CONSTRUCTION PHASE MANAGEMENT PLAN

PROJECT:

14 Ring Road
Lancing
WEST SUSSEX,
BN15 0QF

Prepared by Colin Keating
June 2016 (Rev October 2016)

For

A M Construction (Southern) Limited
Spectrum House
96a Coleridge Street
Hove
East Sussex
BN3 5AA

Table of Contents

1	Project Safety Statement	D
2	Scope and Objectives of the plan	E
3	Project Information	F
4	Description of Work	G
5	Reference/Design Information	H
6	**Project Organisation**	I
6.1	Project Safety Management	I
6.2	Subcontract Companies	I
7	**Responsibilities**	J
7.1	Project Manager's Responsibilities	J
7.2	Site Manager's Responsibilities	J
7.3	Safety Advisor's Responsibilities	K
7.4	Site Operative Responsibilities	K
7.5	Subcontract Company's Responsibilities	K
8	**Safety Management**	M
8.1	Construction Materials	M
8.2	Construction Design and Design Changes	M
8.3	Selection of Subcontractors	M
8.4	Project Control and Communications	M
8.5	Third Party Liaison and Co-operation	N
8.6	Safety Consultation	N
8.7	Site Rules / Induction	N
8.8	Information	N
9	**Safety Monitoring & Surveillance**	O
10	**Risk Management**	P
10.1	Risk Assessments	P
10.2	CoSHH Assessments	P
10.3	Control Measures	P
10.4	Safe Systems of Work	P
10.5	Method Statements	P
11	**Emergency Arrangements**	Q
11.1	Fire Precautions and Emergency Procedures	Q
11.2	Hot Works Permit	Q
11.3	First Aid	Q
11.4	Emergency Contact numbers	R
11.5	Accident / Incident Procedures	R
11.6	Reportable Accidents / Incidents	R
12	**Site Set-up**	S
12.1	Public Protection and exclusion of unauthorised persons	S
12.2	Site Entrance	S
12.3	Signage	S
12.4	Vehicular Access and Movements	S
12.5	Parking for site workers	S
12.6	Materials Delivery and Unloading	S
12.7	Storage of Material / Equipment	T
12.8	Tree Protection Works	T

12.9	Removal of Waste	T
12.10	Site Lighting	T
12.11	Site Welfare Facilities	T
13	**Management of Specific Site Risks**	U
13.1	Electrical Supplies	U
13.2	Gas Supplies	U
13.3	Demolition / Dismantling Work	U
13.4	Excavations	U
13.5	Contact with Hidden Services	V
13.6	Working at Height	V
13.6.1	Scaffolding (as applicable)	W
13.6.2	Mobile Scaffold Towers (as applicable)	X
13.6.3	Ladders / Step Ladders (as applicable)	X
13.7	Lifting Operations	X
13.8	Manual Handling	Y
13.9	Asbestos	Y
13.10	Hot Works	Z
13.11	Completion and Making good	Z
14	**General Health & Safety Arrangements**	AA
14.1	Personal Protective Equipment (PPE)	AA
14.2	General Plant and Equipment	AA
14.3	Portable Electrical Equipment	BB
14.4	Abrasive Wheels	BB
14.5	Hand / Arm Vibration Syndrome (HAVS)	BB
14.6	Noise & Statutory Nuisance	CC
14.7	Dust Hazards	CC
14.8	Prohibitions	DD

1 Project Safety Statement

It is A M Construction (Southern) Limited's policy that this project is undertaken with the highest regard for health, safety and welfare matters.

A M Construction (Southern) Limited believes that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

A M Construction (Southern) Limited will take all reasonably practicable steps to meet this responsibility paying particular attention to:

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

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

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

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

• The provision of adequate welfare arrangements

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

_____

2 Scope and Objectives of the plan

This Health and Safety Plan has been prepared by A M Construction (Southern) Limited (Principal Contractor) in order to comply with the CDM Regulations 2015, other health and safety legislation and to achieve the aims of the company health and safety policy.

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

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

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

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

This plan shall be implemented and adhered to throughout the entire construction period to address planning condition AWDM/1272/15 condition 12.

3 Project Information

Location of Site:

Land south of 14 Ring Road, Norbury Drive, Lancing, West Sussex.

Nature of Construction Work:

Construction of two detached two storey houses with new vehicular access from Norbury Drive.

