CONSTRUCTION PHASE HEALTH & SAFETY PLAN

SUSSEX COUNTY FOOTBALL ASSOCIATION

Client:
Sussex County Football Assocation
Culver Road
Lancing
West Sussex
BN15 9AX

Site Address:
Sussex County Football Association
Culver Road
Lancing
West Sussex
BN15 9AX

Principal Designer:
Gould & Company
2 Lucastes Mews
Paddockhall Road
Haywards Heath
West Sussex
RH16 1HE

Principal Contractor:
Luke & Luke Construction Ltd
Unit 16 Golding Barn Industrial Estate
Henfield Road
Upper Beeding
West Sussex
BN5 9XH

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1 Description Of Project

1.1 Project Description

Installation of 4 no. 50 sitting/standing sheltered stands.

1.2 Key Dates

Start Date - 21st May 2018

Duration - 3/4 weeks

1.3 Existing Structures

No existing structure

1.4 Ground Conditions

n/a

1.5 Existing Traffic Systems

All visitors to site to access via Culver Road. Luke & Luke will ensure safe access/egress from the site.

Deliveries will be co-ordinated to ensure that there is minimal impact on the surrounding roads. All deliveries will be planned and co-ordinated so far as is reasonably practical to ensure that those who are not involved with the construction project are protected from the dangers associated with the construction and the plant and vehicle movement required.

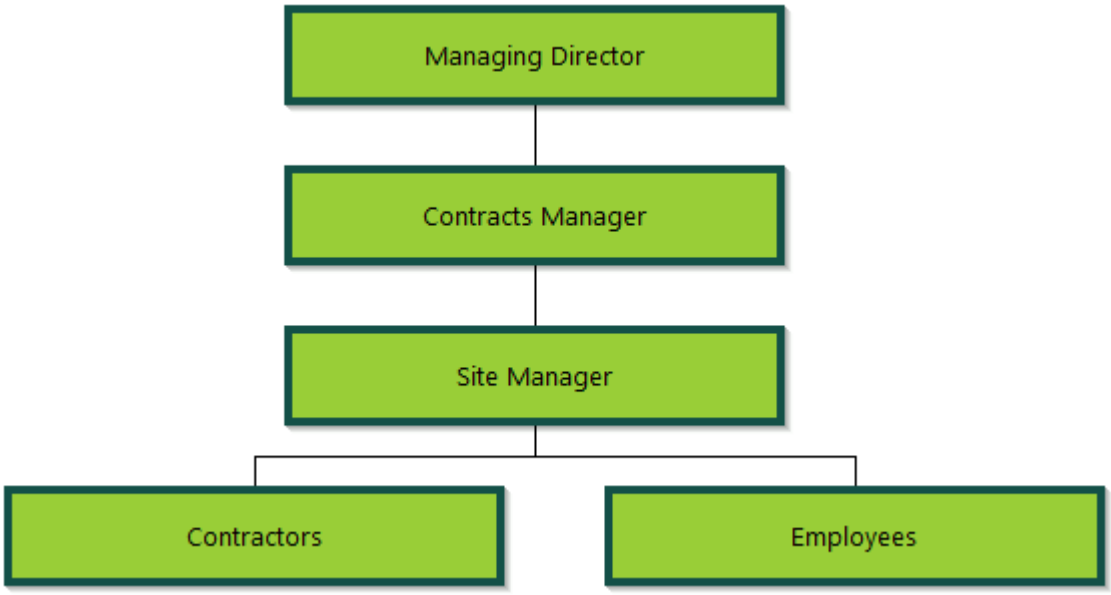
1.6 Working Restrictions

All site operatives will work in accordance with the Luke & Luke site induction and site rules.

Smoking is prohibited on site.

The site will be kept reasonably tidy throughout the construction phase.

