fire hazard		S3 E3	4		S12 E12	2	
22	Abrasive wheels	Incorrect disc fitting leading to flying debris		Personnel injury Injury to operatives and passers-by		E1 S3	4		S12 E4	2	
23	Abrasive wheels	Incorrect use leading to cuts		Personnel injury		E1 S3	4		E4 S12	2	

Trained operative to fit wheel. Check tool prior to use. Protective fencing or isolated area to carryout work.
Correct PPE to be used correctly.
Consider operation and ensure work area is set up to use tool.
Operative to be reminded by foreman on careful use

Trained operative to fit wheel. Protective fencing or isolated area to carryout work.
Correct pipe.
Consider operation and ensure work area is set up to use tool.
Operatives to be reminded by foreman on careful use at induction.

Keep manual handling to a minimum. Make sure work area is level and clear of debris. Training in the correct methods of lifting and handling. All loads over 20kg to be double handed lifting.

Proper training to be given to users of abrasive wheels

Hi Viz. for all personnel
Banksmen / Trained Plant Operators
Signage segregation of public and reroutting if possible.
Improve visibility/ egressing accessing site

Keep area is level and clear of debris. Training in the correct methods of lifting and handling. All loads over 20kg to be double handed lifting.

Trained operative to fit wheel. Protective fencing or isolated area to carryout work.
Correct pipe.
Consider operation and ensure work area is set up to use tool.
Operatives to be reminded by foreman on careful use at induction.

Trained operative to fit wheel. Check tool prior to use. Protective fencing or isolated area to carryout work.
Correct PPE to be used correctly.
Consider operation and ensure work area is set up to use tool.
Operative to be reminded by foreman on careful use