Project Start Date & Duration:

TBC - anticipated January 2017
Duration: 40 Weeks
Working Hours: 8.00 – 17.00 Monday to Friday
8.30 – 13.00 Saturday (No work undertaken on Sundays or Public holidays)

Client: 111a Arundel Road Developments LLP
Contact: Anthony Martin

Principal Designer: J R A Surveying
16 Wilmington Way
Brighton
East Sussex
BN1 8JH
Contact: Colin Keating
Tel: 01273 500707

colin@jra-surveying.com

4 Description of Work

Works to Include:

- Existing windows to 27 Norbury drive to be replaced with acoustic double glazing
- Wall to Southern Boundary to be constructed prior to commencement
- Demolition ad site clearance
- Groundworks
- Brick and Blockwork
- Steelwork
- Roofing Works
- Doors, Windows & Rooflights
- Forming rooms with partitions, floors and ceilings
- Plumbing & Electrical Works
- Drylining and plastering
- Installation of kitchen fittings and sanitaryware
- Floor finishes
- Decorations
- Drainage
- New Services
- External works including garage and access to 27 Norbury Drive
- Hard and soft landscaping

5 Reference/Design Information

Architects drawings

Specialist installation drawings for:-

- Kitchen Installation
- Services
- Windows and doors

6 Project Organisation

6.1 Project Safety Management

Project Manager: Anthony Martin
Site Manager: TBC

As Principal Contractor, A M Construction (Southern) Limited has overall responsibility for managing the project.

6.2 Subcontract Companies

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

Details of subcontractors working on this project:

DEMOLITION:- Lee Builders (Southern) Ltd
GROUNDWORKS:- Lee Builders (Southern) Ltd
SCAFFOLDING:- Lee Builders (Southern) Ltd
BRICKWORK:- Lee Builders (Southern) Ltd
CARPENTRY:- Lee Builders (Southern) Ltd
ROOFING:- Lee Builders (Southern) Ltd
PLUMBING & HEATING:- Lee Builders (Southern) Ltd
ELECTRICAL:- Lee Builders (Southern) Ltd
DOORS & WINDOWS:- MTM Units
DECORATORS:- Lee Builders (Southern) Ltd

*Note other to be added as the project progresses.

7 Responsibilities

7.1 Project Manager's Responsibilities

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

7.2 Site Manager's Responsibilities

- Organise and co-ordinate site work with minimum risk to Health and Safety and to comply with the company safety policy and relevant regulations

- Liaise with neighbours, inform, advise and negotiate with regard to access, noise, vehicular movement times
- Ensure agreed methods of work, codes of practice, risk assessments and method statements are adhered to and all registers and records are kept up to date
- Ensure sub-contractors comply with the health and safety plan, risk assessments and method statements
- Ensure the storage of materials and substances are safe and comply with statutory requirements
- Ensure the safety plan, emergency procedures, insurance certificate, names of appointed first aiders and other statutory notices are displayed in prominent locations
- Ensure only authorised persons are allowed on site
- Ensure Form 10 is issued to HSE by the Principal Designer and copy of F10 is displayed in a prominent position at site
- Maintain a tidy site with safe access and egress to places of work and the site accommodation
- Meet and liaise with visitors and inspectors to the site and appoint a competent person to take charge during temporary absences and maintain a record of all site visitors
- Discuss with safety advisor any site problems relating to health and safety
- To co-operate with statutory authorities (ie HSE Inspector)
- To set a good example of behaviour with regard to health, hygiene and safety
- To listen to site operatives concerns in relation to health & safety and act accordingly
- To ensure combustible materials are not burnt on site

7.3 Safety Advisor's Responsibilities

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

7.4 Site Operative Responsibilities

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

- Comply with their own company safety policy (where applicable), this health and safety plan, risk assessments and method statements
- Comply with the site rules
- Use the appropriate tools and equipment for the job and not misuse
- Keep tools, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the site manager
- Take all reasonable steps to ensure the safety of himself and others
- Raise any health & safety concerns with the site manager
- Avoid improvised arrangements and suggest safe ways of reducing risks

- Observe all warning notices and follow instructions
- Ensure that guards are in position whilst plant and portable tools are in use
- Wear appropriate clothing, footwear and PPE conducive to the work
- Report defective plant and equipment to the site manager and do not use until repaired
- Inform the site manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

7.5 Subcontract Company's Responsibilities

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

8 Safety Management

8.1 Construction Materials

A M Construction (Southern) Limited will, whenever possible, procure materials/substances which are known to be safe to handle and free from acute and chronic health effects.