2 Management Structure



2.1.1 Managing Director

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation

2.1.2 Contracts Manager

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 Site Manager

The Site Manager is responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

2.1.4 Contractors

The responsibilities on contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 Employees

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3 Management Of The Work

3.1 Health & Safety Goals

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety [First Aid] Regulations 1981
- R.I.D.D.O.R. 2013
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- High Inflammable and Liquefied Petroleum Gas Regulations 1982
- Petroleum Spirit [Plastic Container] Regulations 1982
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos Regulations 2012
- Deposit of Poisonous Waste Act 1972
- Environmental Protection Act 1991
- Safety Signs and Signals Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Work at Height Regulations 2005
- SWMP Regulations 2008

3.2 Monitoring & Reviewing

The Site Manager/Supervisor and/or Site Foreman as part of their line management responsibilities will inspect the site on a daily basis. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.
In addition to the above, this site will be visited by the Company Health and Safety Advisor or representatives appointed on their behalf, on a regular basis. Reports of these visits will be left on site for information and action.

3.3 Liaisons Between Parties On Site

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.
Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

3.4 Consultation With The Workforce

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.
Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe.

3.5 The Exchange Of Design Information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

3.6 Handling Design Changes During The Project

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

3.7 Selection & Control Of Contractors

This will be provided through the usual management regime on site viz.: direct communication between contractor representative and Contract Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.
Representatives from relevant contractors would attend the site progress meetings with attendance by client representative as appropriate.
Additionally all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.
See the Appendix for details of a typical questionnaire (Form HS28:Contractor Questionnaire) used in the selection of contractors. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

3.8 The Exchange Of Health & Safety Information Between Contractors

The exchange of health and safety information between contractors will take place during pre-start meetings, and throughout the duration of the project by the use of on-site meetings, letters and electronic means.

3.9 Site Security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors.

3.10 Site Induction

All personnel arriving on site will be required to attend a site induction session before starting work.
The induction will revolve mainly around the Site Rules, a copy of which will be given to each individual. Records of these inductions will be retained.

3.11 On-Site Training

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office.. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.
All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.
Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

3.12 Welfare Facilities

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regs 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals.

3.13 The Production & Approval Of Risk Assessments & Written Systems Of Work

Risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out.

3.14 The Reporting & Investigation Of Accidents & Incidents Including Near Misses

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of R.I.D.D.O.R. 2013 will be immediately reported to the enforcing authority by the quickest available means.

3.15 First Aid

On-site first aid arrangements will be commensurate with the operations being carried out.

3.16 Site Rules

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.
All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.
Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28:Contractor Questionnaire). Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.
All personnel arriving on site will be required to attend a site induction session before starting work.
The induction (Form HS05:Site Induction) (with signed attendance Form HS06:Site Induction Register) will revolve mainly around the Site Rules (Form HS17:Site Rules), a copy of which will be given to each individual. Records of these inductions will be retained.
Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28:Contractor Questionnaire). Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

3.17 Fire & Emergency Procedure

See completed Fire Plan.

4 Contact Names

Involvement	Name	Address	Contact
Client (Employer)	Sussex County Football Association	Culver Road Lancing West Sussex BN15 9AX	Tel: Mob: Fax: Email:
Principal Designer	Gould & Company	2 Lucastes Mews Paddockhall Road Haywards Heath West Sussex RH16 1HE	Tel: 01444 452604 Mob: Fax: 01444 459088 Email:
Principal Contractor	Niel Luke Luke & Luke Construction Ltd	Unit 16 Golding Barn Industrial Estate Henfield Road Upper Beeding West Sussex BN5 9XH	Tel: 01903816982 Mob: Fax: Email: admin@luke-and-luke.co.uk

5 Arrangements For Controlling Significant Safety Risks

5.1 Delivery & Removal Of Materials & Equipment

Materials will be delivered wherever possible to location to be used immediately. Where unable to use immediately, materials will be placed/stored in locations so as not to interfere with works operations. Deliveries will be subject to a “call-off” system wherever practicable and suppliers advised of most appropriate access to the site. Materials to be moved around the site will be facilitated by use of dumpers, dump trucks, lorries and forklift trucks as necessary using approved haul routes and access/egress points.