All materials/substances will be used in accordance with CoSHH assessments, Construction Industry Advisory Committee Hazard Information Sheets, and HSE Guidance Notes.

8.2 Construction Design and Design Changes

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

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

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

8.3 Selection of Subcontractors

A M Construction (Southern) Limited will ensure that subcontractors have adequate health and safety arrangements in place and good health and safety performance. These checks will be undertaken a) through experience of working with the subcontractor or b) through a health and safety competency questionnaire. Records of completed health and safety competency questionnaires will be kept on file in the health & safety file in the office.

8.4 Project Control and Communications

Weekly site meeting to be agreed between the client and A M Construction. A M Construction (Southern) Limited to hold their own internal meetings on a weekly basis.

Formal project meetings will be held monthly and a contractors report will be issued.
In attendance will be: Employers Agent, Architect, Project Manager, Site Manager

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

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

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

A notice board on site will provide key health & safety information.

8.5 Third Party Liaison and Co-operation

A letter drop will be carried out to neighbours prior to starting, during and near completion. Contact details will be made available on the fencing/Site entrance gate only.

8.6 Safety Consultation

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

8.7 Site Rules / Induction

All personnel working on the site will receive a site safety induction prior to the commencement of any work on site. Blank copies of the Site Rules / Induction Form are included in Appendix F. Completed induction records will be filed in Appendix G of this plan.

8.8 Information

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

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

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

9 Safety Monitoring & Surveillance

A M Construction (Southern) Limited management and/or the safety advisor will undertake period safety inspections
to:
• Ensure that operatives are working with control measures identified in risk assessments
• Ensure operatives are wearing PPE as required
• Assess whether there are any uncontrolled hazardous situations which are not covered by risk assessments and method statements
• Ensure safety records are being maintained

The Site Manager will undertake informal monitoring on a daily basis while on site.
The Site Manager will undertake a formal weekly inspection using a checklist.
Each contractor has a foremen/supervisor who will be responsible for monitoring his own operatives on site.

Records of general safety inspections will be filed in Appendix H.

10 Risk Management

10.1 Risk Assessments

A M Construction (Southern) Limited and subcontract companies have a duty to ensure that suitable and sufficient risk assessments are undertaken. The risk assessments must consider those hazards which have a significant risk to health and safety, the persons affected, the potential severity of the risks and the implementation of suitable control measures to reduce the risks to the lowest level reasonably practicable. The Site Manager will review risk assessments before work is commenced. Copies of the site specific and generic risk assessments produced by A M Construction (Southern) Limited are attached in appendix B and appendix C.

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

10.2 CoSHH Assessments

A M Construction (Southern) Limited and sub-contract companies who are using materials or substances which are potentially damaging to health will prepare CoSHH assessments for the substances to determine the level of risk, the persons at risk and suitable control measures.

General CoSHH assessments for the project are included in appendix D.

10.3 Control Measures

A M Construction (Southern) Limited site management will ensure that control measures identified in the risk / CoSHH assessments are implemented.

10.4 Safe Systems of Work

A.M. Construction (Southern) Limited's site management will ensure that all operatives working on site, including subcontractors,are competent and trained in the safe system of work where a safe system of work is identified as a control measure in a risk assessment.

10.5 Method Statements

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

A M Construction (Southern) Limited will ensure that all operatives are conversant with the relevant method statements before they start work. Subcontractors Risk Assessments / Method statements are attached in appendix E or a separate file.

11 Emergency Arrangements

11.1 Fire Precautions and Emergency Procedures

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

Fire Extinguishers:
• Water and CO2 extinguishers will be sited in the welfare facilities.

Assembly point:
• At the junction of the entrance road in 27 Norbury Drive.

Fire Alarm System:
• Fire horns at the fire extinguisher station

Procedure in the event of a fire or emergency:
• On hearing the alarm all persons will evacuate through any available external doorway and assemble at the designated assembly point
• Extinguishers will only be used to fight minor fires or to help escape
• The site manager will call the fire brigade on a mobile phone
• The site manager will check that all persons have evacuated the site
• No-one will re-enter the site until the fire service have authorised that it is safe

Signing In Procedures
Signing in book will be located in the site office

Flammable substances will be only stored on site where there is a ventilated and secure area away from buildings and escape routes.

11.2 Hot Works Permit

Anyone undertaking "hot work" will be required to work under a "hot work permit" and make available suitable fire extinguishers in the vicinity of the work. Blank forms are available in appendix K of this plan. Completed forms will be retained in the rear of Appendix L. The Site manager will be responsible for administering the hot work permit system.

11.3 First Aid

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

First aid arrangements on this site:

• The qualified first aider will be Anthony Martin, Trevor Beavor and Phil Lee

• A first aid kit and eye wash will be kept in the site office.

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

11.4 Emergency Contact numbers

Project Manager – Anthony Martin 07903912959
Site Manager – Lee Builders (Southern) Ltd 078030030078
External Safety Advisor – TBC
Health & Safety Executive 01883 732400
Emergency Services 999
Local Police (non emergency) 101
A&E Address
Use website
http://www.nhs.uk/Service-Search
Worthing Hospital, Lyndhurst Road, Worthing, West Sussex BN11 2DH
Phone: 01903 205111

11.5 Accident / Incident Procedures

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

Arrangements will be made, if necessary, for the safety advisor to visit the site to investigate and

report any incident/accident.

11.6 Reportable Accidents / Incidents

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

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

12 Site Set-up

12.1 Public Protection and exclusion of unauthorised persons

The site is adjacent an occupied house. Access to the site is via a new access drive to be constructed. The office is to be manned to intercept all visitors to the site. The boundaries of the site will be secured with Heras fencing.

12.2 Site Entrance

Access to the site will be via a heras fence gate. This will be locked at night for security and safety reasons.

12.3 Signage

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

12.4 Vehicular Access and Movements

Suppliers will be advised that the site is accessed from Norbury Road. A banksman will be present during traffic movements and all drivers to report to the site manager.

Anticipated vehicle movements during the project:-
Site set-up, demolition, excavation and infill - 3 to 5 10 tonne lorries per day for two weeks for main excavation,
Ground floor slabs and foundations - 2 - 3 Ready mix concrete lorries per day for 3 days
Superstructure - 1 to 2 10 tonne delivery lorries per day for 6 weeks
Internal fit out - 2-3 vans per day for 8 weeks
External works - 1 to 2 10 tonne delivery lorries and 2-3 concrete lorries for one week

Throughout construction period 3-7 vans per day for operatives. Some labour in shared transport.

12.5 Parking for site workers

Parking is not available on site. Car parking is available in the vicinity although local roads are narrow and operatives will be instructed to park so as not to cause an obstruction. The site manager will

continuously monitor car parking in the vicinity of the site, ensure that local residents are not obstructed and that road safety is maintained. During the closing stages of the project when more operatives are anticipated on site shared transport shall be instituted and operatives encouraged to minimise parking in the local area.

Cleaning facilities will be used on site by means of a pressure washer and boot scrappers and brushes, this will minimise the mud/site waste being transferred onto the public highway.

12.6 Materials Delivery and Unloading

Deliveries will be to the kerb side. Large vehicles may not be able to transverse the access road as it is narrow in which case delivery will be as close as possible and materials manhandled or by mechanical transport to the site. To minimise the risk to pedestrians during unloading / loading the site manager will ensure a banksman is present at all times.

12.7 Storage of Material / Equipment

All material will be stored in such a manner to prevent injury to workers, visitors or anyone gaining access to the site. Consideration will be given to safe stacking to prevent collapse.

The methods of storage will allow for possible unauthorised access onto the site by children or other individuals. There is limited space inside the site for storage of materials and site management will closely monitor the amount of stored materials to prevent excessive materials creating access hazards.

12.8 Tree Protection Works

There are no tree protection orders on the site.

12.9 Removal of Waste

Waste materials will be collected via a grab lorry or licenced skips.

Arrangements will be made to dispose of any special waste using a specialist contractor in accordance with the regulations under the Environmental Protection Act 1990.

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

Waste disposal records will be retained by the Site Manager as required by the Environmental Protection Act 1990.

Wheel washing facilities will be provided during the excavation of the bank element of the works and during other periods as necessary to combat waste material being deposited on public roads and pavements.

12.10 Site Lighting

An new electrical supply will be maintained and enable 110v lighting to be provided as required.

12.11 Site Welfare Facilities

Canteen - As the work progresses an area in the new house will be used as an office, health and welfare facilities. The site manager will identify local services for refreshments.

Mobile Site Office- Contains files, H&S file, paperwork and communication devices.
1x Portaloo
Temporary water and electrical supply will be provided.

13 Management of Specific Site Risks

13.1 Electrical Supplies

Isolation Arrangements:-
There are no existing supplies on the site. Underground services may be present. Work will be carried out by a qualified electrician.

Temporary Supply Arrangements:-
Temporary electrics supplied from existing unit (240v) with RCD – installed by qualified electrician. Use of armoured cable.

All site electrical supply work will be undertaken by a qualified electrician.

All temporary electrical supplies will be installed in accordance with the requirements of BS7671.

13.2 Gas Supplies

Isolation and commissioning arrangements:
N/A

All site gas supply work will be undertaken by CORGI registered fitters.

13.3 Demolition / Dismantling Work

Demolition / dismantling work on this project: None

All demolition work will be planned by a competent person in accordance with BS 6187:2000.

All work will be undertaken under the control of an appointed person who will be a qualified demolition supervisor.

13.4 Excavations

Prepare a digital condition survey of all roads, pavements, footpaths, walls, kerbs and hand to the Contract Administrator or Project Manager.

Excavation work on this project:
Excavation into chalk bank, generally shallow excavations/service trenches – up to 1m deep. Excavations will be dug and reinstated as soon as possible to minimise time that the excavation is exposed.

Excavation methods:
Machine excavations. Chalk face to be assessed and either battered or temporary support supplied.

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

Excavations will be inspected in accordance with statutory requirements
- At the start of each shift
- After any collapse of part of the excavation
- After accidental fall of material into the excavation

Records of inspections will be retained at the site in Appendix J.

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

13.5 Contact with Hidden Services

Methods to detect hidden services A M Construction (Southern) will ensure services drawings are obtained before excavation works. The groundworkers will carry out a Permit to dig and CAT scan before works commence.

13.6 Working at Height

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

The activities involving work at height include:
Activity

External walls, windows, roofing.

Scaffold/ hop ups / harness

From independent tied scaffolding, air bags /
fall arrest equipment

NOTE: The steelwork above first floor will be erected once a temporary deck has been installed.

Undertaking of all works such as; brick/blockwork, carpentry / glazing / decorating / plumbing from:-

Scaffold working platforms/ mobile tower or similar access equipment from within protected rails or alternative access including steps, hops ups. Where not practical fall arrest such as air bag systems or inertia reels & harness.

Unloading / loading

Use of podium steps.

Use of stepladders and low level hop ups for low risk work (site manager to assess, authorise and monitor works) use of bumper hoist or scaffold mounted crane to loading bay at front of site

Internal works: –
Ceiling installation works
Installation of timber partitions etc
Mechanical, HVCA and services work above ceiling height
Electrical work including the installation of high level lighting
General internal works up to 2.4m
Decorating and making good

Use of and podium steps
Use of stepladders and low level hop ups for low risk work (site manager to assess, authorise and monitor works)

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

Arrangements to prevent unauthorised access to the scaffolding outside normal working hours: Ladder(s) will be removed and stored on first lift at the end of each day.

13.6.2 Mobile Scaffold Towers (as applicable)

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

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

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

13.6.3 Ladders / Step Ladders (as applicable)

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

The equipment will be inspected before use.

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

tied to the scaffold structure at all times.

13.7 Lifting Operations

Lifting Operations to be undertaken on this site include:
Hiab for deliveries and Genie lift for steels/lintels as required
Crane for steelwork erection by steel erectors sub-contractor
The company will ensure that any lifting equipment used on site is suitable for the site and the loads being lifted.

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

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

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

Arrangements to be considered for the lifting operations:
Lifting operations will be carried out by trained operatives will provide a RAMS detailing lifting works.

13.8 Manual Handling

Significant manual handling risks on this site include:
Handling of steel / concrete lintels / beams
Handling of blocks
Heavy weight specialist air handling plant - other items to be assessed as the work proceeds.

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

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

Where possible, manual handling will be avoided and suitable equipment used instead.
Mechanisation used on this site:
Dumper for removal of spoil to grab lorries
Dumper for planned deliveries of heavy/bulky items
Barrows, for use as required.
Delivery of materials to near point of use

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

13.9 Asbestos

Potential asbestos on this site:
None

13.10 Hot Works

Activities on site necessitating the use of a hot works permit system:
Possibly braising copper pipework on site and site welding

A Hot Works Permit will be issued by the site manager to the operatives undertaking hot work to reduce the risks of fire after any activity that could potentially lead to a fire. Blank permits are available in appendix K and completed permits will be filed in appendix L.

13.11 Completion and Making Good

Inspect all pavements, footpaths, walls, kerbs, etc and arrange to repair and reinstate all work disturbed by the works by reference to the original condition survey.

14 General Health & Safety Arrangements

14.1 Personal Protective Equipment (PPE)

It will be mandatory for all self-employed contractors, subcontract company employees, visitors etc to wear PPE as specified in the site rules, in the risk assessments/method statements, or as instructed by A M Construction (Southern) Limited.

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

A M Construction (Southern) Limited will ensure that PPE is available for visitors at site.

It is a mandatory requirement that the following are worn on the site at all times.
- Safety footwear
- Head protection at all times
- High visibility clothing

The following are worn on the site subject to risk assessment.
- Gloves and eye protection.
- FFP2 dust masks.
- Gloves
- Eye protection.

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

14.2 General Plant and Equipment

A M Construction (Southern) Limited and its subcontractors shall ensure that any plant and equipment is:

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

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

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

Excavator 10 -15 tonne

Dumper/small crane (subject to assessment by the project manager)

Small tools only.

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

All operatives of plant and equipment shall, where necessary or appropriate, hold relevant Certificates of Training e.g. CITB or the Approved Trade Body. Copies of relevant certificates / licences will be filed in Appendices N and O.

14.3 Portable Electrical Equipment

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

All 110 volt site equipment will have been subjected to combined inspection and test (ie Portable Appliance Tests (PAT)) on a regular basis, preferably at least once every 6 months. All Portable Electrical Appliances shall have a label showing date of inspection and date for renewal.

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

14.4 Abrasive Wheels

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

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

14.5 Hand / Arm Vibration Syndrome (HAVS)

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

The Company will select vibrating equipment with preference given to equipment with the lowest

published vibration emission levels.

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

The Company will assess the use of vibrating equipment and ensure that operatives are not exposed to daily exposure levels in excess of 5.0 m/s2 (A8) so far as is reasonably practicable.

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

Where vibration levels are not known for particular equipment, a look up chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be provided with the risk assessments.

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

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

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

14.6 Noise & Statutory Nuisance

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

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

It is unlikely that the noise levels will exceed the action levels as defined in the Control of Noise at Work Regulations 2005.

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

14.7 Dust Hazards

Damping down use of temporary water supply.

Dust will be removed by vacuum cleaner on a regular basis. Suitable respirators will be worn and windows kept open for natural ventilation.

14.8 Prohibitions

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

APPENDIX A – ASBESTOS REPORT

(as applicable)

APPENDIX B – SITE SPECIFIC RISK

ASSESSMENT

APPENDIX C – GENERAL RISK

ASSESSMENTS

APPENDIX D – GENERAL COSHH

ASSESSMENTS

APPENDIX E – SUBCONTRACTORS

RISK ASSESSMENTS / METHOD

STATEMENTS

Note these may be included in separate files supplied by

Subcontractor

APPENDIX F – SITE RULES /

INDUCTION LEAFLET

APPENDIX G – INDUCTION RECORDS

All operatives working on site will be given site induction, with reference made to the Site Rules/ Induction Leaflet.

Operatives are required to confirm that they have received site induction and have read and understood the risk assessments / method statements applicable to their work.

Risk Assessment / Method Statement - Read & Understood Name Signature Date	Name	Signature	Date

INSPECTION RECORDS

APPENDIX I – SCAFFOLDING

INSPECTION RECORDS

APPENDIX J – EXCAVATION

INSPECTION RECORDS

APPENDIX K – BLANK HOT WORKS

PERMIT FORM

APPENDIX M – COPIES OF

OPERATIVES CERTIFICATES /

LICENCES

APPENDIX N – COPIES OF PLANT /

EQUIPMENT CERTIFICATES