5.2 Dealing With Services

Electricity to the accommodation will be mains supply wherever practical and adequate award of contract notice is received. Alternatively, portable “silenced” generators of sufficient size will be employed and suitable arrangements put in place to deal with environmental noise and pollution. Fuel supply to generator will be from in-built fuel tank supplemented by bunded fuel bowser with lockable fuel lines. All supplies to units to be of approved design and tested for electrical safety immediately following installation.
Electrical wiring within accommodation units will be tested at recommended frequency suppliers of hired units required to supply evidence of electrical safety.
Banksman facility to be provided to supervise all activities in close proximity to these services. No raised bodies under overhead electric lines to be permitted unless minimum safe vertical and horizontal distances can be achieved. See site Specific risk assessment.

5.3 Adjacent Land Use

It is proposed that the area adjacent is levelled and hardstanded, as required, to provide suitable storage for the goals when not in use. This area is to be cordoned off with a chain link post arrangement.

5.4 Stability Of Structures Whilst Carrying Out Construction Work, Including Temporary Structures & Existing Unstable Structures

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads.

5.5 Preventing Falls

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005.

5.6 Working With Or Near Fragile Materials

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc.

5.7 Control Of Lifting Operations

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment.

5.8 Maintenance Of Plant & Equipment

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support.

5.9 Working On Excavations & Poor Ground Conditions

All practicable steps will be taken to prevent danger to any person, including where necessary the provision of supports, steps or battering. An inspection will be carried out by a competent person before each shift is commenced.

5.10 Work On Or Near Water Where There Is A Risk Of Drowning

Suitable measures will be taken to prevent persons falling into water, prevent them from drowning and provide some means of prompt recovery in the event of such a fall.

5.11 Traffic Routes & Segregation Of Vehicles & Pedestrians

The Contract Manager/Supervisor will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken.
In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of Banksmen will be provided to take control of reversing vehicles. These Banksmen will be wearing the equipment and clothing specified in the Company Policy. Contractors will be required to follow same policy.
All lorries are equipped with audible reversing alarms. Sweepers are to be equipped with reversing cameras. It is the Organisation's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet. However, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.

5.12 Storage Of Materials & Work Equipment

Aggregate type materials will be stored on site wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. Other materials and products such as street furniture, cabling, appliances, consumables will be stored off site and delivered as required to minimise disruption to site operations.

5.13 Any Other Significant Safety Risks

Luke & Luke issue a chart (contained within the H&S Policy) which lists tools likely to be used in the construction process, which gives an approximate timescale that the plant may be used for in any one day. This is issued to all sites. Tools will be selected that produce the lowest amount of vibration possible.

6 Arrangements For Controlling Significant Health Risks

6.1 The Removal Of Asbestos

All such work will be carried out in accordance with the Control of Asbestos Regulations 2012, the associated Code of Practice - Work with Materials containing asbestos and The Asbestos Essentials - Task Manual. Licensed asbestos removal contractors will be used when necessary.

6.2 Dealing With Contaminated Land

A full site investigation will be carried out to establish previous use. Where contaminants are present a full system of vehicle and pedestrian control will be operated. This will incorporate such measures as covered lorries, wheel washes, enhanced hygiene and decontamination facilities (e.g. drench showers, deep arm basins) and a full programme of health education and information for operatives, including the provision of appropriate Personal protection equipment (PPE).

6.3 Manual Handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts.

6.4 Use Of Hazardous Substances, Particularly Where There Is A Need For Health Monitoring

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring.

6.5 Reducing Noise & Vibration

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives.

6.6 Any Other Significant Health Risks

Silica Dust on construction projects is responsible to the rise in work related cancer and lung diseases. Luke & Luke ensure that the cutting of silica containing materials is monitored and controlled to ensure dust is suppressed.

The cutting of wood on site is also controlled and carpentry trades are required to use mobile extraction devices to ensure dust control is of a high standard.

7 The Health & Safety File

7.1 Layout & Format

This must be agreed between the client and the principal designer at the start of the project and will include:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on)
- Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs
- Hazardous materials used (for example, lead paints and special coatings)
- Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services
- Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors)
  There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

7.2 Arrangements For The Collection And Gathering Of Information

The principal designer will prepare, review amend or add to the file and give it to the client at the end of the project. If his duties terminate prior to the end of the construction phase then the principal contractor will carry out these duties.
Clients, designers and contractors will supply the information necessary for compilation and updating the file.
Everyone providing information will ensure it is accurate and provided promptly.

7.3 Storage Of Information

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable